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Fairfield Primary School

School Council Minutes

Date: Monday 17 May 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	✓		
Sarah Glass (SG)	Parent Member	Secretary	✓		
Sarah Abbott (SA)	DE&T Member	Policy, Finance, Community	✓		
Jade O'Grady (JO)	DE&T Member	Community	✓		
Louise Currie (LC)	Parent Member	Community, Finance	✓		
Elise Coughlin (EC)	Parent Member	Community	✓		
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 President and confirmed that a quorum was present at 6.39 pm.	
2	Attendance/Apologies	BW confirmed there were no apologies.	
3	Minutes of previous meeting	<p>BW invited corrections to the previous minutes dated 22 March 2021 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 22 March 2021. Moved: SG Second: BW Motion carried.</p> <p>School Council discussed the matters arising from the previous minutes of 22 March 2021.</p>	SG to arrange for copies of the minutes of 22 March 2021 to be signed and placed on the FPS website.
4	Essential Business	<p>School Council Standing orders</p> <p>SG noted some adjustments to the Standing Orders as suggested by AO and tabled a revised copy for ratification.</p> <p>Motion: That School Council ratify the FPSC Standing Orders 2021 as tabled. Moved: SG</p>	

		<p>Second: AV Motion Carried.</p> <p><u>School Council Goals and Objectives</u></p> <p>SG had a brief discussion regarding the carried forward SC Goals and Objectives.</p> <p>Motion: That School Council ratify the FPSC Goals and Objectives 2021 as tabled. Moved: SG Second: BW Motion Carried.</p> <p><u>Wingrove Street Crossing Update:</u></p> <p>PW gave an update on the approved relocation of the Wingrove Street pedestrian crossing. He acknowledged Cr Emily Dimitriadis (Darebin South East Ward) for her hard work and advocacy for crossing changes around the school.</p> <p>Whilst PW expressed some disappointment that the new crossing will not be installed until around November 2021, the relocation of the Wingrove Street crossing supervisor (Charles) to the corner of Fairfield Road has alleviated safety concerns and he is comfortable with the current situation.</p> <p>The additional road safety measures surrounding the school which include the new school gate, the one-way section of Fairfield Road, the Kiss-and-Go parking changes, and the restricted parking outside the Wingrove St physio premises have all made a positive impact.</p> <p>It was noted around the table that Steve, the crossing supervisor on the Arthur street crossing, is greatly missed by the community. AV also raised the safety aspect of the missing supervisor and PW advised Darebin Council are aware of the issue.</p> <p><u>School Website Update:</u></p> <p>PW acknowledged parent Laura Coutts for her voluntary redevelopment of the FPS website, which he presented to SC. Though the school website was already reasonably good quality, Laura has been working alongside Sarah Moody to make improvements which have taken it to a very high standard.</p> <p>PW also acknowledged Trish Phelan for the large body of photographic work she has contributed to the school website as well as to other school materials in the past.</p> <p>The school aims to launch the new website in Week 7 of this term.</p> <p><u>School Uniform Update:</u></p> <p>PW summarised for new councillors the change of uniform supplier that was previously approved by SC. It was noted that the decision to move to a new supplier was not a reflection of the service or quality from the current supplier, but rather a move to a supplier with local production and more sustainable practices in line with the school's sustainability values.</p> <p>The lead up to the transition is progressing smoothly and the new supplier will take over from Term 3.</p>	
5	Reports	<p><u>Principal's report</u></p> <p>PW presented the Principals report. The key points were as follows:</p>	

