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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 23 March 2020

**Time:** 6.30pm

**Venue:** FPS Meeting Room

Member Name	Representation	Committee/Office Bearer	Present	Apology	Non-Attendance
Bronwyn Wolfgang (BW)	Parent Member	Policy / President	✓		
Paul Wallace (PW)	DE&T Member	Policy, Buildings & Grounds, Finance / Executive Officer	✓		
Andrew Vance (AV)	Parent Member	Buildings & Grounds / Vice President	✓		
Nathan Smeaton (NS)	Parent Member	Finance / Treasurer	✓		
Sarah Glass (SG)	Parent Member	Secretary	✓		
Daniel Emeny (DE)	Parent Member	Policy	✓		
Paul Hunt (PH)	Outgoing Member	-	✓		
Sarah Abbott (SA)	DE&T Member	Policy, Finance		✓	
Prue Middleton (PM)	DE&T Member	Community tbc		✓	
Jade O'Grady (JO)	DE&T Member	Community tbc		✓	
Louise Currie (LC)	Parent Member	Community	✓		
Kim Gordon (KG)	Parent Member	Community	✓		
Elise Coughlin (EC)	Parent Member	TBC			✓

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>	PW opened the meeting as Executive Officer and confirmed that a quorum was present at 6.40pm.	
2	<b>Attendance/Apologies</b>	PW confirmed apologies from SA, PM and JO.	
3	<b>Minutes of previous meeting</b>	<p>PW invited corrections to the previous minutes dated 24 February December 2020 and confirmed there were none.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 24 February 2020.  <b>Moved:</b> PW  <b>Second:</b> AV  <b>Motion carried</b></p> <p>School Council discussed the matters arising from the previous minutes of 24 February 2020. It was noted that the confirmed date for Art4All is 28-30 August 2020.</p>	SG to arrange for copies of the minutes of 24 February 2020 to be signed and placed on the FPS website.

4	<b>Vote of thanks to retiring councillors and welcome to new councillors</b>	<p>PW recognised the supportive and collaborative nature of School Council during 2019.</p> <p>PW thanked departing school councillors AG, CP and PH and acknowledged their substantial contribution to School Council and FPS over their respective tenures, particularly in their roles on the Buildings &amp; Grounds and Community sub-committees.</p> <p>[PH left the meeting at 6.44pm]</p>	
5	<b>Essential Business</b>	<p><b><u>Appointments and Governance</u></b></p> <p>PW declared the first term of the new School Council officially open and welcomed the following new members: KG, LC, EC (new parent members) and JO (new DE&amp;T member – in absentia). PW noted all returning parent and DE&amp;T members.</p> <p><b><u>Voting of 2019 Committee office bearers</u></b></p> <p>PW noted that all positions are vacant, as there are no current office bearers, and briefly explained the process of election of office bearers.</p> <p><i>President</i></p> <p>Nominations for School Council President were called for:</p> <p><b>Nomination:</b> BW volunteered for the position of President.  <b>Seconded:</b> SG  There were no other nominations for the position. It was moved that BW be appointed as President of School Council for 2020.  <b>Motion carried.</b></p> <p>[PW stepped down from Chair. BW continued as Chair of the meeting.]</p> <p><i>Vice-President</i></p> <p>Nominations for School Council Vice-President were called for:</p> <p><b>Nomination:</b> AV volunteered for the position of Vice President.  <b>Seconded:</b> SG  There were no other nominations for the position. It was moved that AV be appointed as Vice-President of School Council for 2020.  <b>Motion Carried</b></p> <p><i>Treasurer</i></p> <p>Nominations for School Council Treasurer were called for.</p> <p><b>Nomination:</b> NS volunteered for the position of Treasurer.  <b>Seconded:</b> AV  There were no other nominations for the position. It was moved that NS be appointed as Treasurer of School Council for 2020.  <b>Motion Carried</b></p> <p><i>Secretary</i></p> <p>Nominations for School Council Secretary were called for.</p> <p><b>Nomination:</b> SG volunteered for the role of Secretary.  <b>Seconded:</b> BW  There were no other nominations for the position. It was moved that SG be appointed as Secretary of School Council for 2020.  <b>Motion Carried</b></p> <p><b><u>Appointment of Councillors to Sub-Committees</u></b></p> <p>PW gave a general overview of the four sub-committees of School Council: Buildings &amp; Grounds, Policy, Community, and Finance Committee.</p>	

