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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 26 October 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	✓		
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	✓		
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 6.35pm.	
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 10 August 2020 and confirmed there were none.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 10 August 2020.  <b>Moved:</b> SG  <b>Second:</b> NS  <b>Motion carried</b></p> <p>School Council discussed the matters arising from the previous minutes of 10 August 2020.</p>	SG to arrange for copies of the minutes of 10 August 2020 to be signed and placed on the FPS website.
4	<b>Essential Business</b>	<p><b>Update of School Council membership</b></p> <p>PW confirmed that Matthew Gordon has resigned from School Council due to relocation. There was a brief discussion regarding the filling of the two vacant Council positions given the current timeframe.</p> <p><b>Motion:</b> That School Council approve the current membership numbers for the remainder of School Councils term.  <b>Moved:</b> PW  <b>Second:</b> NS  <b>Motion carried</b></p>	

		<p><b><u>2020 AIP Review</u></b></p> <p>PW spoke to the 2020 Annual Implementation Plan (AIP). He advised that whilst FPS had been on track to achieve its goals in Term 1, COVID19 had shifted the schools focus to the wellbeing of students and the development and support of teaching staff. Subsequently, many of the goals outlined will be carried forward to 2021.</p> <p>SA added that there had been a lot of work done as a result of weekly Student Voice meetings during Term 1, so good progress had been made despite the circumstances. This would be continued in 2021.</p> <p>JO and PM reiterated the focus on wellbeing from a teaching perspective and the value of the professional development opportunities despite the change in focus.</p> <p>PW continued that FPS is in a strong position for the start of next year and has been fortunate that, through support from families and teachers, most students have made good progress throughout home learning.</p> <p><b>Motion:</b> That School Council approve the 2020 AIP review for submission.  <b>Moved:</b> PW  <b>Second:</b> LC  <b>Motion carried</b></p> <p><b><u>FPS Buildings Update (Stages 2 and 3)</u></b></p> <p>BW updated SC on a recent tour of the Wingrove Street building undertaken with PW and SA. She briefly spoke to the impressive spaces being created for teaching and the buildings thoughtful design.</p> <p>BW also spoke to the refurbishment of the original FPS building along with the Old Hall which has seen great improvement. PW added that there are landscaping works planned for Term 1 of 2021, but otherwise disruption to the school from the refurbishment has been minimal due to home learning arrangements this year.</p> <p>SA added how flexible and responsive the trades team had been throughout the project. Whilst much of the planning for the works took place prior to PW and SA's involvement, there has still opportunity to adapt to current needs and create a highly useable space.</p> <p>BW suggested that it may be appropriate to invite the previous School Councillors and members of the school administration who were involved with the project planning to view the outcome of their exceptional efforts.</p> <p><b><u>December School Council Meeting</u></b></p> <p>SC had a brief discussion around the necessity of the December meeting (given that the requisite number of meetings required for 2020 has now been met).</p> <p>After input from the relevant Councillors, BW called for a vote. All Councillors voted in favour of holding a December meeting.</p>	<p>PW / BW to invite previous councillors / administrators to join a tour or unveiling event of the Wingrove St site should one take place.</p>
5	Reports	<p><b><u>Principals report</u></b></p> <p>PW tabled the Principals report and spoke briefly to some intentional damage to the netball court surface from bikes. PW will highlight this in the school newsletter with a hope it reaches the broader community.</p> <p><b>Motion:</b> That School Council approve the October Principals report as tabled.  <b>Moved:</b> PW  <b>Second:</b> BW  <b>Motion Carried</b></p>	

### **Community Committee update**

No report was tabled but LC gave an update leading up to their next meeting. The key points were as follows:

- The Community Committee's purpose has pivoted from events to community connection, but that has proved challenging during lockdown.
- The survey (managed by Matthew Gordon), whilst largely positive, gives the committee some direction for 2021 in terms of potential for further engagement.
- There has been work around supporting class liaisons to set up WhatsApp groups and engage with their class which has proven useful.
- Changes to allowable activities in Melbourne will give an indication of what community opportunities may be possible before the end of the year.
- EC commented that the Art4All art trail was a great initiative which allowed families to engage in the greater community.
- It is seen as important for the FPS community to be able to mark the 2020 year in some way. Suggestions included interviewing parents or teachers about positive aspects of the past year. The Community Committee looked to SC for further suggestions.

**Motion:** That School Council approve, in principal, an event or presentation to mark the 2020 school year (within COVID19 guidelines).

**Moved:** LC

**Second:** BW

Motion Carried

### **Policy Committee report**

SA spoke to two FPS policies as follows:

- The Child Safety Responding and Reporting Obligations Policy was submitted for noting. There were no changes made to the existing policy.
- The Bullying Prevention Policy was submitted for approval. No changes were made to the existing policy other than minor explanatory text updates.

