



Respect • Creativity • Excellence • Community • Since 1885

# Fairfield Primary School

## School Council Minutes

**Date:** Monday 10 August 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
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 the apologies for this meeting.	
3	<b>Minutes of previous meeting</b>	<p>BW invited corrections to the previous minutes dated 15 June 2020 and confirmed there were none.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 15 June 2020.  <b>Moved:</b> SG  <b>Second:</b> AV  <b>Motion carried</b></p> <p>School Council discussed the matters arising from the previous minutes of 15 June 2020.</p>	SG to arrange for copies of the minutes of 15 June 2020 to be signed and placed on the FPS website.
4	<b>Essential Business</b>	<p><b><u>Return to remote learning update</u></b></p> <p>PW spoke to the return to remote learning for Term 3. The key points were as follows:</p> <ul style="list-style-type: none"> <li>PW hosted online morning tea catchups at the end of Term 2 and beginning of Term 3 to give parents/carers a chance to</li> </ul>	

		<p>share their past experiences and future recommendations for FPS remote learning. The Term 3 events also gave the parents a chance to interact with teachers of various year levels.</p> <ul style="list-style-type: none"> <li>• Though some challenges were discussed, parent feedback was constructive, and attitudes were positive. With the announcement of remote learning for Term 3, FPS was able to make changes and improvements according to the community feedback, as well as the reflections of the teaching staff.</li> <li>• Improvements included creating small teaching groups within each class, implementing video meetings between these groups and their teacher, and uploading new coursework on Fridays to enable better organisation prior to the start of each week.</li> <li>• PW acknowledged the teacher's efforts in putting together the new remote learning framework.</li> </ul> <p>PW invited JO to share a perspective on behalf of the teachers. She commented that the increase in face-to-face teaching has been beneficial to the student's connection both with their teacher and their classmates.</p> <p>PW invited the parent councillors to share their impressions of the new remote learning framework and all agreed that it had so far been a very positive experience for both the kids and the families.</p> <p>PW concluded the discussion by commenting that the most important factor in home learning remains the children's wellbeing but the school is also conscious of ensuring that the remote learning experience is both positive and accessible for students, given that it represents such a large portion of the school year.</p> <p><b><u>Positive COVID-19 case</u></b></p> <p>PW talked to two positive COVID19 cases reported at FPS in the past 2 months. The first case was reported during the July school holidays so, whilst it caused some initial anxiety, no school closure during term time was necessary. The second more recent case necessitated the closure of the school grounds for a few days as directed by the Department of Education. The school was able to reopen on 10 August.</p> <p>He thanked parents and teachers for their support and resilience during both occasions.</p> <p><b><u>Parent survey – community connection</u></b></p> <p>LC spoke to the recently gathered parent feedback on FPS community connection as well as the most recent Community Committee meeting. In total 55 people responded to a two-question survey which represents approximately 1 in 7 families at the school.</p> <p>The first question was in relation to what people appreciated about the school community. The feedback was very positive and included the following sentiments:</p> <ul style="list-style-type: none"> <li>• Friendly attitudes</li> <li>• Great culture</li> <li>• Great support for the children</li> <li>• Strong sense of community</li> </ul> <p>The second question related to what FPS could do differently or any particular areas of concern from parents. The feedback was constructive and included the following points:</p> <ul style="list-style-type: none"> <li>• A small minority of responders mentioned that not everyone feels part of the community and inclusiveness could be improved.</li> </ul>	<p>The Community Committee and School Council to continue to build on these ideas to promote connection within the community.</p>
--	--	--	---

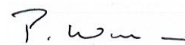
	<ul style="list-style-type: none"> <li>• Some reported wanting to engage but not knowing the right avenue to do so.</li> <li>• A particular area of concern was how to connect with parents who are not able to be at the school gate and/or who may not have time to spend fulfilling out of hours volunteer roles.</li> </ul> <p>School Council continued the Community Committees discussion on how to address these issues.</p> <p>Specific ideas from the survey which were discussed included:</p> <ul style="list-style-type: none"> <li>• Events per year level (similar to the Foundation Social night) or facilitation of class by class social events.</li> <li>• Opportunities for adult connections. The Lockdown Trivia nights have been beneficial in this regard.</li> <li>• A general interest among parents to engage in what their children are learning via more interaction with teachers and/or classes.</li> <li>• Art4All in some form – perhaps an online art auction or presentation.</li> </ul> <p>PW and SG supported the idea of year level social events. EC proposed that we should also consider events base around personal interests beyond class levels. PW strongly supported this idea.</p> <p>PW led a short discussion around how to improve connectedness without overwhelming the school staff with additional tasks.</p> <p>It was noted that Sarah Moody recently circulated correspondence to the school community regarding a WhatsApp groups for each class and received positive feedback. This is something that the school is interested in pursuing, however it was agreed that, whilst FPS would like the community to be self-governing in terms of such tools, there would need to be initial guidelines from the school regarding its purpose and use.</p> <p>School Council discussed ways that teachers or guest speakers could present or interact with the school community. Ideas included:</p> <ul style="list-style-type: none"> <li>• A platform for teachers to share what their students are learning across each subject.</li> <li>• Guest speakers talking to FPS teaching techniques (EC/BW)</li> <li>• Professional speakers on subjects surrounding wellbeing and resilience (LC)</li> <li>• Entertainers e.g. Comedians (AV).</li> </ul> <p><b><u>Building works update</u></b></p> <p>PW advised that building works on the Wingrove St site were able to continue under the Stage 4 restrictions – the site is currently able to operate at a 67% capacity which is a good outcome.</p> <p>The main FPS buildings have reopened for building work after a short closure for cleaning. Work is progressing well.</p> <p><b><u>Enrichment programs hub update</u></b></p> <p>There was no formal update regarding the Enrichment Programs hub.</p> <p><b><u>Number of School Council meetings</u></b></p> <p>Due to the effect COVID19 has had on school operations, School Council meeting requirements have been formally reduced from 8 to 6 meetings per calendar year.</p> <p>After discussion, School Council agreed that unless any issues arise, it would be workable to cancel the next scheduled meeting on the basis that the Community Committee would still meet to discuss issues surrounding FPS Community Connection.</p>	<p>This item will be discussed at a later date.</p>
--	---	---

