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Fairfield Primary School

School Council Minutes

Date: Monday 12 August 2019

Time: 6.30pm

Venue: FPS Meeting Room

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Bronwyn Wolfgang (BW)	Parent Member	President	✓		
Paul Wallace(PW)	DE&T Member	Policy/Executive Officer	✓		
Paul Hunt (PH)	Parent Member	Community	✓		
Sarah Glass (SG)	Parent Member	Secretary		✓	
Anita Galli (AG)	Parent Member	Community	✓		
Chris Price (CP)	Parent Member	Buildings & Grounds	✓		
Anna Lithgow (AL)	DE&T Member	Buildings & Grounds	✓		
Nathan Smeaton (NS)	Parent Member	Treasurer	✓		
Daniel Emeny (DE)	Parent Member	Policy	✓		
Andrew Vance (AV)	Parent Member	Buildings & Grounds/Vice-President	✓		
Sarah Abbott	DE&T Member	TBA		✓	
Prue Middleton	DE&T Member	TBA	✓		

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 BW opened the meeting as President and confirmed that a quorum was present at 6.35pm.	
2	Attendance/Apologies BW confirmed apologies from SG and SA.	
3	Minutes of previous meeting BW invited corrections to the previous minutes dated 17 June 2019 and confirmed there were none. Motion: That School Council adopt the minutes of the previous meeting held on 17 June 2019. Moved: BW Second: PW Motion carried School Council discussed the matters arising from the previous minutes of 17 June 2019 including the note that OSHClub will self-manage during the new school holiday operation.	SG to arrange for copies of the minutes of 17 June 2019 to be signed and placed on the FPS website.
4	Essential Business <u>Curriculum Days</u> PW proposed the same Curriculum Day schedule for 2020 as the present year as follows: <ul style="list-style-type: none"> • 28 & 29 January 2020 (First 2 days of Term 1) • 13 July 2020 (First day of Term 3) 	

- 2 November 2020 (Melbourne Cup weekend)

Motion: That School Council approve the proposed dates for Curriculum Days in 2020.

Moved: BW

Second: PH

Motion carried.

School Buildings update

PW met with the VSBA and Hayball Architects regarding the plans for new school buildings.

Key Points:

- PW queried the change of two existing classrooms to offices – FPS would prefer to retain the classrooms.
- The outline seems quite open-plan as the VSBA pushes this. PW asked for more delineation to improve soundproofing/limit noise spill between classes.
- The playground on the second campus will be limited to little more than a netball court. As a system, we will need to work on a routine for access to the main playground and courts.
- Eventually the Foundation building will be demolished. This potentially creates more play space for future enrolment growth.

[DE joined the meeting at 6.42pm]

Specialist iPads

PW proposes the purchase of iPads for the French department.

Key Points:

- There is currently one set of 13 iPads in the Performing Arts room.
- PE, Visual Arts and French don't have easy access to them.
- The cost of 13 iPads is \$5,500 including cases.
- Storage costs will come out of the ICT budget.
- FPS already has credit for Apps.

No vote was taken on this item.

School purchase card signatories

Paul Wallace proposed necessary changes to the FPS purchase card signatories/verification process.

Key Points:

- Paul Wallace, Bronwyn Wolfgang and Sarah Abbott to be made Verifying Officers for the FPS purchase card.
- Retain Paul Wallace as Authorised Signatory for the FPS purchase card.
- Add Sarah Abbott as an Authorised Signatory for the FPS purchase card.
- Remove all other current Signatories, including Brylie Evans and Gail Di Vincenzo, as they have left FPS.

Motion: That School Council approve the proposed changes to the FPS purchase card Authorised Signatories / Verifying Officers as outlined by PW.

Moved: PW

Second: NS

No vote. Motion Carried.

FPS School Uniform Supplier

School Council further discussed issues surrounding the change of uniform supplier from PWS Uniforms to A Plus Schoolwear.

Key Points:

- Corinn McNamara confirmed (via AL) that A Plus agreed to purchase all remaining PWS stock that is in good selling condition and with the current school logo – **at wholesale price less a 20% discount.**
- It was suggested that School Council negotiate a 10% discount off wholesale value and confirm there will be no price increase for the duration of the agreement.
- PWS are unclear as to the exact cost of current stock but have estimated approximately \$18,417 of wholesale worth. A 20% discount on this would equate to \$3,600.
- FPS would be required to enter into a Sole Supplier agreement with A Plus for 5 years.
- FPS would agree to phasing out the old PSW garments and phase in new A Plus garments.
- DE suggested we should advise PSW to only produce what we need for new 2020 Foundation starters.
- PW has received a letter from PSW advising of an increase in current uniform prices, but new amounts have yet to be advised. This would represent their first increase in 4 years.
- Foundation parents will receive uniform information in the Foundation Information Night packs in November.

Access to School Grounds

School Council revisited the proposal to open FPS grounds outside of school hours.

Key Points:

- NS, AV, and PH talked to the community and all feedback was in support of FPS gates opening during the holidays.
- PWSchool Council is comfortable with a residential street gate being left open after hours.
- After discounting Wingrove Street, the Langridge Street gate beside the Year 1/2 double storey building was proposed as the most appropriate access point.

Motion: That School Council approve the proposal to leave the Langridge Street single cyclone gate unlocked for after-hours access to the school grounds.

