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Fairfield Primary School

School Council Minutes

Date: Monday 14 May 2018

Time: 6.30pm

Venue: Staff Room

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Alexa Every (AE)	Parent	President	✓		
Paul Wallace (PW)	DE&T Member	Policy/Executive Officer	✓		
Paul Hunt (PH)	Parent	Vice-President/Buildings & Grounds	✓		
Kate Symons (KS)	Parent	Secretary	✓		
Nicholas Schijf (NS)	Parent	Treasurer	✓		
Jourdan Murray (JM)	DE&T Member	Buildings & Grounds	✓		
Katrina Lamers (KL)	DE&T Member	Community	✓		
Anita Galli (AG)	Parent	Community		✓	
Chris Price (CP)	Parent	Buildings & Grounds			✓
Bronwyn Wolfgang (BW)	Parent	Policy	✓		
Allana Bryant (AJB)	DE&T Member	Executive Officer		✓	

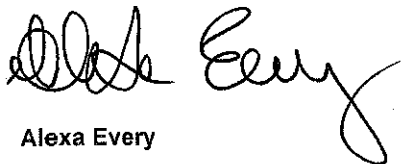
At Fairfield Primary School, we acknowledge that the meeting is being held on the traditional lands of the Wurundjeri people of the Kulin Nation and acknowledge them as Traditional Owners. We also pay our respects to their Elders, past and present, and the Elders from other communities who may be here today.

Min No	Minutes	Action		
1	<p>Opening / Welcome</p> <p>[Note: The Annual General Meeting was held in Room 3A/B from 6 to 6.40pm]</p> <p>AE opened the meeting as President and confirmed that a quorum was present at 6.44pm.</p>			
2	<p>Attendance/Apologies</p> <p>AE confirmed there were apologies from AJB and AG. AE noted that CP was not in attendance.</p>			
3	<p>Minutes of previous meeting</p> <p>AE invited corrections to the previous minutes dated 27 March 2018 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 27 March 2018 Moved: AE Second: NS Motion carried</p> <p>School Council discussed the matters arising from the previous minutes of 27 March 2018.</p> <p>School Council noted the appointment of chairs of the committees, as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Buildings & Grounds Policy Community Finance</td> <td style="width: 50%; border: none;">To be confirmed at next committee meeting PW AG and QM (co-chair) Gail DiVincenzo (FPS)</td> </tr> </table>	Buildings & Grounds Policy Community Finance	To be confirmed at next committee meeting PW AG and QM (co-chair) Gail DiVincenzo (FPS)	<p>KS to arrange for copies of the minutes of 27 March 2018 to be signed and placed on the FPS website.</p>
Buildings & Grounds Policy Community Finance	To be confirmed at next committee meeting PW AG and QM (co-chair) Gail DiVincenzo (FPS)			

		<p>School Council noted the resignation of Detlev Leuth as school councillor effective 19 April 2018 and noted the approval in April 2018 of the following out of session motion (with CP abstaining from voting on the motion): <i>That School Council, in accordance with Standing Order 4.2, co-opt Quimby Mills as a parent member to School Council, to fill the casual vacancy for the rest of the term of the retiring member (being to March 2019).</i></p>	
4	Essential Business	<p><u>Artist-in-residence applications (2018)</u></p> <p>AE welcomed Rosie Wositzky-Jones (RWJ) and Marjie Tkatchenko (MT) for this item of the agenda.</p> <p>MT spoke to the two visual arts Artist-in-Residence applications for funding involving artist Nikki Fletcher (felting) for Grade 6 students ('Felt Constellations') and Prep to Grade 6 students ('Felted objects/ beings/ creatures of the sky-inspired by Joan Miro').</p> <p>RWJ spoke to the performing arts Artist-in-Residence application for funding (puppetry) for Grade 3 and 4 students (Puppets and Poems). RWJ tabled quotations for the project.</p> <p>The proposals would be funded from fundraising money. School Council acknowledged the need for the school to spend some fundraising money and advise the school community how those funds have been applied (via the newsletter).</p> <p>AE suggested a science-orientated proposal be considered and PW agreed to make inquiries with Alison Knox.</p> <p>Motion: That School Council approve the Artist-in-Residence applications for visual arts (felting) for the amounts of \$5,030 (Prep to Grade 6) and \$1,380 (Grade 6) and performing arts (puppetry) for the amount of \$4,400 (all GST inclusive).</p> <p>Moved: AE Second: PH Motion Carried.</p> <p><u>Licence agreement for Shooters</u></p> <p>PW spoke to the licence agreement reached with Shooters for term 2, 2018.</p> <p>Motion: That School Council approve the 'School Licence Agreement – Shooters'. Moved: PW Second: NS Motion Carried.</p> <p><u>Ratification of Governance documentation</u></p> <p>AE and KS spoke to the documentation. School Council discussed suggested amendments to the School Council Strategy for 2018/19 contained in the FPS Goal and Objectives.</p> <p>Motion: That School Council ratify the FPS Goal and Objectives (with suggested amendments), the Standing Orders, the Terms of Reference for each committee (B&G, Finance, Policy and Community) and the Role of Secretary. Moved: AE Second: KL Motion Carried.</p> <p><u>School Review</u> PW tabled a document outlining the review process for the School Review in 2018 and provided an overview of the process and work involved.</p>	<p>PW to make inquiries with Alison Knox on a science related proposal, using the artist-in-residence model.</p> <p>PH to include in the SC newsletter report mention of the SC approval of expenditure of fundraising money for the two artist-in-residence applications for 2018.</p> <p>KS to circulate amended 'FPS Goal and Objectives' to councillors.</p>
5	Reports	<p><u>Acting Principal's Report</u></p> <p>PW tabled the Acting Principal's Report.</p>	

