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# Fairfield Primary School

## School Council Minutes

Date: Monday 25 February 2019

Time: 6.30pm

Venue: Meeting 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	✓		
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	<b>Opening / Welcome</b>	AE opened the meeting as President and confirmed that a quorum was present at 6.33pm.	
2	<b>Eastern Playground</b>	<p>Ben Toussaint (BT), representing Proludic (the company providing equipment and other services for the eastern playground development), attended the meeting and presented an option and costing for a further enhancement to the playground, comprising a third mound and slide.</p> <p>[BT left the meeting at 6.42pm]</p> <p>School Council noted its previous approval for expenditure of \$200,000 of fundraising money for the development of the eastern playground and discussed the proposed additional costs for landscaping and additional playground facilities.</p> <p><b>Motion:</b> That School Council approve the additional cost of landscaping for the eastern playground of \$10,887 (excluding GST)  <b>Moved:</b> KL  <b>Second:</b> KS  <b>Motion carried</b></p> <p><b>Motion:</b> That School Council approve the additional cost of \$21,498 (excluding GST) for supply and install of a third mound and slide for the eastern playground.  <b>Moved:</b> KL  <b>Second:</b> KS</p>	

		<p><b>Motion carried</b></p> <p>Motions not unanimous: Votes for: 10; Votes against: 1</p>	
3	School Uniform suppliers	School Council noted that the options from both PSW Pty Ltd and an alternative supplier would be presented at the next meeting.	KS to include consideration of school uniform suppliers on the agenda for 25 March 2019.
4	Attendance/Apologies	AE confirmed that there were no apologies and noted that CP was not in attendance.	
5	Minutes of previous meeting	<p>AE invited corrections to the previous minutes dated 10 December 2018 and confirmed there were none.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 10 December 2018  <b>Moved:</b> AE  <b>Second:</b> KS  <b>Motion carried</b></p> <p>School Council discussed the matters arising from the previous minutes of 10 December 2018.</p> <p>PW and AE advised that consideration of the expenditure of the \$5000 donation be postponed to the 25 March 2019 meeting.</p> <p>PW noted that the Policy Committee would consider the changes suggested by AG to the Event Form at its next scheduled meeting.</p>	<p>KS to arrange for copies of the minutes of 10 December 2018 to be signed and placed on the FPS website.</p> <p>KS to include on next agenda: Expenditure of \$5,000 donation.</p>
6	Essential Business	<p><b><u>2019 Annual Implementation Plan</u></b></p> <p>PW spoke to the Annual Implementation Plan and outlined the strategic goals (4 years) and the twelve month targets for FPS, including goal 1 (to improve the literacy outcomes for all students) and goal 2 (to improve student health, wellbeing and engagement).</p> <p><b>Motion:</b> That School Council endorse the 2019 Annual Implementation Plan.  <b>Moved:</b> PW  <b>Second:</b> QM  <b>Motion carried</b></p> <p><b><u>Governance/Self Assessment Survey Results</u></b></p> <p>KS presented the School Council Compliance Checklist for 2018, which provides a snapshot for how school council has met various of the requirements as set out in the Standing Orders over the past twelve months.</p> <p>KS referred to the 'governance and training' document circulated to councillors to provide information of training opportunities for councillors. AE emphasised the importance of training to enable councillors to understand their roles and responsibilities and develop the skills and knowledge to perform their governance tasks successfully. AE encouraged all continuing (and newly appointed) councillors to undertake training in 2019.</p> <p>School Council reviewed the self assessment tool survey results completed by school 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.</p> <p>KS will prepare a summary to provide to the incoming School Council on areas of improvement, as well as an Annual Cycle for school council meetings.</p>	<p>KS to prepare a summary of the self assessment survey results to on areas of improvement.</p> <p>KS to prepare an annual cycle of matters considered by School Council.</p>

**2019 Fair Event Proposal Form**

AG spoke to the event arrangements and budget for the 2019 Fair for Saturday 16 March 2019.

KS noted that School Council is ultimately accountable for approving and overseeing the fete on behalf of FPS and suggested an assessment for the event be prepared to ensure the risks in delivery of the event are adequately captured and assessed (in particular safety and legal liabilities).

**Motion:** That School Council approve the 2019 Fair, pending approval of final details (including a risk register and any compliance aspects) by PW on behalf of School Council by Friday 8 March 2019.

**Moved:** KS

**Second:** KL

**Motion Carried.**

AG tabled an event proposal for the Mothers' Day Stall scheduled for 8 May 2019.

