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Fairfield Primary School

School Council Minutes

Date: Monday 25 June 2018

Time: 6.30pm

Venue: 3A/B Classroom

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	✓		
Quimby Mills	Parent	Community	✓		

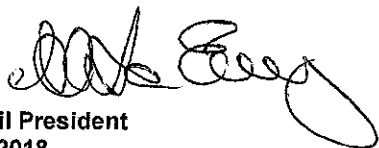
At Fairfield Primary School, we acknowledge that the meeting is being held on the traditional lands of the Wurundjeri people of the Kulin Nation and acknowledge them as Traditional Owners. We also pay our respects to their Elders, past and present, and the Elders from other communities who may be here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

Min No	Minutes	Action
1	Opening / Welcome AE opened the meeting as President and confirmed that a quorum was present at 6.30pm.	
2	Attendance/Apologies AE confirmed there was an apology from PW.	
3	Minutes of previous meeting AE invited corrections to the previous minutes dated 14 May 2018 and confirmed there were none. Motion: That School Council adopt the minutes of the previous meeting held on 14 May 2018 Moved: AE Second: NS Motion carried School Council discussed the matters arising from the previous minutes of 14 May 2018. School Council noted that PW will update School Council at the next meeting on any communications with Alison Knox regarding a science-related proposal.	KS to arrange for copies of the minutes of 14 May 2018 to be signed and placed on the FPS website. PW to update School Council at the next meeting on any communications with Alison Knox.
4	Art4All Julie Calvert attended from 6.30 to 6.50pm to present the Art4All Event Scope, for the information of School Council. Community Committee will report back to School Council in due course as organisation of the event progresses. Julie Calvert left the meeting at 6.50pm.	

5	Essential Business	<p><u>Appointment process for position of Principal</u></p> <p>AE welcomed Graham Stevenson (School Education and Improvement Leader, Department of Education and Training (DET)) to the meeting (6.55pm).</p> <p>As reported to the school community on 25 May 2018, Allana Bryant has been appointed a Senior Education Improvement Leader in the South Western Victoria Region in an ongoing capacity. The position of Principal at FPS is now officially vacant and the selection process for a new Principal will occur in Term 3. PW will remain as Acting Principal until the appointment is made. The process will be managed by DET with support from School Council.</p> <p>GS spoke to the 'Principal Selection Guidelines for School Council' and the recruitment process.</p> <p>GS left the meeting at 8.15pm.</p> <p>School Council chose a School Council representative for the selection panel (in addition to School Council President) and set a community criterion for inclusion in the selection criteria for the position.</p> <p><u>Policies</u></p> <p>School Council noted that consideration of the following policies would be held over to the following meeting: Duty of Care Policy, Complaints Policy, Supervision Policy and Visitor Policy.</p>	KS to include policies in August meeting agenda
5	Reports	<p><u>Acting Principal's Report</u></p> <p>School Council noted the Acting Principal's Report.</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>PH briefly spoke to the B&G Report and raised the issue of school boundary fence heights, which will be discussed at the next school council meeting. School Council noted the B&G Report.</p> <p><u>Finance Committee Report</u></p> <p>NS briefly spoke to the financial reports and the confirmed FPS budget.</p> <p>Motion: That the Finance Committee Reports for March, April and May 2018 be adopted. Moved: NS Second: PH Motion carried.</p> <p>Motion: That the financial reports and associated tables for the months of March, April and May 2018 as presented in the Financial Reports be accepted as a true and accurate record of FPS' financial position. Moved: NS Second: QM Motion Carried</p> <p>Motion: That School Council adopt the finalised budget for 2018 SRP finalised budget be adopted. Moved: NS Second: PH Motion carried.</p> <p>Motion: That the meeting be extended for a further 15 minutes at 8.30pm. Moved: AE Second: PH Motion carried.</p> <p><u>Policy Committee Report</u></p> <p>School Council noted there was no Policy Committee Report given no meeting had been held since the last School Council meeting.</p>	KS to include item on fence heights in August meeting agenda

		<p><u>Community Committee Report</u></p> <p>QM spoke briefly to the Community Committee Report, as tabled.</p> <p>Motion: That School Council approve the event proposal for the Music Trivia night on 27 October 2018, subject to satisfactory completion of the proposal form and consideration by Community Committee.</p> <p>Moved: QM Second: AE Motion Carried</p> <p>School Council noted that consideration of the spending proposal by the Community Committee will be deferred until it has approved by the Community Committee.</p>	
6	Correspondence	<p>School Council noted the circulated correspondence, including the letter from FPS to Darebin and VicRoads regarding the safer crossing proposal.</p> <p>AE spoke briefly to the letter regarding the school's current cleaning arrangements.</p> <p>KL spoke to the issue of erection of a boundary fence to the Wingrove Street site and advised that PW will update School Council at the next meeting.</p>	<p>AE and KS to update School Council at the next meeting on their meeting held with Darebin on 19 June 2018.</p> <p>PW to provide a further update on the boundary fencing to the Wingrove St site at the next meeting.</p>
7	General Business	<p><u>Licence agreement</u></p> <p>KL advised School Council that a request has been received from a private occupational therapist to conduct their work with an individual student on school grounds, requiring a therapy plan and a licence agreement to be entered into with FPS (all details being confidential in nature). KL briefly outlined the process the school undertakes in order to assess such requests (on a case by case basis) including consideration of a number of factors dictated by DET requirements.</p> <p>AE suggested that the approval process (including criteria) and governance (including reporting back to School Council) relating to such arrangements be brought to School Council at a future meeting in order that approval in principle be provided to allow the President and Principal to sign off any future individual arrangements.</p> <p>Motion: That School Council agree to enter into a licence agreement with an Occupational Therapist, to be signed by the President of School Council.</p> <p>Moved: KL Second: NS Motion Carried</p> <p><u>OSH Club reports</u></p> <p>School Council noted the OSH Club reports.</p> <p><u>Other</u></p> <p>School Council noted that all other items would be held over until the next meeting, given the time restrictions. Hold over all items to next meeting.</p>	<p>KL to submit details of approval process (and governance arrangements) for assessment of licence agreements/plans for consideration by School Council at a future meeting</p>
8	Close of Meeting	Meeting Close: 8.50 pm	
9	Next Meeting	Next Meeting: Monday 13 August 2018 at 6.30pm	

Alexa Every



School Council President
Date 16/8/2018

Katrina Lamers



(Acting) Executive Officer
Date 17/8/2018