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Fairfield Primary School

School Council Minutes

Date: Monday 15 February 2021

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 | ✓ | | |
| 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 |
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| 1 | Opening / Welcome | BW opened the meeting as President and confirmed that a quorum was present at 6.34 pm. | |
| 2 | Attendance/Apologies | BW confirmed an apology from JO. | |
| 3 | Minutes of previous meeting | <p>BW invited corrections to the previous minutes dated 7 December 2020 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 7 December 2020. Moved: SG Second: BW Motion carried.</p> <p>School Council discussed the matters arising from the previous minutes of 7 December 2020.</p> | SG to arrange for copies of the minutes of 7 December 2020 to be signed and placed on the FPS website. |
| 4 | Essential Business | <p><u>2021 School council meeting dates</u></p> <p>SG presented the draft SC meeting dates for 2021. SC had a brief discussion regarding face-to-face versus remote meetings for 2021. The next meeting will be held face-to-face (if allowed under to COVID19 guidelines) and subsequent meetings will allow remote flexibility if required.</p> <p>Motion: That School Council approved the SC and sub-committee meeting dates for 2021. Moved: SG</p> | |

Second: AV
Motion carried.

2021 School council newsletter updates

SG tabled the schedule for FPS newsletter updates by councillors. No changes were required.

Year 4 School Camp Approval

PW spoke briefly to the Year 4 camp at Mt Evelyn (in JO's absence). The key points were as follows:

- The camp is scheduled for 9-10 March 2021 at a cost of \$180/student (PW noted that this amount is cost neutral to the school).
- The camp has an outdoor education focus and all risk assessments have been undertaken and were tabled for SC's reference, including a comprehensive COVID-safe assessment.
- A good refund policy is in place if the camp is cancelled due to departmental guidelines following government restrictions for COVID19.

Motion: That School Council approve the Year 4 Mt Evelyn camp on the 9th - 10th of March 2021.

Moved: PW

Second: AV

Motion carried.

Year 6 School Camp Approval

SA spoke briefly to the Year 6 trip to Canberra. The key points were as follows:

- The camp is taking place on the 2nd week of term 2 (if interstate travel allows) and all documentation is complete.
- A good refund policy is in place if the camp is cancelled due to departmental guidelines following government restrictions for COVID19.
- The activities include a visit to Parliament House, the Australian War Memorial, the Royal Australian Mint, and the National Gallery of Australia.
- The students will be travelling by coach to Canberra and returning by plane. This is largely due to the public holiday in Canberra on the first day of the trip.

Motion: That School Council approve the Year 6 trip to Canberra in Term two 2021.

Moved: SA

Second: AV

Motion carried.

2021 School Council Election

BW and PW informed SC about the upcoming School Council election. The key points were as follows:

- PW and SA will be calling for nominations to School Council from the FPS community prior to the next meeting.