		<p><b>Motion:</b> That School Council cancel their 14 September 2020 meeting.  <b>Moved:</b> BW  <b>Second:</b> SG  <b>Motion Carried</b></p> <p><b><u>Curriculum Days 2021</u></b></p> <p>PW briefly spoke to the planned curriculum days for 2021 being as follows:</p> <p>27 &amp; 28 January  12 July  1 November</p> <p><b>Motion:</b> That School Council approve the FPS curriculum days for 2021.  <b>Moved:</b> PW  <b>Second:</b> BW  <b>Motion Carried</b></p>	<p>SG to update Sarah Moody regarding meeting schedule</p>
5	Reports	<p><b><u>Principals reports</u></b></p> <p>PW verbally presented the Principals report and noted the following points:</p> <ul style="list-style-type: none"> <li>• Foundation enrolments for 2021 show high demand from both inside and outside the FPS zone which he believes reflects the great work the school is doing.</li> <li>• Onsite supervision during COVID19 has undergone some changes since Stage 4 restrictions came into effect, meaning only students of permitted workers are able to attend. The number of children attending each week remains low.</li> <li>• He offered his thanks to Olivia Li for facilitating the online assemblies which have been very well received by the school community.</li> <li>• SA was welcomed back after several weeks leave due to a personal injury. SA spoke to her recovery and eagerness to return to remote work at FPS.</li> </ul> <p><b><u>Finance Committee reports</u></b></p> <p>NS spoke to the Finance Committee minutes and reports. The key points were as follows:</p> <p>The school's income and expenditure has remained relatively static over the past two months due to reductions in both running expenses and fee/hireage collection.</p> <p>School Council discussed the options presented by the Finance Committee regarding excursion levies and year 5/6 sports levies which have been collected to date. As it is unlikely these levies will be spent in the 2020 school year, it was decided that parents should be given the option of a credit, refund or transfer to another school fund.</p> <p>Facilities hire is currently on hold for Term 3 and decisions regarding Term 4 hireage are pending COVID19 conditions.</p> <p><b>Motion:</b> 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 months of June and July 2020.  <b>Moved:</b> NS  <b>Second:</b> AV  <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 June and July 2020.</p>	

		<p><b>Moved:</b> NS  <b>Second:</b> AV  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council approve and endorse the following options in respect of 2020 excursion and sports levies already collected:</p> <ol style="list-style-type: none"> <li>Credit for amounts paid in 2020 carried over to 2021.</li> <li>Refund of 2020 fees paid to be provided (opt-in option for families).</li> <li>Transfer excursion and sports levies paid in 2020 to a nominated tax-deductible building or library fund (opt-in option for families who wish to contribute to the school and do not want a refund).</li> </ol> <p><b>Moved:</b> NS  <b>Second:</b> AV  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council approve and endorse the addition of Jade O'Grady as a signatory for the FPS Official Account.  <b>Moved:</b> NS  <b>Second:</b> SG  <b>Motion Carried</b></p>	
6	<b>Correspondence</b>	School Council noted the correspondence as tabled.	Carried over from June meeting - KS to prepare a letter to Darebin Council / BW to sign on behalf of SC
7	<b>General Business</b>	<p><b><u>Resignation of councillor</u></b></p> <p>DE indicated that, due to a change in personal circumstances, he will be resigning from School Council effective at the end of this meeting. PW thanked DE on behalf of School Council and acknowledged his contribution and specific legacies which include the concept of using parent contributions to support the school librarian, and the extremely popular and profitable school Trivia nights.</p> <p><b><u>End of year event proposal</u></b></p> <p>DE indicated that he had prepared a proposal for an FPS end of year social event. Whilst it is unknown whether any events will be able to take place in 2020, the proposal will be kept on file with School Council for planning purposes.</p>	<p>SG to investigate School Council protocol/ requirements in terms of replacement of DE.</p> <p>DE to send event proposal details to SG.</p>
8	<b>Close of Meeting</b>	<b>Meeting Closed: 7.48 pm</b>	
9	<b>Next Meeting</b>	<b>6.30pm, Monday 26<sup>th</sup> October 2020</b>	



**Bronwyn Wolfgang**  
**School Council President**  
**Date 1 / 10 / 2020**



**Paul Wallace**  
**Executive Officer**  
**Date 1 / 10 / 2020**