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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 24 February 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 / Executive Officer	✓		
Andrew Vance (AV)	Parent Member	Buildings & Grounds / Vice President	✓		
Nathan Smeaton (NS)	Parent Member	Finance / Treasurer	✓		
Sarah Glass (SG)	Parent Member	Secretary	✓		
Paul Hunt (PH)	Parent Member	Community	✓		
Anita Galli (AG)	Parent Member	Community	✓		
Chris Price (CP)	Parent Member	Buildings & Grounds			✓
Daniel Emeny (DE)	Parent Member	Policy	✓		
Sarah Abbott	DE&T Member	-	✓		
Prue Middleton	DE&T Member	-		✓	

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>	BW opened the meeting as President and confirmed that a quorum was present at 6.36pm.	
2	<b>Attendance/Apologies</b>	BW confirmed apologies from PM.	
3	<b>Minutes of previous meeting</b>	<p>BW invited corrections to the previous minutes dated 2 December 2019 and confirmed there were none.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 2 December 2019.  <b>Moved:</b> BW  <b>Second:</b> AV  <b>Motion carried</b></p> <p>School Council discussed the matters arising from the previous minutes of 2 December 2019.</p>	SG to arrange for copies of the minutes of 2 December 2019 to be signed and placed on the FPS website.
4	<b>Essential Business</b>	<p><b><u>Year 4 Camp Approval</u></b></p> <p>PW spoke briefly about the upcoming Year 4 Mt Evelyn Recreation Camp (YMCA) and noted the positive adult-to-student ratio.</p> <p><b>Motion:</b> That School Council approve the Year 4 camp on April 14-15 2020.  <b>Moved:</b> PW  <b>Second:</b> AG</p>	

	<p><b>Motion carried</b></p> <p><b><u>Enrichment programs hub</u></b></p> <p>AG and BW continued to lead a discussion around the introduction of an enrichment learning program. It was reiterated that the program would be an extension of student experience but separate to the curriculum.</p> <p>Examples included experiences around the Melbourne Writers Festival and National Science Week.</p> <p>AG again suggested that the program would require a liaison who is on or has close connection to school council to present ideas from the wider school community. It was further discussed that this could be represented by the allowable 13th co-opted member of school council.</p> <p>AV and DE commented that the selection of an appropriate liaison would greatly affect the success of the program and care should be taken to ensure the position does not have a singular focus or an inclination to infringe on school curriculum.</p> <p>It was suggested that the initial point of contact for parents could be the existing class liaisons who would then feed back to the program liaison at regular intervals. This was a popular idea amongst council members.</p> <p>Council discussed that Ideas should represent an offering of skilled advice or contribution rather than just concepts and the school community would be encouraged to consider how they personally could contribute and add value to the school outside of core learning tasks. Incursions were suggested as preferable to ensure maximum inclusion.</p> <p>AG reiterated that grant funding could potentially cover the bulk of program costs and it was also noted that individuals or companies willing to donate funding or resources would be welcomed.</p> <p>PW suggested an expression of interest be put out to the school community to begin the search for a suitable liaison.</p> <p><b><u>School uniform update</u></b></p> <p>SG spoke to school council about a meeting between PW, SG, Corinn McNamara (parent) and Julie Wickham (A Plus Schoolwear).</p> <p>Julie answered some outstanding questions regarding the potential move from PSW to A Plus for FPS uniform supply. It was noted that the retail prices from A Plus are within a comparable range of the current retailer but many of their garments are made locally in Australia as opposed to China. This is seen as desirable by the school community. Julie confirmed there are still a few items that are made overseas due to the lack of appropriate skilled labour locally.</p> <p>A large concern for school council in previous discussions had been the unexpected financial outlay required to enable the move. A Plus had agreed to purchase leftover PSW stock at wholesale value at the point of transition but required a percentage-based payment to cover the discounting of slow-selling stock lines from PSW's inventory. However, as per our current arrangement, FPS would receive 5% sales commission from A Plus on all uniform sales and Julie indicated it may be possible for FPS to instead forgo this commission for a set period (of approximately 6-12 months tbc). This should represent a lower dollar figure for the school.</p> <p>School council discussed the process and timeline around moving supplier and updates to uniforms.</p> <p><b>Motion:</b> That School Council approve the change of school uniform supplier from PSW to A Plus Schoolwear <b><i>on the provision that</i></b> an agreement is reached between PW and A Plus Schoolwear regarding the forfeit of FPS sales commission for a set agreed period.</p> <p><b>Moved:</b> SG  <b>Second:</b> DE</p>	<p>AG/BW to put together a brief outline of how the program may be funded and how the program liaison role may look.</p> <p>PW and SG to work with A Plus Schoolwear to confirm sales commission conditions and transition process.</p>
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		<p><b>Motion carried</b></p> <p><b><u>Wingrove Street update</u></b></p> <p>PW briefly updated council on the Wingrove Street building project. He advised that there had been added safety features applied to the plans which involved the reinforcement of the southern wall of the future building to comply with guideline AS5100 pertaining to derailment loadings.</p> <p>PW also advised that the project is still running to the original completion date despite some design delays and that he would be holding an information session for the school community in the near future to give an update on progress.</p> <p><b><u>SC and sub-committee meeting dates</u></b></p> <p>SC had a brief discussion regarding the proposed meeting dates for 2020. Some changes were requested, and a revised schedule will be presented for approval at the next meeting.</p>	<p>SG to provide an update to Sarah Moody and table at the next SC meeting.</p>
5	Reports	<p><b><u>Principal's Report</u></b></p> <p>School Council noted the Principals Report as tabled.</p> <p><b><u>Community Committee update</u></b></p> <p>AG advised that the spring clean of the BER kitchen and lobby took place in February and whilst the outcome was good, an itemised list of duties should be added to the next clean to ensure all areas are covered. The 2<sup>nd</sup> bi-annual clean is booked for 5 September prior to Art4All.</p> <p>School council briefly discussed the necessity of a community facilities contact to keep community and event supplies and resources in order. AG commented that this is already a role carried out by individual event organisers and questioned the necessity of a formal role. DE queried accountability of supplies after events and the lack of a running inventory system. BW suggested we revisit this item at a later date.</p> <p>AG raised the idea of joining forces with other local schools to provide reciprocal support for school fetes and events.</p> <p>It was noted the dates for Art4All are 11-13 September, however this differs to the school calendars tentative dates of 28-30 September.</p> <p><b><u>Buildings &amp; Grounds Report</u></b></p> <p>AV spoke to the minutes of the Buildings &amp; Grounds Committee meeting. He highlighted the completed installation of the new gate to Fairfield Road and advised the next step would be landscaping and continued fencing to the remaining area. It was noted that previously the extended re-fencing was thought to require Darebin Council permits but this has proven not to be the case so the project will go ahead later this year as per the FPS Master Plan.</p> <p>AV also noted some other items from the minutes including the successful replacement of air conditioning units to some of the grade 1/2 portables and the ongoing issue with the double-storey portable air conditioning.</p> <p>It was noted that there is a working bee approaching and AG requested that water-blasting to exterior windows and pigeon occupied areas be added to the task list. AV will discuss with the B&amp;G committee.</p>	<p>AG to reconcile the Art4All date with the school.</p> <p>SC to revisit facilities contact role and the cross promotion of events with other schools at a later date.</p>