		<p>PW welcomed expressions of interest and asked councillors to advise which committee they would like to be a part of, including the nomination of a Chair for each sub-committee. It was noted that the secretary is not required to join a sub-committee.</p> <p>Following discussion, the following appointments were confirmed:</p> <p><b>Community Committee</b></p> <ul style="list-style-type: none"> <li>• KG (Chair)</li> <li>• LC</li> <li>• PM (tbc)</li> <li>• JO (tbc)</li> </ul> <p><b>Building &amp; Grounds Committee</b></p> <ul style="list-style-type: none"> <li>• AV (Chair)</li> <li>• PW</li> </ul> <p><b>Policy Committee</b></p> <ul style="list-style-type: none"> <li>• DE (Chair)</li> <li>• BW</li> <li>• SA</li> <li>• PW</li> </ul> <p><b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>• NS (Chair)</li> <li>• PW</li> <li>• SA</li> </ul> <p><b><u>Standing Orders and Terms of Reference</u></b></p> <p>School noted the current versions of the Standing Orders, Role of Secretary and the Terms of Reference for each sub-committee.</p> <p>School Council discussed that we may need to reframe the terms of reference for the Community committee and broaden its current events focus. BW presented the idea of the proposed enrichment programme liaison being part of, or reporting through, the Community Committee. At PW's suggestion, the new Community Committee will attempt to redefine its goals and table new terms of reference at the next Council meeting.</p> <p><b>Motion:</b> That School Council ratify the Standing Orders as tabled.  <b>Moved:</b> BW  <b>Second:</b> SG  <b>Motion Carried.</b></p> <p><b>Motion:</b> That School Council ratify the Terms of Reference for the Buildings &amp; Grounds Committee as tabled.  <b>Moved:</b> BW  <b>Second:</b> DE  <b>Motion Carried.</b></p> <p><b>Motion:</b> That School Council ratify the Terms of Reference for the Policy Committee as tabled.  <b>Moved:</b> BW  <b>Second:</b> DE  <b>Motion Carried.</b></p> <p><b>Motion:</b> That School Council ratify the Terms of Reference for the Finance Committee as tabled.  <b>Moved:</b> BW  <b>Second:</b> NS  <b>Motion Carried.</b></p> <p><b>Motion:</b> That School Council ratify the Role of the Secretary as tabled.  <b>Moved:</b> BW  <b>Second:</b> NS  <b>Motion Carried.</b></p>	<p>PW to confirm with PM and JO their interest in being part of the Community Committee.</p> <p>EC to consider and advise prior to the next council meeting which committee she is interested in contributing to.</p> <p>The new Community committee to discuss and define new goals and terms of reference.</p>
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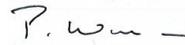
	<p>Councillors were requested to review the School Council Goals and Objectives from 2019, to enable a revised version for 2020 to be approved at the next meeting.</p> <p><b><u>Enrichment Programs Hub</u></b></p> <p>BW briefly summarised the enrichment programmes hub for the new councillors and proposed that further discussion now move into the school community, and in particular to the originators Anita Galli and Quimby Mills.</p> <p><b><u>Community Events</u></b></p> <p>It was agreed the Mother’s Day and Music Trivia events be put on hold due to the uncertain COVID-19 situation.</p> <p>DE led a short discussion regarding a community event towards the end of 2020 to celebrate and thank FPS and its community during the challenging time the school is facing.</p> <p><b><u>FPS Annual Report</u></b></p> <p>PW spoke briefly to the 2019 Annual Report. He highlighted the ongoing positive outcomes and FPS’s position in our School Performance Report as a school of influence, which is an indicator of high performance.</p> <p><b>Motion:</b> That School Council endorse the FPS 2019 Annual Report.  <b>Moved:</b> PW  <b>Second:</b> BW  <b>Motion Carried.</b></p> <p><b><u>Mental Health Support for FPS Pupils</u></b></p> <p>DE addressed the council regarding student welfare and support for young people within FPS.</p> <p>He commented that this is an area in which he has strong interest and, as a result of conversations with parents within the school community, he believes that School Councils role should be to support accessible services such as psychologists and student welfare officers.</p> <p>He continued that FPS have no formal policy on student welfare and is looking to school council for advice on whether this is a body of work with which council should get involved. He offered to put forward some options around how it could work, both with and without funding, if it’s appropriate and of interest.</p> <p>After engagement from the other councillors, DE further explained that the Department of Education’s website, whilst referring to the subject, does not provide linked information for parents on how to progress student welfare or mental health issues. His recommendation is that, at a minimum, FPS should have a policy to guide parents and students on how to find help should they need it. Ideally, he would see the school having the resource of a welfare officer (at cost) who can refer to professionals through to Medicare funded mental health sessions.</p> <p>PW advised that a previous model saw FPS having access to a psychologist one day per week, but this programme was stripped back and schools are currently not resourced for that role.</p> <p>KG was supportive but sought further information regarding the needs of the school community and how widely this service would be utilised. BW commented that perhaps a summary of what’s currently in place can be presented with DE providing information on where he sees gaps and how we can bridge them.</p>	<p>BW/AG/QM to put together a brief outline of how the program may be funded and how the program liaison role may look.</p> <p>DE to prepare an event proposal for the next council meeting.</p>
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		PW suggested that there's potential for school council to have a role in this issue given that it may have a financial component. He suggested that himself, DE and SA meet to discuss what issues are currently being raised by the school community, what would potentially be needed to establish a programme, and what would be possible within the structure of the school and its finances.	PW/SA/DE to meet to discuss further.
5	Reports	<p><b><u>Principal's Report</u></b></p> <p>PW briefly spoke to the Principals Report and to the professionalism and resilience of FPS staff throughout the ongoing COVID-19 challenges, and to the high level of support from the school community.</p> <p>School Council noted the Principals Report as tabled.</p> <p><b><u>Buildings &amp; Grounds Report</u></b></p> <p>School council noted the Buildings &amp; Grounds and ESWG reports as tabled.</p> <p><b>Motion:</b> That School Council approve the Buildings &amp; Grounds Committee and ESWG minutes and associated documents.  <b>Moved:</b> AV  <b>Second:</b> BW  Motion Carried</p> <p><b><u>Policy Report</u></b></p> <p>BW spoke briefly about the ongoing development of the Sponsorship Policy which will be presented to SC later this year.</p> <p>No Policy report was tabled.</p> <p><b><u>Finance Report</u></b></p> <p>NS spoke briefly to the Finance reports and associated documents including a summary of essential and voluntary fee collection, fundraising, and facility hire agreements.</p> <p><b>Motion:</b> That School Council move payments be endorsed, transfers be ratified, and all presented reports accepted as a true and correct depiction of the school finances for the month of February 2020.  <b>Moved:</b> NS  <b>Second:</b> BW  Motion Carried</p> <p><b>Motion:</b> That School Council move all statements and payments as tabled for the school purchase cards be accepted.  <b>Moved:</b> NS  <b>Second:</b> LC  Motion Carried</p>	
6	Correspondence	School Council noted the correspondence as tabled.	
7	General Business	<p><b><u>School uniform supplier change</u></b></p> <p>PW briefly summarised the change of school uniform supplier from PSW to A Plus School wear and advised that both suppliers would soon be formally notified, with a view to enacting the change mid-2021.</p> <p><b><u>School Council self-assessment results</u></b></p> <p>SG briefly spoke to the 2019 school council self-assessment survey completed by most councillors. It was noted that the results were largely</p>	

