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Fairfield Primary School

School Council Minutes

Date: Monday 10 December 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 (QM)	Parent	Community	✓		
Anna Lithgow (AL)	DE&T Member	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 NS.	
3	Cooling options for BER	<p>Andrew Vance provided an overview of cooling options and costings for the BER, which had already been considered by the Buildings & Grounds Committee.</p> <p>PW thanked Andrew Vance for his efforts in investigating and following up the options for School Council to consider.</p> <p>[Andrew Vance left the meeting at 6.58pm]</p> <p>School Council discussed the proposal in detail.</p> <p>Motion: That School Council approve the expenditure of \$19,800 in the quotation dated 7 December 2018 (reference item 2) relating to the installing of IHR membrane on the BER roof. Moved: PH Second: JM Motion carried</p> <p>Motion: That School Council approve the expenditure of \$10,000 in the quotation dated 7 December 2018 (reference item 3) relating to the</p>	

		<p>installing of IHR membrane on the BER western wall. Moved: PH Second: JM Motion carried</p> <p>Motion: That School Council approve the expenditure of \$14,200 in the quotation dated 7 December 2018 (reference item 4) relating to the supply and install of 4 Airius Model 60 short fans in the BER. Moved: PH Second: JM Motion carried</p>	
4	Minutes of previous meeting	<p>AE invited corrections to the previous minutes dated 29 October 2018 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 29 October 2018 Moved: AE Second: BW Motion carried</p> <p>School Council discussed the matters arising from the previous minutes of 29 October 2018.</p>	<p>KS to arrange for copies of the minutes of 29 October 2018 to be signed and placed on the FPS website.</p> <p>KS to prepare draft of traffic and pedestrian letter to Darebin for AE and PW's review</p> <p>Policy Committee to consider AG's proposed amendments to the Events Form at its next meeting.</p>
5	Essential Business	<p>Presentation of School Review</p> <p>PW circulated, and spoke to, the School Review Report 2018, including the key directions for the next School Strategic Plan.</p> <p>[CP arrived at 7.10pm].</p> <p>School Uniform agreement – licence agreement</p> <p>PW spoke to the proposed school uniform licence agreement with PSW Pty Ltd. QM advised that a parent had approached her to suggest the consideration of an alternative uniform provider.</p> <p>School Council agreed to consider options from both PWS Pty Ltd and an alternative supplier once further details had been obtained.</p> <p>JM (in conjunction with PW) will liaise with each of the alternative supplier and PSW Pty Ltd, with further consideration given by School Council at its next meeting.</p> <p>Friends of FPS Library</p> <p>BW spoke to the report provided by the Friends of FPS Library, including the recent library working bee held on 2 December. BW and AE spoke to the future plans to further improve the library, including to paint the internal library walls.</p> <p>PW thanked AE and BW for their efforts.</p> <p>Event Review – Music Trivia Night</p> <p>School Council noted the event review for the Music Trivia Night and options for improvement, which the co-ordinators are considering in their planning for 2019.</p> <p>School Picnic Event proposal</p> <p>QM and AG spoke to the arrangements for the school picnic. QM agreed</p>	<p>JM/PW to liaise with uniform suppliers</p> <p>KS to include school uniform suppliers on the agenda for February 2019 meeting</p> <p>BW and AE to report to School Council in early 2019 with a funding proposal for improvements to the library</p>

to lock up.

Motion: That School Council approve the proposal for the school picnic event to be held on 14 December 2018.

Moved: AG

Second: KL

Motion Carried.

2019 Fair Event Proposal Form

AG spoke to the event proposal for the 2019 Fair for Saturday 16 March 2019 (2pm to 7pm), with budget and other planning details to be confirmed early in 2019.

Motion: That School Council approve the proposed date for the 2019 Fair to be held on 16 March 2019 and noted that further event details will be presented to School Council for approval at the February 2019 meeting.

Moved: AG

Second: QM

Motion Carried.

Events Survey Results

School Council noted the results from the recent events survey and noted that focus groups would now be established to further consider future options.

Eastern Playground Development

KL spoke to the design for the eastern playground development (equipment and landscaping), the consultation process to date, and the timing for implementation.

School Council noted the landscaping costings will be finalised shortly and may require some additional funding approval from School Council.

School Council noted the extensive consultation that has occurred for the project involving School Council, Buildings & Grounds Committee, students and staff comprising a consultative committee.

School Vision

PW updated School Council on the development of FPS' School Vision for which parents, students and staff all contribute their views to achieve a shared understanding of what makes FPS unique and ultimately underpins the strategic plan.

