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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 11 May 2020

**Time:** 6.30pm

**Venue:** WebEx virtual meeting

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	✓		
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> BW opened the meeting as President and confirmed that a quorum was present at 6.40pm.	
2	<b>Attendance/Apologies</b> BW confirmed apologies from NS.	
3	<b>Minutes of previous meeting</b> BW invited corrections to the previous minutes dated 23 March 2020 and confirmed there were none.  <b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 23 March 2020. <b>Moved:</b> SG <b>Second:</b> AV <b>Motion carried</b>  School Council discussed the matters arising from the previous minutes of 23 March 2020. BW spoke briefly to the proposed Enrichment Programs concept which is yet to be progressed.	SG to arrange for copies of the minutes of 23 March 2020 to be signed and placed on the FPS website.  BW to liaise with Anita Galli regarding a proposal for the Enrichment Programs concept.

4	Essential Business	<p><b><u>Remote learning update</u></b></p> <p>PW welcomed new councillors Jade O’Grady (JO) and Elise Coughlin (EC) to School Council.</p> <p>PW shared an update of the Covid-19 learning situation from FPS’s perspective since home-learning commenced. Special mention was made of Year 6 teacher Daniel Arnavas who, after the initial State Government announcements, quickly facilitated a series of workshops to bring all FPS staff up to speed on Google Classrooms. Though this was a challenging time for staff, these workshops subsequently enabled the school to move to home-learning much more successfully. Daniel has also been available to support staff with queries throughout term 2, as well as fulfilling his teaching role.</p> <p>PW also made special mention of the FPS office staff who, particularly in the first week of Term 2, fielded numerous calls for technical support from the school community.</p> <p>He advised that student adoption of the new system was excellent from an early stage and families have shown high levels of support to staff throughout the process.</p> <p>He concluded that though there have been challenges, including keeping on-site supervision numbers to a minimum and the delivery of appropriately accessible coursework to junior-school students, the school community has grown in confidence over the past few weeks.</p> <p>School council, in response to PW, then discussed the value of having a home-learning communication from councillors rather than school staff to provide a different voice to the community.</p> <p>The FPS teachers were given an opportunity to present their experiences to date with home-learning. SA spoke to the logistics of on-site supervision and managing staff volunteers, as well as a focus on keeping the number of pupils attending school at manageable levels. JO praised her students and their families for high levels of support and their positive attitude during a very challenging time. PM added that there were very specific challenges for students in the junior school bearing in mind their more limited reading and writing capabilities.</p> <p>Councillors also shared their shared experiences and challenges with home learning, in particular in conjunction with working from home.</p> <p><b><u>Outstanding sub-committee appointments</u></b></p> <p>JO and PM confirmed that they were happy to be part of the Community sub-committee.</p> <p><b><u>Sponsorship and Excursion policies for approval</u></b></p> <p>PW spoke to the newly developed Sponsorship policy and Excursion policy. The key points were as follows:</p> <p>Sponsorship policy:</p> <ul style="list-style-type: none"> <li>• The policy follows and is based on resources issued by the Department of Education.</li> <li>• The policy will allow for small sponsorships of up to \$1K to be approved by the Community Committee in consultation with the Principal.</li> <li>• Any sponsorships over this threshold will require SC approval.</li> <li>• Sponsorships over \$25K must be approved by the Regional Director of the Department of Education.</li> <li>• There is an item regarding sponsorship by alcohol or tobacco related sponsors. PW recommended that this should apply to family events (e.g. Art4All) but concession could be made for Adult-only events (e.g. Trivia night).</li> </ul>	<p>BW to co-ordinate an SC communication to the community.</p> <p>EC to consider the sub-committee options and advise next mtg.</p>
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		<p>Excursion policy:</p> <ul style="list-style-type: none"> <li>• This policy outlines rules for excursions and incursions and follows many of the same rules as the existing Camp Policy in terms of planning, costs and risk management.</li> <li>• There was a general discussion led by AV, PW and DE regarding whether visiting speakers at FPS required a Working with Children check (WWC). PW advised that for any incursion it was a requirement for the facilitator to have a WWC but there are exceptions made for speakers at events such as assembly's, where staff are in attendance at all times. The Visitors Policy will be amended accordingly.</li> </ul> <p><b>Motion:</b> That School Council approve the Sponsorship policy and Excursion policy as tabled.  <b>Moved:</b> PW  <b>Second:</b> SG  <b>Motion Carried.</b></p> <p><b><u>FPS School Council Goals and Objectives for 2020</u></b></p> <p><b>Motion:</b> That School Council ratify the School Council Goals and Objectives for 2020 (as tabled).  <b>Moved:</b> SG  <b>Second:</b> BW  <b>Motion Carried.</b></p> <p><b><u>Fence quote for approval</u></b></p> <p>AV presented a quote to replace all silver cyclone wire fencing around the perimeter of FPS with new black cyclone wire fencing (as per the netball court and upgraded Fairfield Road entrance).</p> <p>The proposal aims to complete the entire school perimeter in 5 stages and was supported by the Buildings &amp; Grounds committee. It was noted by PW that this project is a great use of the FPS Building Fund which is made up of parent contributions.</p> <p><b>Motion:</b> That School Council approve the quotation to upgrade school fencing as tabled.  <b>Moved:</b> AV  <b>Second:</b> BW  <b>Motion Carried.</b></p> <p><b><u>Gym flooring upgrade</u></b></p> <p>PW spoke briefly to the maintenance of the Gym flooring and noted that the flooring has not been maintained since it's installation, approximately 10 years ago. PW recommended option 1 on the presented quotation, at a cost of \$1,750. He again highlighted that this is good use of the FPS Building Fund made up of parent contributions.</p> <p><b>Motion:</b> That School Council approve Option 1 in the quotation to maintain the Gym flooring fencing, as tabled.  <b>Moved:</b> PW  <b>Second:</b> DE  <b>Motion Carried.</b></p>	
5	Reports	<p><b><u>Sub-Committee Reports</u></b></p> <p>It was noted that there are no sub-committee reports to be presented, with the exception of Finance.</p> <p><b><u>Finance Report</u></b></p> <p>PW, in NS's absence, spoke briefly to the Finance reports and recommendations.</p>	