		<ul style="list-style-type: none"> FPS will be running school tours for Foundation 2022 over the next 4 weeks. PW invited SC members to attend tours to give a parent's perspective to new families. There are ground works underway alongside the storage shed project to rectify stormwater plumbing issues with the meeting room. The shelter shed has been reclad and painted white ready for a new mural by parent and mural artist Leah Hodson in the coming weeks. Recently Jourdan Murray and the FPS student leadership team worked with Darebin Council to produce a video showcasing the schools sustainability efforts. The outcome was excellent, and PW congratulated all involved. <p>School Council noted the Principals Report as tabled.</p> <p><u>Community Committee report</u></p> <p>LC spoke to the Community Committee report. The key points were as follows:</p> <ul style="list-style-type: none"> FPS Trivia night is ready to go ahead on 22 May. There was discussion by SC as to how to make this sell-out event more accessible and streamline ticket purchasing and management in the future. LC led a discussion about facilitating event handover and creating opportunities for new people to be involved. Ideas included using class liaison communications, capturing interest at the Foundation social night, newsletter callouts, a calendar of all events at the start of the year, and casual morning-teas rather than evening meetings. AV also suggested a Padlet page to allow working parents to get involved. BW and AO proposed having a designated person or team to gather and document information after each event, as it is too onerous a task to expect the organisers to also take on. OL suggested a shadowing arrangement for interested volunteers prior to taking over the organisation of major events. EC and RR further explored the documentation process post event. EC confirmed that information is gathered regarding logistics, but organisers often want to bring their own creative energy to future events rather than following a formula. <p>LC spoke briefly to the revised terms of reference for the Community Committee. The revisions included:</p> <ul style="list-style-type: none"> Removing the reference to the Fair and Art4All as the two major community events per year. Support for the class liaison programme (rather than 'overseeing' the programme). Inclusion of an annual program of community events where parents can opt to take on coordination roles. <p>Motion: That School Council accept the revised Terms of Reference for the Community Committee as presented. Moved: LC Second: SG Motion Carried.</p> <p><u>Policy Committee report</u></p> <p>SC noted the updated template for the Community Policy as tabled.</p> <p><u>Buildings & Grounds Committee report</u></p> <p>AV spoke to the Buildings & Grounds Committee report. The key points were as follows:</p>	<p>SC members to consider attending tours if available.</p> <p>All members to consider further suggestions for volunteer engagement and event management.</p>
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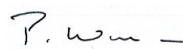
		<p>43% in 2021. But by April 2020 fee collection was 49% to 50% in 2021.</p> <ul style="list-style-type: none"> • The Buildings, Library, and Nurse funds are all tracking well but may need to be topped up From Essential fees after 30 June. • FPS received the Annual Cash Grant from the DET on the 31st of March, which has offset significant spending against some line items such as Furniture and fittings for the new Wingrove Street development. • The only Fundraising event this year to date has been the Foundation Social Night. • There is an allocation of \$5K for the Community Committee which should be discussed at the meeting in June. • A new Grounds programme will be added to cover the cost of a groundskeeper/landscaper to support Graham and the working bees. <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 months of March and April 2021. Moved: LC Second: AV Motion Carried</p> <p>Motion: That School Council move all statements and payments as tabled for the school purchase cards be accepted for March and April 2021. Moved: LC Second: BW Motion Carried</p> <p>Motion: That School Council accept the Cash Balance for the months of March and April 2021 as per the Finance Committee minutes. Moved: LC Second: SA Motion Carried</p>	Community Committee to consider future use of allocated funds.
6	Correspondence	School council noted the correspondence as tabled.	
7	General Business	<p><u>COVID Guidelines</u></p> <p>PW advised that the density limits for staff at FPS have been removed. However, the limit remains at 1 person per 2 square metres when members of the public are involved.</p> <p><u>Other Business</u></p> <p>School Council noted the following:</p> <ul style="list-style-type: none"> • EC agreed to be the convener for future Community Committee meetings. • The Parent Engagement item will be moved to the next SC meeting. • The Artist in Residence item will be carried forward to the next SC meeting. 	<p>COVID guidelines to remain a general business item until further notice.</p> <p>SG to add carry over items to June agenda.</p>
8	Close of Meeting	Meeting Closed: 8.26pm	
9	Next Meeting	6.30pm, Monday 21 June 2021	

Bronwyn Wolfgang



School Council President
Date 21 / 06 / 2021

Paul Wallace



Executive Officer
Date 21 / 06 / 2021