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Fairfield Primary School

School Council Minutes

Date: Monday 22 March 2021

Time: 6.30pm

Venue: FPS meeting room – Langridge Street

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)	Outgoing Member	-	✓		
Sarah Glass (SG)	Parent Member	Secretary	✓		
Sarah Abbott (SA)	DE&T Member	Policy, Finance, Community	✓		
Prue Middleton (PM)	Outgoing Member	-	✓		
Jade O'Grady (JO)	DE&T Member	Community	✓		
Louise Currie (LC)	Parent Member	Community, Finance	✓		
Elise Coughlin (EC)	Parent Member	TBC		✓	
Allison O'Connell (AO)	Parent Member	Policy	✓		
Regan Richards (RR)	Parent Member	Policy	✓		
Cara Rodrigues (CR)	Parent Member	Buildings & Grounds	✓		
Olivia Li (OL)	DE&T Member	Community	✓		

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	Opening / Welcome BW opened the meeting as former President and confirmed that a quorum was present at 6.39 pm.	
2	Attendance/Apologies BW confirmed an apology from EC	
3	Minutes of previous meeting BW invited corrections to the previous minutes dated 15 February 2021 and confirmed there were none. Motion: That School Council adopt the minutes of the previous meeting held on 15 February 2021. Moved: SG Second: BW Motion carried. School Council discussed the matters arising from the previous minutes of 15 February 2021.	SG to arrange for copies of the minutes of 15 February 2021 to be signed and placed on the FPS website.
4	Essential Business <u>Darebin city council meeting stream</u> The City of Darebin held their meeting at the same time as School Council. As one of the issues being tabled was the pedestrian crossing on Wingrove Street, PW live-streamed the meeting for attention at the	

appropriate point. Later in the SC meeting, councillors were incredibly pleased to note Darebin's approval of the plan to relocate the two current pedestrian crossings to a single, more appropriate, supervised position outside the Wingrove Street campus. This is an excellent outcome for the school and the community.

Acknowledgement to outgoing councillors

PW acknowledged and thanked outgoing School Councillors Prue Middleton and Nathan Smeaton.

During her time with Council, Prue has been passionate about sustainability and was one of the champions of our new Australian-made uniform supplier. PW spoke to the value of hearing her experiences of home-learning from a teaching perspective, her care for the children and the school, and her extra efforts as a teacher.

As outgoing Treasurer, and with his experience in business accounting, Nathan has managed to respectfully drive change within the Finance Committee and has formed a great partnership with the FPS business manager, Jane O'Riley. PW highlighted his calm manner and commitment to school events such as the working bees and school picnic. Nathans easy manner in his presentation of the finance reports will be missed.

PW went on to officially welcome the new School Councillors to their first meeting and introductions were made around the table.

[PM left the meeting].

Appointment of SC office-bearers

BW spoke briefly to the office-bearer positions in School Council and noted all positions were currently vacant.

President

Nominations for School Council President were called for:

Nomination: AV nominated BW for the position of President.

Seconded: PW

There were no other nominations for the position. It was moved that BW be appointed as President of School Council for 2021.

Motion carried.

Vice-President

Nominations for School Council Vice-President were called for:

Nomination: BW nominated AV for the position of Vice President.

Seconded: SG

There were no other nominations for the position. It was moved that AV be appointed as Vice-President of School Council for 2021.

Motion Carried

Secretary

Nominations for School Council Secretary were called for.

Nomination: SG volunteered for the role of Secretary.

Seconded: AV

There were no other nominations for the position. It was moved that SG be appointed as Secretary of School Council for 2021.

