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Fairfield Primary School

School Council Minutes

Date: Monday 15 June 2020

Time: 6.30pm

Venue: Zoom 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, Community | ✓ | | |
| Prue Middleton (PM) | DE&T Member | Community | ✓ | | |
| Jade O'Grady (JO) | DE&T Member | Community | ✓ | | |
| Louise Currie (LC) | Parent Member | Community | ✓ | | |
| Matthew Gordon (MG) | Parent Member | Community | ✓ | | |
| Elise Coughlin (EC) | Parent Member | Buildings & Grounds | ✓ | | |

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 |
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| 1 | Opening / Welcome | BW opened the meeting as President and confirmed that a quorum was present at pm. | |
| 2 | Attendance/Apologies | BW confirmed there were no apologies for this meeting. | |
| 3 | Minutes of previous meeting | <p>BW invited corrections to the previous minutes dated 11 May 2020 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 11 May 2020. Moved: SG Second: AV Motion carried</p> <p>School Council discussed the matters arising from the previous minutes of 11 May 2020.</p> | SG to arrange for copies of the minutes of 11 May 2020 to be signed and placed on the FPS website. |
| 4 | Essential Business | <p><u>Change of School Councillor</u></p> <p>BW confirmed that Kim Gordon made the decision to vacate her seat on School Council and Council thank Kim for her time and valuable input during her term. BW, along with PW, went on to welcome Matthew Gordon (MG) to School Council as a co-opted member for the remainder of the vacated term.</p> | |

Return to classroom update

PW shared the school's experience around the return to on-site learning. He explained that there were understandable levels of both excitement and apprehension within the school community and faculty surrounding students returning to the classroom. With no precedent to look to, it was difficult to form expectations of how the students, families and staff would transition back from the home-learning model.

However, he went on to report that the return of the Junior school students on 26 May 2020 was very successful and credits the success to the following proactive measures:

- Support and preparation by families to prepare their children for the transition back to classroom learning.
- Continued connection between teachers and their students and peers via online channels.
- The attitude and skill of the teaching staff in terms of setting up classrooms and learning plans which were welcoming and non-threatening to students.

PW advised the process ran equally smoothly with the remainder of the schools return on 9 June 2020.

PW highlighted that his main concern had been pick-up and drop-off arrangements and the congregation of adults before and after school. However, the additional measures put in place including revised arrival times, restricted access to classrooms by parents, and rules regarding gathering on and around the grounds had been met with support and largely respected by the parent community.

He concluded by explaining that the process continues to be adjusted and improved as necessary and the school is open to feedback on this process. However, given the importance placed by the school on student well-being, he is overall very proud of how the students have coped during this period.

The teachers were then offered the opportunity to add their perspective on returning to the classroom.

- PM highlighted that parents had been very respectful of restrictions to both classroom access and prolonged conversations with teachers. She commented that she had no real idea of what to expect from her students when they returned, but they were able to happily move back to regular learning straight away.
- JO agreed with PM's comments, praised her student's attitudes, and added that it did not feel as though there had been a two-month break from the classroom. She went on to say that her class has enjoyed the soft start to the morning timetable, which gave the students a chance to settle in and get ready prior to 9am and had led to a positive start to their learning.

PW asked for SC parent feedback on the process and experience and NS and AV both commented that, whilst it is difficult not to return to normal habits around the school, it is important to remind parents not to dwell on the grounds before and after school. AV recommended that the school continue to keep extra gates open as a visual cue to parents that drop-off and pick-up times have not yet returned to business-as-usual.

Outstanding sub-committee appointment

EC advised that she will be joining the Buildings & Grounds Committee. MG will be taking Kim's place on the Community Committee. Council thanks them for their commitment to these sub-committees.

FPS buildings update

PW outlined that there are currently several exciting projects happening on the FPS campus. The Wingrove Street building site is progressing with the concrete foundations being poured over the weekend and the upcoming installation of the back wall of the building. The project is still on track for occupation by the school at the beginning of 2021.

He went on to speak about the additional upgrades that FPS are able to carry out due the excellent funding granted to the school for building works. Most significant of these additional projects is the demolition of the current Foundation building which, whilst having sentimental value to the school, incurs high levels of maintenance expense. The removal of this building will make room for landscaping which will have an exceptional impact to the school grounds.