AV advised discussions with local suppliers are underway to see if Milkshake the Cow can be repaired.

**Motion:** That School Council approve the Buildings and Grounds Committee Minutes.

**Moved:** AV

**Second:** SG

Motion Carried

#### **Policy Committee**

PW advised of an update to the FPS Camp Policy to the effect that all interstate camps require Regional Director approval.

#### **Finance Committee**

NS spoke briefly to the finance reports and associated documents. He spoke in particular about the positive influence of the new FPS Business Manager and the subsequent effect on the committee minutes and action points.

The Finance Committee thanked Darcie Brown for her assistance over the last 12 months in the absence of a Business Manager.

**Motion:** That School Council move that 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 December 2019 and January 2020.

**Moved:** NS

**Second:** SG

Motion Carried

**Motion:** That School Council accept all statements and payments as tabled for the School Purchase Cards.

**Moved:** NS

**Second:** AV

Motion Carried

**Motion:** That School Council approve and endorse the following signatories for the listed bank accounts:

(a) High Yield – 10001 – (Westpac)

(i) Paul Wallace

(ii) Sarah Abbott

(b) Official Account – 10002 (Bendigo Bank)

(i) Paul Wallace

(ii) Sarah Abbott

(c) Building Fund – 10003 (Bendigo Bank)

(i) Paul Wallace

(ii) Sarah Abbott

(d) Library Fund – 10004 (Bendigo Bank)

(i) Paul Wallace

(ii) Sarah Abbott

**Moved:** NS

**Second:** BW

Motion Carried

**Motion:** That School Council approve and endorse the following staff to sign and authorise purchasing of goods and services:

a) Paul Wallace

b) Sarah Abbott

c) Jane O'Riley

d) Elena Paladino

**Moved:** NS

**Second:** PH

Motion Carried

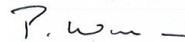
**Motion:** That School Council accept that the noted fundraising activities listed in the Finance Committee minutes be nominated as Non-profit sub entities for GST purposes.

**Moved:** NS

		<b>Second:</b> BW Motion Carried	
6	<b>Correspondence</b>	School Council noted all correspondence received and briefly discussed the email update from City of Darebin regarding pedestrian safety concerns around FPS.	
7	<b>General Business</b>	<p><b><u>School council 2020 update</u></b></p> <p>PW confirmed that nominations for the 2020 School Council close on Tuesday 25<sup>th</sup> February. He noted that Anita Galli and Chris Price have completed their term on school council and thanked them for their valuable contributions over the course of their involvement.</p> <p>The AGM will be held at 6pm on 23 March (prior to the first meeting of the new school council).</p> <p><b><u>Other business</u></b></p> <p>DE advised that the organisers of the Trivia Night are seeking a new venue and welcome suggestions from the wider community.</p> <p>AG advised that FPS received a Bendigo Bank grant for \$3,500.</p>	
8	<b>Close of Meeting</b>	<b>Meeting Closed: 8.31pm</b>	
9	<b>Next Meeting</b>	<b>AGM: 6.00pm, 23<sup>rd</sup> March 2020</b> <b>School Council Meeting: 6.30pm, 23<sup>rd</sup> March 2020.</b>	



**Bronwyn Wolfgang**  
**School Council President**  
**Date 30 / 03 / 2020**



**Paul Wallace**  
**Executive Officer**  
**Date 30 / 03 / 2020**