Motion Carried

		<p><i>Treasurer</i></p> <p>Nominations for School Council Treasurer were called for. PW spoke to the role which is heavily supported by Jane O'Riley. If necessary, SC can co-opt a community member with a finance background for this role, however LC expressed an interest, pending her review of the responsibilities.</p> <p>Nomination: LC tentatively volunteered for the position of Treasurer. Seconded: BW</p> <p>There were no other nominations for the position. It was moved that LC be appointed as Treasurer of School Council for 2021 subject to her personal review and acceptance of the role and responsibilities. Motion Carried</p> <p><u>Appointment of Councillors to Sub-Committees</u></p> <p>PW gave a general overview of the four sub-committees of School Council: Buildings & Grounds, Policy, Community, and Finance Committee.</p> <p>PW welcomed expressions of interest and asked councillors to advise which committee they would like to be a part of. It was noted that the secretary is not required to join a sub-committee.</p> <p>Following discussion, the following appointments were confirmed:</p> <p>Community Committee</p> <ul style="list-style-type: none"> • LC (Chair - TBC) • SA • JO • OL <p>Building & Grounds Committee</p> <ul style="list-style-type: none"> • AV (Chair) • CR • PW <p>Policy Committee</p> <ul style="list-style-type: none"> • AO (Chair - TBC) • BW • SA • RR • PW <p>Finance Committee</p> <ul style="list-style-type: none"> • LC (Chair) • PW • SA <p><u>Standing Orders, Terms of Reference and SC Functions</u></p> <p>School Council noted the current versions of the Standing Orders, Role of Secretary, and the Terms of Reference for each sub-committee.</p> <p>SG noted some adjustments to the Standing Orders as suggested by AO and asked for other councillors to consider any adjustments prior to the next SC meeting.</p> <p>Councillors were requested to review the School Council Goals and Objectives from 2020, to enable a revised version for 2021 to be discussed and approved at the next meeting.</p> <p>LC acknowledged that the terms of reference for the Community Committee need to be adjusted and broadened and this will be on the agenda at the first Community Committee meeting.</p>	<p>SG to adjust the standing orders and table at the next meeting for ratification.</p> <p>Community committee to consider changes to Terms of Reference for tabling at the next SC meeting.</p>
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	<p>Motion: That School Council ratify the Terms of Reference for the Buildings & Grounds Committee as tabled. Moved: SG Second: SA Motion Carried.</p> <p>Motion: That School Council ratify the Terms of Reference for the Policy Committee as tabled. Moved: SG Second: LC Motion Carried.</p> <p>Motion: That School Council ratify the Terms of Reference for the Finance Committee as tabled. Moved: SG Second: SA Motion Carried.</p> <p>Motion: That School Council ratify the Role of the Secretary as tabled. Moved: SG Second: AV Motion Carried.</p> <p><u>School Council self-assessment survey results</u></p> <p>SG spoke briefly to the SC self-assessment survey and its results. This is required by the Department of Education to be undertaken and reviewed annually to drive improvements within SC.</p> <p>A number of items relating to the knowledge of functions and documentation within SC were discussed and clarified. In particular, PW suggested adding the sharing of data from the Schools AIP to the SC annual cycle (at the penultimate meeting each year) to enable more time for discussion and understanding of the AIP.</p> <p><u>FPS Annual Report</u></p> <p>PW spoke briefly to the 2020 Annual Report which was presented at the AGM prior to the SC meeting. He highlighted that some information was unavailable due to NAPLAN and the Student Attitudes Survey not being undertaken during the 2020 home-learning period.</p> <p>Motion: That School Council endorse the FPS 2020 Annual Report. Moved: PW Second: SG Motion Carried.</p> <p><u>Mother's Day Events</u></p> <p>PW spoke briefly to the upcoming Mothers / Special Persons Day event. Traditionally, a small gift stall is run by parents for the children to choose a gift for their mother or special person. However, based on feedback from the school community, Jennifer Clarke has advised that a breakfast BBQ (in line with the Father's Day event) was the preferred option by many school families.</p> <p>OL led a brief discussion around the renaming and rescheduling of the Mothers and Father's Day events to one larger 'Parents / Special Persons' day to promote inclusivity. SC ultimately decided to keep the current format of events but will ensure communications are inclusive and recognise the diversity of family structures at the school.</p> <p>It was noted that sustainability considerations have been made for this event.</p>	<p>Councillors to provide feedback for the 2021 Goals and Objectives prior to next SC meeting.</p> <p>SG to add the AIP review to the SC annual cycle.</p> <p>LC to ask EC about the running of the BBQ at the event.</p>
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		<p>Motion: That School Council approve the Mothers / Special Persons Day BBQ proposal as tabled. Moved: PW Second: LC Motion Carried.</p> <p><u>Music Trivia Night</u></p> <p>SC had a brief discussion about the potential of holding the annual Music Trivia Night in 2021. Whilst there is hope this event will be able to take place, SC agreed to put this on hold for discussion later in the year.</p>	<p>SC to discuss the Trivia night at the June meeting.</p>
<p>5</p>	<p>Reports</p>	<p><u>Principal's report</u></p> <p>School Council noted the Principals Report as tabled.</p> <p><u>Community Committee Update</u></p> <p>LC spoke briefly to the recent Welcome Picnic and the successful additions of the BBQ and the parent band, Double Denim. The possibility of making these a regular feature at the school picnics was discussed, the aim being to provide a focal point for those who felt less connected within the school community.</p> <p>No Community report was tabled this month.</p> <p><u>Policy Report</u></p> <p>SA spoke to the five policies being presented to SC as follows:</p> <ul style="list-style-type: none"> • Anaphylaxis Policy • Smoking Ban Policy • Hire of Facilities Policy • Community Events Policy • Medication Policy <p>For the most part, the policies were being updated to align with Department of Education policy templates and wording, without change to the actual policies.</p> <p>The Anaphylaxis Policy was updated by BW and SA with the changes including the embedding of former appendices into the policy.</p> <p>Motion: That School Council note the updates to the 5 policies as outlined in the tabled Policy Report. Moved: SA Second: LC Motion Carried.</p> <p><u>Environment Sustainability Working Group Report</u></p> <p>AV spoke to the recent ESWG meeting. The key points were as follows:</p> <ul style="list-style-type: none"> • FPS is aiming to officially become a Resource Smart School this year and the ESWG discussed the framework required to become more sustainable. • City of Darebin will be coming to FPS to produce a video showcasing the schools sustainability work as part of their Sustainability Matters event. • Student voice feedback was discussed which included issues with litter around the school, especially on lunch order day. <p><u>Buildings & Grounds Report</u></p> <p>AV spoke to the B&G meeting minutes. The key points were as follows:</p>	