		<p>positive, but a few areas for improvement in 2020 were highlighted as follows:</p> <ul style="list-style-type: none"> <li>• School council were uncertain about their role in monitoring the progress of the FPS annual implementation plan. PW commented that this is not necessarily a role that has required councils input to date.</li> <li>• The inclusion of members who represent diverse views of the school community was an uncertainty for some members. This could perhaps be considered during the next election process.</li> <li>• The understanding of FPS's financial processes and reporting continues to be an uncertainty for some members. It was noted that NS has helped councillors understand the reports during the past year and is available should there be any questions moving forward, as it is a key function of school council. Training modules are also available on this topic for all school councillors.</li> </ul> <p><b>General</b></p> <p>School Council noted the following:</p> <ul style="list-style-type: none"> <li>• School Council Annual Cycle</li> <li>• Agreed reporting protocols and timing for committees</li> <li>• School Council governance training information</li> <li>• Information regarding School Councils functions and their role vs the Principal.</li> <li>• Meeting dates for 2020</li> <li>• Newsletter insert dates for 2020</li> </ul>	
8	Close of Meeting	Meeting Closed: 7.52pm	
9	Next Meeting	6.30pm, Monday 11 <sup>th</sup> May 2020.	



**Bronwyn Wolfgang**  
**School Council President**  
**Date 11 / 05 / 2020**



**Paul Wallace**  
**Executive Officer**  
**Date 11 / 05 / 2020**