		<p>The key points were as follows:</p> <ul style="list-style-type: none"> <li>• OSHC have asked for a reduction in rental fees for term 1 and a waiver of fees for terms 2 and 3 due to COVID-19 challenges. The Finance committee agreed that a 30% reduction in term 1 fees and a waiver of term 2 fees is appropriate. They recommended that we hold decisions regarding term 3 fees until it's established how the service will be affected at this time.</li> <li>• The finance committee also proposed a waiver of hirer charges for extra-curricular sports and music providers for terms 1 and 2. BW pointed out that Do Well music have continued to provide virtual lessons at the same cost to FPS families and so may not qualify for a hirer discount. PW will take this item back to the Finance committee for further discussion.</li> <li>• PW spoke briefly to school fees. He advised that final statements and reminders have not been sent out and that adjustments for items such as the Excursion Levy will be considered at the next Finance meeting, depending on how long home-learning continues.</li> </ul> <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 months of March and April 2020.  <b>Moved:</b> PW  <b>Second:</b> BW  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council move all statements and payments as tabled for the school purchase cards be accepted for the months of March and April 2020.  <b>Moved:</b> PW  <b>Second:</b> SG  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council provide a 30% discount for Term 1, 2020 fees and waive all charges for Term 2, 2020 – and that SC will consider the Term 3, 2020 fee waiver request once we understand the State Governments position on whether schools will be open during Term 3.  <b>Moved:</b> PW  <b>Second:</b> AV  <b>Motion Carried</b></p>	Finance committee to review the hirer relief recommendations.
6	Correspondence	<p><b><u>SC virtual training</u></b></p> <p>BW talked briefly about the School Council Governance training undertaken last year by several of the current councillors and highlighted its relevance and value at council meetings. Councillors that are interested in further training or those that haven't yet taken part were encouraged to explore the virtual training options.</p> <p><b><u>Other correspondence</u></b></p> <p>School Council noted the OSHC utilisation reports as tabled.</p>	All councillors to consider virtual SC training where appropriate.
7	General Business	<p><b><u>Wingrove Street update</u></b></p> <p>PW spoke briefly to the progress of the Wingrove Street new building. It was noted that designs have been approved by the VSBA and a contractor has been appointed. Ground works have commenced on-site, and the project is still expected to be delivered for FPS use at the beginning of the 2021 school year. PW will share further updates on the remaining stages of building works with staff and the FPS community at a later date.</p>	

		<p><b><u>End of year event</u></b></p> <p>DE advised that he will prepare a proposal for the next SC meeting, though he and the other councillors were unsure of the feasibility of an event given the restrictions that may still be in place throughout 2020.</p> <p><b><u>School uniform supplier change</u></b></p> <p>PW spoke briefly to the school uniform supplier change and advised that he had informed PSW in writing of FPS's intention to end our contract with them mid-2021.</p> <p>FPS also received correspondence from A Plus Schoolwear confirming that they will be taking over FPS's uniform supply at the expiration of our current suppliers' contract.</p> <p><b><u>Other business</u></b></p> <p>LC received support for the idea of reinstating Community Committee meetings, with a focus on community engagement and support rather than event activity.</p> <p>SC noted that AV and NS swapped their positions in the FPS newsletter update schedule.</p>	<p>DE to prepare event proposal for discussion at next SC meeting.</p> <p>LC to facilitate a discussion with other community committee members to establish a framework moving forward. New terms of reference will also be required.</p>
8	Close of Meeting	Meeting Closed: 7.58pm	
9	Next Meeting	6.30pm, Monday 15 <sup>th</sup> June 2020.	

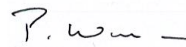
**Bronwyn Wolfgang**



**School Council President**

**Date: 15 / 06 / 2020**

**Paul Wallace**



**Executive Officer**

**Date: 15 / 06 / 2020**