		<ul style="list-style-type: none"> Despite the rain, the working bee on 21st March was successful with around 20 attendees – PW acknowledged the hard work by all, especially in respect of the water tank area and the nature strip edging. The water tanks will soon to be connected to the original school buildings toilets, meaning that all toilets in the school will be using tank water. The fencing upgrade on Wingrove Street can now move ahead after the confirmation from City of Darebin of the new pedestrian crossing. The new solar array has been approved by B&G and is hoped to be installed over the June school holidays. <p>Motion: That School Council approve the Buildings & Grounds Committee and ESWG minutes as tabled. Moved: AV Second: SA Motion Carried</p> <p><u>Finance Report</u></p> <p>NS spoke briefly to the Finance reports and associated documents including a summary of essential and voluntary fee collection, and the review of the up-coming solar panel project which will be paid from prior years fundraising monies.</p> <p>Motion: 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 month of February 2021. Moved: NS Second: AV Motion Carried</p> <p>Motion: That School Council move all statements and payments as tabled for the school purchase cards be accepted. Moved: NS Second: BW Motion Carried</p> <p>Motion: That School Council accept the solar proposal from SolarGain to upgrade the solar system at Fairfield Primary School, at a cost of \$76,600 (ex GST). 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>School council noted the FPS COVID-19 Assurance Audit which was completed without issue.</p> <p>School Council noted the following:</p> <ul style="list-style-type: none"> SC Meeting dates for 2021 SC Newsletter insert dates for 2021 Role of School Council vs Principal 	COVID guidelines to remain a general business item until further notice.
8	Close of Meeting	Meeting Closed: 8.13pm	
9	Next Meeting	6.30pm, Monday 17 May 2021	

Bronwyn Wolfgang

Paul Wallace

School Council President
Date 17 / 05 / 2021

Executive Officer
Date 17 / 05 / 2021