AV, SG, NS and PM to consider if they will

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| | | <ul style="list-style-type: none"> • According to the Schedule 7, as of March 2021 there will be 5 parent vacancies and 1 staff vacancy. Current councillors AV, SG, NS, and PM have all served their 2-year term and there are a further 2 vacancies from councillors who relocated during 2020. • Councillors who have served one 2-year term can optionally renominate for a second term. If there are more nominations than there are vacancies on School Council, an election will be called. • The process will be finalised prior to the next School Council meeting on 22 March at which time the new Councillors will be welcomed onto council and any exiting Councillors will retire from the meeting after the presentation of the AGM. • All office bearer positions will become vacant at the first meeting of the new Council and Councillors will be asked to nominate themselves for the various roles. <p><u>Building Update</u></p> <p>PW acknowledged the official opening of the Wingrove Street campus by Kat Theophanous, Member for Northcote. He also spoke briefly to the completed painting and restoration of the exterior of the heritage building and the demolition of the Foundation block. The landscaping of the space created by the demolition and the upgrade of the adjoining shelter shed are aimed for completion by the start of Term 2 (pending any further COVID19 delays).</p> <p>BW commented that she and the previous two SC presidents (who were involved in the planning stages of the FPS upgrades) were given a tour of all the work that was completed over the past year and they were all extremely impressed by what has been achieved.</p> <p><u>Wingrove Street Crossing Arrangements</u></p> <p>BW and PW outlined the previous conversations with Darebin City Council to improve traffic conditions around FPS – in particular the crossing between the Wingrove building and the main school campus.</p> <ul style="list-style-type: none"> • After a petition had been circulated, which garnered support from over 300 signatures, it was agreed that as an interim measure, a crossing guard would be put in place at the unsupervised crossing on the corner of Wingrove Street and Fairfield Road. • However, as a direct result of the high level of support and a desire to achieve a result prior to the next Darebin City Council meeting, City of Darebin advised PW that they are giving strong consideration to the schools preferred outcome of consolidating the 2 existing crossings on Wingrove Street. This plan will see the creation of a new, road-level, supervised crossing in closer proximity to the Wingrove campus gate. The two existing crossings will be painted over and become speed humps. • The new crossing will subsequently dictate the position of a new gate into the main campus, which will be installed as part of the planned cyclone fence upgrade on Wingrove street. • PW briefly spoke to correspondence from the Council regarding a number of traffic upgrades which include new Kiss-and-Go parking spots at the Fairfield Road gate, a new one-way traffic system from Langridge Street to Wingrove Street, and the removal of two carparks on Wingrove Street to improve traffic sightlines. | <p>renominate for SC for 2021/22.</p> <p>All remaining councillors to consider if they would like to nominate for an office bearer position at the next SC meeting.</p> |
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| | | <p><u>Emergency Management Plan</u></p> <p>PW spoke briefly to the new Emergency Management Plan. In essence, the Langridge and Wingrove sites will be treated as one campus in the event of an emergency, with the assembly point being the main campus sports courts.</p> <p><u>Welcome Picnic</u></p> <p>LC spoke to the arrangements around the FPS Welcome Picnic planned for the 19th of February and the potential impact of the short COVID19 lockdown (from 12-17 February).</p> <p>SC had a discussion around whether the picnic should be delayed given the proximity of the lockdown and its impact on both organisational logistics, and community perception and participation. All councillors were encouraged to put forward an opinion on whether the picnic should proceed as planned or be delayed until further notice. It was agreed that it should be delayed for 2-3 weeks to give some breathing room from the current COVID19 outbreak. The date will be set prior to the next SC meeting by majority agreement.</p> <p><u>Foundation social evening</u></p> <p>PW advised that this event was postponed due to increasing COVID19 restrictions. However, the school would like to go ahead with it at a later date.</p> <p>Motion: That School Council approve the Foundation Social evening event (date TBC). Moved: PW Second: LC Motion carried.</p> | <p>PW and Sarah Moody to advise the school community of postponement.</p> <p>SG and LC to advise the parent band, Double Denim (who were scheduled to play at the picnic) of postponement.</p> <p>LC to fill in an event proposal form for approval for the school picnic.</p> |
| 5 | Reports | <p><u>Principal report</u></p> <p>PW tabled the December Principal report and spoke briefly to the snap-lockdown and the school's decision not to provide formal home-learning for the 3 school days that were impacted. The majority of feedback, including from school councillors, was that the low-key approach was appreciated for such a short period of time.</p> <p>Motion: That School Council approve February Principals Report as tabled. Moved: PW Second: BW Motion carried.</p> <p><i>There were no Community Committee report other than the essential business items already discussed.</i></p> <p><u>Policy Committee report</u></p> <p>SA spoke briefly to the SunSmart and Volunteer policies which were reviewed by BW and SA with reference to Department of Education resources. The Volunteer policy was for noting only.</p> <p>Motion: That School Council approve the SunSmart policy as tabled. Moved: SA Second: PM Motion carried.</p> | |