<p>Motion: That School Council accept the Acting Principal's Report. Moved: PW Second: AE Motion Carried</p> <p><u>Finance Committee Report</u></p> <p>NS tabled and spoke to two documents entitled '2018 Student Resource Package Funding' and '2018 Sub Program Expenditure Summary' showing the budget is well balanced with a small surplus. NS will circulate the final May finance documentation once finalised, with relevant motions to be passed at the June meeting.</p> <p>PW advised that the financial result from the Fair would be included in the next newsletter.</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>School Council noted that there was no report for Buildings & Grounds.</p> <p><u>Policy Committee Report</u></p> <p>PW and AE spoke to three policies recently developed or revised by the Policy Committee to meet the guidelines of the Department of Education (Administration of Medication Policy, Communication of School Policies Policy and Student Engagement Policy).</p> <p>Motion: That School Council approve the Administration of Medication Policy Moved: PW Second: AE Motion Carried</p> <p>Motion: That School Council approve the Communication of School Policies Policy Moved: PW Second: PH Motion Carried</p> <p>Motion Carried Motion: That School Council approve the Student Engagement Policy Moved: PW Second: AE Motion Carried</p> <p>Motion: That School Council approve the Policy Committee Report Moved: PW Second: KS Motion Carried</p> <p><u>Community Committee Report</u></p> <p>QM spoke briefly to the May 2018 Community Committee Report.</p> <p>School Council requested that QM and AG engage with members of the Community Committee to bring any feedback back to School Council on the current model of holding two large events per year and any concern about volunteer fatigue.</p> <p>Motion: That School Council approve the proposed date of Friday 31 August 2018 for a Father's Day Breakfast Moved: QM Second: KS Motion Carried</p> <p>Motion: That School Council approve the Community Committee Report Moved: QM Second: KS Motion Carried</p>	<p>NS to circulate the May finance documentation to councillors by email.</p> <p>KS to include motions for the May finance documentation in the June agenda.</p> <p>PW to include a report on the financial result of the Fair in the next newsletter.</p> <p>QM and AG to report to School Council following their engagement with members of the Community Committee</p>
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6	Correspondence	School Council noted the circulated correspondence. PW spoke to the email from D Cullen dated 2 May 2018 regarding the erection of a fence to the eastern boundary of the Wingrove Street site. School Council noted that PW will work with the neighbour to install a suitable timber paling fence to meet both parties' requirements. PW will liaise with LXRA and consider the fencing options to ensure the remainder of the site is secured following handover.	PW to liaise with LXRA and consider the fencing options for Wingrove Street site.
7	General Business	<p><u>Master Plan</u></p> <p>PW reported on the status of the planning for the building project on the Langridge St site, involving demolition and relocation of the art block and construction of a two storey building consisting of 6 classrooms.</p> <p><u>Netball Court</u></p> <p>PW briefly reported on the status of the netball court currently under construction.</p> <p><u>Reference Groups</u></p> <p>KS reported on the Fairfield Village Community Reference Group meeting (No 5) she attended on 28 March. KS provided an overview of the key projects impacting FPS that have now been identified for inclusion in the draft Master Plan for public consultation later in 2018. KS noted that the safer crossing proposal project for Station Street at the intersections of Wingrove Street and Railway Place is a safety priority and may benefit from direct communication by FPS with VicRoads.</p> <p><u>General</u></p> <p>School Council noted the following:</p> <ul style="list-style-type: none"> • Meeting dates for 2018 • Newsletter insert dates for 2018 	KS to discuss with AE/PW possible communication with VicRoads regarding safer crossing proposal (timing)
8	Close of Meeting	Meeting Close: 8.27 pm	
9	Next Meeting	Next Meeting: Monday 18 June 2018 at 6.30pm	



Alexa Every

School Council President
Date 25/6/2018



Paul Wallace

Executive Officer
Date 26/6/2018