**Motion:** That School Council approve the Bullying Prevention Policy as submitted.

**Moved:** SA

**Second:** BW

Motion Carried

### **Buildings & Grounds Committee report**

AV spoke to the B&G report. The key points were as follows:

- The committee has been working on a sunshade grant for the school but a review of the Sun Smart Policy is needed to facilitate this.
- AV asked PM to reflect on the new Airconoff air conditioning management system which has now been installed in all applicable school classrooms. PM spoke positively of its ease of use, with classrooms now having a single efficient mechanism for climate control.
- AV updated SC on the cyclone wire fence upgrade. The schedule of works has been updated due to some pending decisions regarding gate placement on Wingrove Street. The next section of fence to be upgraded will be along the Langridge Street Oval.
- B&G will be retiring several excess FPS BBQ's. Graham Keen has been tasked with finding a more appropriate storage location for the remaining units.

LC asked for Councillors to pass any ideas for a community engagement event celebrating 2020 to the Community Committee before the next meeting.

Policy Committee to review the expired Sun Smart Policy.

- The solar panels on the FPS roof have been upgraded to meet new compliance requirements.
- There is a working bee pencilled in for November which remains TBC based on government COVID19 restrictions.
- Quotes for connecting rainwater tanks to staff and student WC's throughout FPS will be presented at the next SC meeting.

**Motion:** That School Council approve the Buildings & Grounds Committee minutes as tabled.

**Moved:** AV

**Second:** LC

Motion Carried

#### **Finance Committee reports**

NS spoke to the Finance Committee minutes and reports. The key points were as follows:

- NS tabled the financial results for August and September 2020. YTD expenditure is approximately 25% against budget due to minimal expenditure during home learning.
- Since the last council meeting, FPS families were given options around unused excursion and sports levies for 2020. All refunds, credits and redistributions of funds has now taken place, with a majority of families choosing to take out a credit for 2021 fees.
- NS tabled the 2021 draft cash budget. It was noted that school fee expectations have been reduced based on economic forecasts for the coming year.
- The draft cash expenditure budget for 2021 has been maintained with the only notable exception being a slight increase in the budget for the School Nurse, as increased hours are warranted.
- There will be a cash balance carried forward to 2021. The Finance Committee discussed the possible use of these funds which included additional allowance for final fit-out of the Wingrove Street building.
- NS also tabled a letter around parent payment arrangements for 2021 from NS and BW. This letter is in line with new DET requirements and outlines what FPS fees are used for and a schedule of essential vs optional fees. There is no change to the fee amount, but the Year 5/6 sports levy will be changed from essential to optional in line with DET guidelines.
- Instalment options and financial support options in relation to FPS fees will remain unchanged.
- NS noted that OSHClub's contract for before and after school care will expire at the end of 2020. The school is required to seek expressions of interest (which may include the current provider) and this process is currently underway. School Council will decide on a provider in an extraordinary motion prior to the next council meeting.

**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 months of August and September 2020.

**Moved:** NS

**Second:** AV

Motion Carried

**Motion:** That School Council move all statements and payments as tabled for the school purchase cards be accepted for the months of August and September 2020.

**Moved:** NS

**Second:** BW

Motion Carried

		<p><b>Motion:</b> That School Council accept and endorse the indicative case budget for Fairfield Primary School for 2021.  <b>Moved:</b> NS  <b>Second:</b> SG  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council approve and endorse the updated Parent Payment Arrangements letter and set charges for the 2021 school year as attached.  <b>Moved:</b> NS  <b>Second:</b> LC  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council seek expressions of interest for the provision of before and after school activities at Fairfield primary School from 2021, in line with DET requirements.  <b>Moved:</b> NS  <b>Second:</b> LC  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council acknowledge that they have been informed that the biennial stocktake for FPS has been completed and all stock as recorded was accounted for.  <b>Moved:</b> NS  <b>Second:</b> AV  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council approved the writing-off of outstanding charges.  <b>Moved:</b> NS  <b>Second:</b> PW  <b>Motion Carried</b></p>	
6	Correspondence	<p>PW spoke to the correspondence on behalf of FPS.</p> <p>Of particular concern were letters to the City of Darebin and Kat Theophanous MP regarding the lack of an appropriate pedestrian crossing connecting the new Wingrove Street building with the main FPS campus.</p> <p>PW highlighted the heightened risks with large numbers of students travelling between the two campuses before and after school. Whilst City of Darebin had decided against moving the crossing in 2017, PW felt that the new request was reasonable and the movement necessary given the nearing completion of the school building.</p> <p>The desired location for a new crossing is in line with the shade sails of the current senior school play equipment.</p> <p>SC also discussed a letter of complaint from a local resident regarding the Peppercorn trees on the Fairfield Road boundary. PW has responded to the complaint and advised that FPS will consider cutting back the canopy somewhat after consultation with an arborist later this year.</p> <p>School Council noted the remaining correspondence as tabled.</p>	Carried over from June meeting - KS to prepare a 'thank-you' letter to Darebin Council / BW to sign on behalf of SC. SG to follow up with KS re: provision of this letter.
7	General Business	-	
8	Close of Meeting	Meeting Closed: 7.40 pm	
9	Next Meeting	6.30pm, Monday 7 <sup>th</sup> December 2020	

Bronwyn Wolfgang

Paul Wallace




School Council President  
Date 26 / 10 / 2020

Executive Officer  
Date 26 / 10 / 2020