Further projects include:

- The development of additional toilet facilities within existing unutilised storage space.
- The restoration of the Old Hall including replacement carpeting and repairs to the lead-light windows.
- Upgrades to the administration corridor including classroom 3D, the Reading Resource room, the Library, and the Meeting room as well as upgrades to the staff toilets and storage spaces.
- Exterior painting and repairs are also hoped to be carried out as part of this body of work.

PW noted that the works will have minimal disruption to day-to-day operations of the school and no playground space will be lost during any of the projects.

Therapists in FPS

SA presented to council regarding personal Therapists working with students at FPS. The key points were as follows:

- When a student has funding for therapy through the National Disability Insurance Agency (NDIA), they are able to request that the therapy occurs onsite at FPS during school hours.
- These Therapists may include professionals such as Speech Therapists, Occupational Therapists and Psychologists.
- The Therapists do not contribute to academic or learning tasks but are instead engaged to work on specific functional skills as outlined in their National Disability Insurance Scheme (NDIS) goals.
- Therapists usually work with their individual student in a space adjacent to their classroom where the student can remain under the duty of care of their teacher.

There are several steps involved in facilitating Therapists on-site at FPS.

- Firstly, Parents/Guardians must give their consent and make a request to the school via PW and SA.
- After consideration, PW has the role of formally accepting or declining the request.
- Things that may influence this decision include the amount of time used in the academic day and its impact on the learning opportunities for the individual student.

Once an agreement has been reached for on-site therapy, the Parent/Guardian will meet with the Therapist, PW, and SA to discuss the process and its goals and a formal license agreement is applied. The individual's teacher may also have some input in terms of how the therapy sessions can be accommodated to minimise disruption. The process is reviewed annually for each student to ensure the timetable is workable and assigned goals are being reached.

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| | | <p>SA summarised the specific skills that may be worked on with the students by their Therapist and the benefit of sessions being held during school hours, particularly when considering social outcomes.</p> <p>PW acknowledged and thanked SA for her role in putting together this comprehensive process.</p> <p>School Council respects the confidentiality and anonymity of all students involved in this scheme.</p> <p><u>Remote learning – parent feedback</u></p> <p>BW gave a summary of feedback that she requested from the parent community regarding experiences of home-learning.</p> <p>There were some reports of technical difficulties and personal preferences around how work was presented, and individual circumstances varied across the community. Families were generally grateful for the effort and speed with which the school instituted remote learning and were ultimately happy to be returning to the classroom.</p> <p>PW expressed his gratitude to the parents who gave feedback and thanked BW for providing a different voice in her communication on behalf of the school.</p> <p>DE added that a more thorough review of the home-learning process would be valuable in the case of future requirements and there was brief discussion about how this could be facilitated. Whilst there was a recent opportunity for parents to give feedback to the Department of Education, DE felt that local-level information would be more useful to FPS in the event of any future home-learning requirements.</p> <p>SC had a general discussion around the different home-learning models used at other schools and related their personal experiences. LC in particular had a positive experience with their Class Liaison who worked as an online teacher and was able to provide support and connection to her class via a WhatsApp group.</p> <p><u>Enrichment programs hub update</u></p> <p>The was no formal update regarding the Enrichment Programs hub but School Council briefly discussed where ownership of such a program should lie within council and the possibility of it being facilitated within the Community Committee.</p> | |
| 5 | Reports | <p><u>Principals reports</u></p> <p>PW spoke briefly to the Principals report and noted the following points:</p> <ul style="list-style-type: none"> • There is an upcoming Principals Morning Tea (via virtual meeting) at 10am on 22nd June and he invited any interested councillors and parents to attend. • The Foundation enrolment process has been moved online for 2020 and PW acknowledged Sarah Moody's role in organising the new virtual process which includes video tours on the FPS website and virtual forums with PW and SA for prospective parents. <p>Motion: That School Council endorse the principals report for the month of June as tabled. Moved: PW Second: BW Motion carried</p> <p><u>Community Committee update</u></p> <p>SA provided a brief update on the community committee meeting held on 10 June. The key points were as follows:</p> | |