Self assessment survey tool

AE provided an overview of the process and purpose for the annual self assessment survey for completion by councillors which provides useful feedback to School Council on any knowledge gaps and areas for improvement, prior to the change over of councillors in March 2019.

Darebin Parking Strategy (community engagement)

School Council discussed the request received from Capire Consulting Group to host a pop-up engagement session on behalf of City of Darebin at FPS on 7 February 2019 to obtain feedback from the FPS community on the Darebin Parking Strategy.

Motion: That School Council approve Capire Consulting Group hosting an engagement session at FPS on the Darebin Parking Strategy on 7 February 2019.

Moved: PW

Second: AE

Motion Carried.

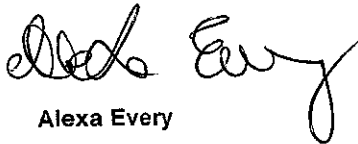
Foundation Social Night 2019

AG/QM to present details of the 2019 Fair Event for approval at the February 2019 School Council meeting

KS to liaise with Sarah Moody to circulate the annual self assessment survey to councillors prior to the end of the year, with results to be considered at the February 2019 meeting

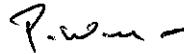
		<p>PW circulated an event proposal for the Foundation Social Night on Friday 8 February 2019 from 7 to 10pm</p> <p>Motion: That School Council approve the event proposal for the Foundation Social Night to be held on 8 February 2019. Moved: PW Second: AE Motion Carried.</p>	
6	Reports	<p><u>Principal's Report</u></p> <p>School Council noted the Principal's Report. PW acknowledged the time and efforts of all School Councillors during 2018.</p> <p><u>Finance Committee Report</u></p> <p>In NS' absence, PW spoke briefly to the collection rate of essential fees in 2018 and the arrangements in place for 2019 essential fees, which will be required to be paid by 31 March 2019.</p> <p>PW advised of, and School Council endorsed, the allocation of money raised by the Music Trivia Night to FPS' performing arts program.</p> <p>Motion: That School Council endorse the write off of essential fees not collected from prior years Moved: PW Second: KS Motion carried.</p> <p>Motion: That School Council approve the write off of essential fees not collected from 2018. Moved: PW Second: KS Motion carried.</p> <p>Motion: That the Finance Committee Reports for both October and November 2018 be adopted. Moved: PW Second: KS Motion carried.</p> <p>Motion: That the financial reports and associated tables for the months of October and November 2018 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position. Moved: PW Second: KS Motion Carried</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>PH briefly spoke to, and School Council noted, the Buildings & Grounds Committee report.</p> <p><u>Policy Committee Report</u></p> <p>School Council noted the Policy Committee report and the two policies for approval.</p> <p>Motion: That School Council approve the Dress Code and Head Lice policies. Moved: PW Second: AE Motion Carried</p> <p><u>Community Committee Report</u></p> <p>QM spoke briefly to the Community Committee Report, including plans for arranging the 2019 Fair.</p> <p>At 8.30pm AE extended the meeting for a further 15 minutes.</p> <p>[QM left the meeting at 8.35pm]</p>	

7	Correspondence	School Council noted the letter from FPS to Minister Merlino dated 30 November 2018 regarding Stage 2 Development funding.	
8	General Business	<p>Wingrove Street site</p> <p>PW advised School Council that remediation of the Wingrove Street site is scheduled for completion by the second week of January 2019 with handover to FPS shortly thereafter.</p> <p>Building Update</p> <p>School Council noted the building modules arrived on site the previous week and the project is progressing.</p> <p>2019 School Council/Sub-committee meeting dates</p> <p>School Council noted the scheduled dates for meetings in 2019. KS requested that convenors of each sub-committee confirm their meeting dates (twice per term) to Sarah Moody.</p> <p>Expenditure of donation</p> <p>AE suggested that School Council give consideration to the options for expenditure of the \$5,000 donation previously made to FPS by a community member, with a decision to be made at the February 2019 meeting.</p>	<p>Convenors of sub-committees to provide 2019 meeting dates to Sarah Moody</p> <p>KS to include an item of the February 2019 agenda for discussion of expenditure of the \$5,000 donation</p>
9	Close of Meeting	Meeting Close: 8.50pm	
10	Next Meeting	Next Meeting: 18 February 2019 at 6.30pm	



Alexa Every

School Council President
Date 25/2/2019



Paul Wallace

Executive Officer
Date 25/2/2019