Moved: PW

Second: PH

No vote. Motion Carried.

[CP entered 7:13pm]

Finance Presentation by NS

NS presented a short explanation of the Finance reports and the SC Treasurer's process.

Key Points:


- First step is knowing enrolments, so we can predict fees.
- The Business Manager and PW provide a copy of the financial report. Treasurer tables a summary of this to SC.
- The Treasurer looks for swings in expenditure from month to month, to ensure increases or decreases are normal or typical for the school year. The treasurer then raises questions in the Finance Committee meeting and PW or the Business Manager provides detail and reasons.

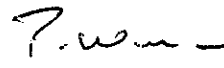
AL to acquire a copy of A Plus's agreement / terms of reference for School Council review.

PW to speak with Westgarth Primary principal to seek feedback on A Plus Schoolwear.

		<ul style="list-style-type: none"> • The budget is walked through in Finance Committee meetings, looking at year-to-date spending, and feedback or further information as to those needs is sought – e.g. more emergency teachers needed, invoices only arriving from supplier very late, new purchases and initiatives, items being put in the wrong category, etc. All based on last year's budget. • In any one report, the figures won't line up – e.g. the spending before an event is done in one report, and then the profit from the event is the next month's report. • The school is in a strong financial position, and NS's opinion is that we have a buffer to absorb these discrepancies. • Our equity funding (based on SES) is only \$6,000p.a. • The fee payment is at 86% and trending up over the years. <p>SC had a general discussion around spending and the process for parental/community involvement in ideas and proposals.</p> <p>AG enquired about 'Scientist in Residence'. It was noted that 1/2C teacher Nanaki Bhatti has been away for so long that it has not been able to happen at FPS.</p> <p>AG also raised Quimby Mill's suggestion last year of a Learning Programmes Committee.</p>	
5	Reports	<p><u>Library Committee</u></p> <p>BW spoke briefly about the progress of the Library Committee.</p> <p>Key Points:</p> <ul style="list-style-type: none"> • The FPS Library fund is healthy. • It is difficult to maintain continuity with monthly volunteers so BW is trying to draw people together to work with the Library. • Lee Hodson mocked up a plywood structure to improve the library space. • The next step is engaging a draughtsperson to look at OHS, logistics and cost. • Zoe, a current volunteer, is looking at getting rid of books that have not been checked out in 10 years. <p>DE asked if FPS can spend some funds on a librarian for a few hours a week on a casual/hourly rate.</p> <p><u>Principal's Report</u></p> <p>PW spoke briefly to the Principals report. It was noted that Foundation numbers for 2020 are looking strong and there has not been a big drop off at Grade 5 to the private sector.</p> <p>Motion: That SC approve the Principals report. Moved: PW Second: BW Motion carried.</p> <p><u>Finance Committee Report</u></p> <p>NS spoke to the financial reports. It was noted that a current FPS parent has donated \$5,000 to the library fund. PW has thanked them on behalf of FPS.</p> <p>NS also spoke to the spending on new signage and ICT spending for iPad storage.</p> <p>Motion: That the Finance Committee Reports for June 2019 be adopted. Moved: NS Second: AV Motion carried.</p>	<p>BW to put together an action plan in terms of role and tasks (with advice from Fairfield Library and AG's school library).</p>

		<p>Motion: That the Finance Committee Reports for July 2019 be adopted. Moved: NS Second: PW Motion carried.</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>AV spoke briefly to the Buildings and Groups Committee meeting minutes.</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Immediate action is being taken on a blocked sewer in consultation with a Plumber. • Air-dryers are now installed in all student bathrooms in the Fairfield Rd Y5/6 building. • Pigeon-proofing has been completed as much as possible. It is noted that the recent arrival of Ravens on-site may become an issue. • Airconoff installation has been paused and quotes are underway for a cheaper system. Expenditure already approved. <p>School Council noted the dates for up-coming FPS Working Bees of 25th August and 27th October 2019.</p> <p>Motion: That School Council approve the Buildings and Grounds Committee Minutes. Moved: AV Second: AG Motion Carried</p> <p><u>Policy Committee Report</u></p> <p>DE spoke briefly to the Policy Committee report.</p> <p>DE spoke to the Sponsorship Policy and explained the complication of seeking and accepting sponsorship and donations. SC discussed issues concerning events processes and alcohol donations (i.e. wine raffle) in particular. It was noted that FPS should be careful to keep a list of donors and there should be a focus on transparency for the school and local business community.</p> <p>Motion: That School Council approve the Policy Committee Report. Moved: DE Second: BW Motion Carried</p>	<p>Policy Committee will continue to consider and draft the Sponsorship Policy.</p>
6	Correspondence	School Council noted the correspondence as outlined in the agenda.	
7	General Business	<p><u>General</u></p> <ul style="list-style-type: none"> • School council noted the updated Subcommittee meeting dates for 2019. • School Council noted the OSH club reports. • NS notified SC that he will be absent from the next meeting. 	
8	Close of Meeting	Meeting Closed: 8.30pm	
9	Next Meeting	Next Meeting: Monday 16 September 2019 at 6.30pm	

Bronwyn Wolfgang

School Council President
Date 16/9/2019


Paul Wallace
Executive Officer
Date 16/9/2019