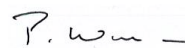
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| | | <ul style="list-style-type: none"> • What is FPS doing well as a community? <ul style="list-style-type: none"> ○ Clear and uncomplicated communication from FPS during Covid19. ○ Bringing the wider community into FPS for school events. ○ The proximity of many families to the school makes building a strong community much easier. • What can FPS improve as a community? <ul style="list-style-type: none"> ○ Facilitate online / virtual communication platforms for parents when face-to-face communication isn't available. e.g. WhatsApp groups etc. ○ Walking school bus to reduce numbers of adults attending school drop-offs and connect the community. ○ Find ways to give a voice to all of those interested at the school – e.g. An increased feedback role for class liaisons. ○ Find ways for parents to be involved when they are not able to be in the classroom. <p>There was a focus on support that FPS can offer in the short and long term and MG has created a survey to acquire feedback from the school community as to what their needs may be.</p> <p>The survey will be included in the school newsletter and also as a stand alone communication and PW hopes that engagement levels will be high.</p> <p><u>ESWG report</u></p> <p>AV spoke briefly to the ESWG. The key points were as follows:</p> <ul style="list-style-type: none"> • Energy – The ESWG discovered that the new building has a solar array as part of the building which is positive. However, they also found that the current solar array on the FPS site is not working optimally so may need maintenance. ESWG will facilitate this. • Water – The BER has rainwater tanks that service the BER toilets. Historically existing tanks were also used for this purpose in the main school building but at some point, these were disconnected. The ESWG is looking at reconnecting tanks in the main building. • Biodiversity – There continue to be positive steps taken around the school in terms of composting, e-waste, and decommissioned school furniture. AV also mentioned a green purchasing policy which he hopes to develop, and DE expressed an interest in being involved in this. <p>PW acknowledged AV and the team of volunteers who took part in an unofficial working bee on the weekend to install sleepers along the newly upgraded fence line.</p> <p><u>Finance Committee reports</u></p> <p>NS spoke to the Finance Committee minutes. The key points were as follows:</p> <ul style="list-style-type: none"> • FPS's income is down for the year-to-date due to lower levels of fee collection and lack of fundraising activities. However, FPS costs have also decreased to an extent due to remote learning. The FPS cash budget for 2020 has been amended to reflect these conditions. • NS recommended to council that communication be made to parents around outstanding fees. EC shared some concerns and experiences from the parent community surrounding job insecurity during COVID19 and PW assured her and Council | <p>MG to provide the survey to Sarah Moody for circulation.</p> <p>The community committee to meet again after feedback has been obtained from the abovementioned survey.</p> |
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| | | <p>that consideration will be given to these extraordinary circumstances and any communications handled with sensitivity to these issues.</p> <ul style="list-style-type: none"> FPS is still awaiting government decisions on facilities hire for Terms 3 and 4 but the Finance Committee recommends that when external hirers do begin operating on site, it should be at contract rates with no further discounts. <p>Motion: That School Council move all 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 May 2020. Moved: NS Second: SG Motion Carried</p> <p>Motion: That School Council move all statements and payments as tabled for the school purchase cards be accepted for the month of May 2020. Moved: NS Second: AV Motion Carried</p> <p>Motion: That School Council accept and endorse the confirmed Fairfield Primary School cash budget for 2020. Moved: NS Second: BW Motion Carried</p> | |
| 6 | Correspondence | <p>School Council noted the correspondence regarding improved pedestrian crossings on Station Street and PW acknowledged the continual efforts by Kate Symons to improve road and pedestrian safety around FPS and Fairfield Village.</p> <p>School Council noted all other correspondence as tabled.</p> | KS to prepare a letter to Darebin Council / BW to sign on behalf of SC |
| 7 | General Business | <p><u>Lockdown Trivia</u></p> <p>As noted in the last newsletter, the Lockdown Trivia event held on 29 May raised \$2,300 for FPS. PW has confirmed he funds will go towards Robotics equipment for the school. School Council thanks the organisers of this event.</p> <p><u>Works during school holidays</u></p> <p>The FPS site will be closed to the community and OSH club during week 1 of the upcoming school holidays due to project works. FPS will arrange signs to this effect and alternative OSH holiday care will be provided at Alphington Primary School.</p> <p><u>End of year event proposal</u></p> <p>DE has a proposal that he will formalise and present at the next SC meeting.</p> | DE to put forward proposal at next SC meeting |
| 8 | Close of Meeting | Meeting Closed: 8.03pm | |
| 9 | Next Meeting | 6.30pm, Monday 10th August 2020. | |



Bronwyn Wolfgang

School Council President
Date 10/08/2020



Paul Wallace

Executive Officer
Date 10/08/2020