**Motion:** That School Council approve the Mothers' Day Stall to be held on 8 May 2019

**Moved:** AE

**Second:** AG

**Motion Carried.**

**Year 4 Camp**

PW spoke to the documentation relating to the Year 4 Camp scheduled for 23 to 24 April 2019.

**Motion:** That School Council approve the year 4 Camp scheduled for 23 to 24 April 2019 to Mt Evelyn.

**Moved:** PW

**Second:** AE

**Motion Carried.**

**Expenditure of funds – Music Trivia Night**

PW advised that \$8,000 of funds had been raised at the Music Trivia Night in 2018 and proposed its expenditure for the FPS' performing program: including the purchase of 5 new trumpets, 5 new trombones, a song writing program (with iPads to provide access) and 13 mini keyboards.

**Motion:** That School Council approve the expenditure of \$8,000 of fundraising money raised from the Music Trivia Night for the FPS' performance arts program.

**Moved:** PW

**Second:** AE

**Motion Carried.**

**Bendigo Bank Sponsorship**

School Council noted the recent correspondence received from Bendigo Bank, including a request to attend an upcoming breakfast function.

**7 Reports**

**Principal's Report**

School Council noted the Principal's Report. PW further reported on the visit to FPS on 25 February 2019 by Ged Keaney, Federal Member for Batman. PW advised School Council of the three nominations received for appointment as school councillors from March 2019 and noted that a further call for nominations for the remaining position would be made shortly.

**Motion:** That School Council approve the Principal's Report.

**Moved:** PW

**Second:** BW

**Motion carried.**

#### **Finance Committee Report**

NS spoke briefly to the finance committee reports and the Financial Commitment Summary for the year ended 31 December 2018.

**Motion:** That the Finance Committee Reports for both December 2018 and January 2019 be adopted.

**Moved:** NS

**Second:** PW

**Motion carried.**

**Motion:** That the financial reports and associated tables for the months of December 2018 and January 2019 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position.

**Moved:** NS

**Second:** PW

**Motion Carried**

**Motion:** That School Council endorse the write off of any unpaid school fees outstanding as at 31 December 2018.\*

**Moved:** NS

**Second:** PW

**Motion Carried**

*\*School Council noted the motion passed at the meeting held on 10 December 2018 (that School Council approve the write off of essential fees not collected from 2018) is superseded by the above motion.*

**Motion:** That School Council endorse the Financial Commitment Summary for the year ended 31 December 2018.

**Moved:** NS

**Second:** PW

**Motion Carried**

#### **Policy Committee Report**

School Council noted the Policy Committee report.

**Motion:** That School Council approve the Policy Committee report.

**Moved:** PW

**Second:** AE

**Motion Carried**

#### **Community Committee Report**

AG and QM spoke briefly to the Community Committee Report, in particular noting the success of the school picnic held on 22 February 2019, and the upcoming Fair scheduled for 16 March 2019.

**Motion:** That School Council approve the Committee Committee report.

**Moved:** AG

**Second:** KL

**Motion Carried**

#### **Buildings and Grounds Committee Report**

PH briefly spoke to the Buildings & Grounds Committee report. PH confirmed that both the roof coating and internal ceiling fans have been successfully installed to the BER. School Council noted the working bee scheduled for this Sunday 3 March 2019.

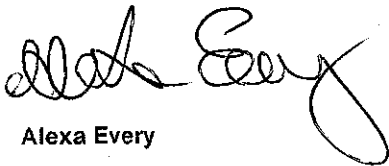
**Motion:** That School Council approve the Buildings & Grounds Committee report.

**Moved:** PH

**Second:** AE

**Motion Carried**

8	Correspondence	School Council noted the circulated correspondence including the correspondence on funding for Stage 2 of the Masterplan and traffic and pedestrian safety issues.	
9	General Business	<p><b><u>2019 School Council/Sub-committee meeting dates</u></b></p> <p>School Council noted the scheduled dates for meetings in 2019.</p> <p><b><u>2019 School Council Newsletter reports</u></b></p> <p>School Council noted the scheduled dates for newsletter reports by councillors in 2019.</p> <p><b><u>Friends of FPS Library</u></b></p> <p>BW and AE provided an update on the progress to improvements of the FPS Library.</p>	
10	Close of Meeting	Meeting Close: 8.29pm	
11	Next Meeting	Next Meeting: 25 March 2019 at 6.30pm	



Alexa Every

School Council President  
Date 25/3/2019



Paul Wallace

Executive Officer  
Date 25/3/2019