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| | | <p><u>Buildings & Grounds Committee</u></p> <p>AV updated SC on the solar upgrade proposal. The key points were as follows:</p> <ul style="list-style-type: none"> • The B&G, with the help of FPS parent Andrew Watkins, have been reviewing quotes for an 80kw solar array to be installed on the Gym/BER roof. • The 3 preferred suppliers, EnvionGroup, Solargain, and BREC were all highly recommended, however, after asking them to break down the variables in their quotes so that they could be judged against consistent parameters, the B&G recommend Solargain, who are ranked as Tier 1 and are the most cost effective. • NS raised some due diligence points regarding ensuring we are not forgoing other projects on the Master Plan by funding the solar project, and also queried whether anyone from the Department of Education needs to review this project for legal reasons, or due to spends thresholds. • PW confirmed Jane O’Riley will be consulted to ensure all processes are followed to Department of Education requirements. <p>Motion: SC approves in principle the installation of an 80KW solar array (pending approval by Buildings & Grounds Committee) up to maximum spend of \$90K. Moved: AV Second: NS Motion carried.</p> <ul style="list-style-type: none"> • Andrew went on to update council about informal discussions within the ESWG regarding getting back in the habit of regular sustainable practices within the classroom and around the school. • AV sourced and provided information to PM regarding sustainable suppliers for school stationary and reiterated that a correspondence will be formulated around reusing stationary supplies at the school rather than having fresh supplies each year. • He also acknowledged Damien Cullen’s commitment regarding the cyclone fencing project and PW thanked the parents who undertook an impromptu working bee to ensure the new Langridge street gate was clear and accessible to pedestrians. <p><u>Finance Committee reports</u></p> <p>NS spoke to the Finance Committee minutes and reports. The key points were as follows:</p> <ul style="list-style-type: none"> • Final fee collection rates for 2020 were lower than budgeted but not substantially lower than some previous years (with the exception of 2019 which had an unusually high collection rate). Subsequently, a collection rate of 85% has been budgeted for 2021. • FPS only expended approximately 30% of its annual expenditure budget in 2020, which means the school has ended the year ahead financially. • The school has a reasonable amount of funds sitting on accounts from previous years fundraising. If these funds will be directed towards the B&G solar project, the financial commitment summaries need to be updated to reflect this, as it is a Department of Education requirement that we have a plan for any fundraising monies. | <p>PW/AV to provide the first 2021 working bee date for approval.</p> |
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- NS updated council on signatories for the school bank accounts and advised that the Finance Committee recommended adding Jade O'Grady as an additional signatory for the Official Account.
- Council was reminded that if we make certain elections in the planning of fundraising events, we can treat any money raised as GST free and maximise the funds retained by the school. This was tabled for action in 2020 but due to government restrictions, no substantial fundraising events were held.
- There were a number of other smaller items including the writing off of uncollected fees for 2020, balance day adjustments regarding last years year 6 camp deposit (which will be rolled over into 2021), reconfirmation of hirer agreements, and the schools 2020 asset audit which saw approximately \$37K worth of outdated technology required to be written off.

Motion: That School Council approve the Financial Commitment Summary, Balance Sheet and Operating Statement for end of 2020 as presented.

Moved: NS

Second: AV

Motion carried.

Motion: That School Council move all statements and payments as tabled for the school purchasing cards be accepted for the December 2020 and January 2021 periods.

Moved: NS

Second: AV

Motion carried.

Motion: That School Council approve and endorse the signatories for the listed bank accounts (including the addition of Jade O'Grady to the Official Account) as outlined in the Finance Committee minutes presented to council.

Moved: NS

Second: SG

Motion carried.

Motion: That School Council approve and endorse Paul Wallace, Sarah Abbott, Jane O'Riley and Elena Paladino to sign and authorise the purchasing of goods and services.

Moved: NS

Second: AV

Motion carried.

Motion: That School Council accept the noted 2021 fundraising activities listed in the Finance Committee minutes as non-profit sub entities for GST purposes.

Moved: NS

Second: BW

Motion carried.

Motion: That School Council accept the writing off of \$35,355, being the uncollected family charges for 2020.

Moved: NS

Second: AV

Motion carried.

Motion: That School Council accept the presented Balance Day Adjustment Journals pertaining to revenue received in advance and/or prepaid expenditure as outlined in the Finance Committee minutes.

Moved: NS

Second: SG

Motion carried.

Motion: That School Council approve the hiring of facilities at the above-mentioned rates. Agreement of terms and conditions will be signed by all

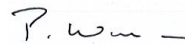
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| | | <p>parties prior to the commencement of the hiring arrangement and insurance sighted and kept on file. Moved: NS Second: AV Motion carried.</p> <p>Motion: That School Council approve that the assets as noted in the Finance Committee minutes have been disposed of due to being classified as out-of-date equipment. Moved: NS Second: LC Motion carried.</p> | |
| 6 | Correspondence | School council noted the correspondence as tabled. | |
| 7 | General Business | <p><u>COVID Guidelines</u></p> <p>The COVID guidelines to be discussed had been superseded by the snap lockdown in place on the date of this meeting. No update on future conditions was available.</p> | COVID guidelines to remain a general business item until further notice. |
| 8 | Close of Meeting | Meeting Closed: 8.04 pm | |
| 9 | Next Meeting | 6.30pm, Monday 22nd March 2021 | |

Bronwyn Wolfgang



School Council President
Date 22 / 03 / 2021

Paul Wallace



Executive Officer
Date 22 / 03 / 2021