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Fairfield Primary School

School Council Minutes

Date: Monday 21 June 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 6.36 pm.	
2	Attendance/Apologies	BW confirmed apologies from EC and CR.	
3	Minutes of previous meeting	<p>BW invited corrections to the previous minutes dated 17 May 2021 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 17 May 2021. Moved: SG Second: BW Motion carried.</p> <p>School Council discussed the matters arising from the previous minutes of 17 May 2021.</p>	SG to arrange for copies of the minutes of 17 May 2021 to be signed and placed on the FPS website.
4	Essential Business	<p>Final Budget</p> <p>LC spoke briefly to the 2021 operating budget which was received from the Department of Education. The key points were as follows:</p> <ul style="list-style-type: none"> The cash budget is for operating and educational expenses but does not include staff salaries. 	

- It includes grants from the DET such as swimming, equipment boosts, and special funding projects such as the Koorie literacy and numeracy programs.
- It also includes funding for special projects such as the furniture and fittings for the Wingrove Campus.
- Fundraising, donations, and essential and voluntary fees are included in the budget.
- The minutes from the May 2021 Finance meeting outlined some points in relation to the budget and these were provided and highlighted by LC.

Motion: The School Council accept and endorse the confirmed cash budget for Fairfield Primary School for 2021 (with consideration to the 6 relevant points noted in the May 2021 minutes).

Moved: LC

Second: BW

Motion carried.

Artist in Residence update

PW spoke briefly to the 2021 Artist in Residence. This year's artist is Corrin McNamara who is a member of the FPS community. Corrin's focus is on printmaking, and she will be supporting our students understanding of the printing process as well as encouraging them with their own interpretations of the works of our profiled artist, Sidney Nolan. The cost of this programme is \$4.5K and has already been approved by SC.

Uniform Update

PW spoke to the impending change of school uniform supplier and to the recent school communication around this. This move was first introduced to SC via school parents and the sustainability group in 2018 and through much discussion, investigation, and consultation was eventually approved by SC in 2019. He noted that this change is a good example of SC in action representing the school community.

PW highlighted the signed contract for an initial 3 years with a potential 1 year extension. As previously agreed and outlined in the contract, FPS will forgo commissions for the first 12 months in order to offset A Plus's cost of buying leftover PSW stock.

Purchases from PSW have now ceased and all stock will be brought to FPS for stocktake over the school holidays. Families will be able to purchase from A Plus school wear from the start of Term 3. The updated school logo will come into play once the bulk of the existing stock has been sold through.

RR questioned whether SC had to notify A Plus in writing regarding the second-hand uniform shop (as per the terms of the contract).

Naming of the Fig tree area

PW reopened a discussion around the naming of the newly landscaped area around the Fig tree and questioned whether SC wanted to pursue an indigenous name for the space.

AV reminded SC of previous discussions where it was questioned whether it would be appropriate or respectful to consider an indigenous name without intention or consultation during the design phase.

OL shared her discussion with an FPS parent who has experience with reconciliation. Her opinion was that it would be possible to use an indigenous name (after consultation) but given that it's not a native tree, perhaps it would be more appropriate to do so in a different school space.

PW asked all councillors for their thoughts on the previously presented ideas of Fig Tree Garden and Fig Tree Courtyard. It was agreed that Fig

PW to follow up written notification to A Plus of our 2nd hand uniform shop.

		<p>Tree Courtyard would be the best name for this space. There will be an official opening as part of a school assembly in Term 3.</p>	
<p>5</p>	<p>Reports</p>	<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"> • It was noted that since submitted, Foundation school tours have been reinstated under the changing COVID19 restrictions. • The year 5/6 concert has been postponed but has a tentative future date. • Incursions and excursions can now take place although unfortunately the year 4 trip to Scienceworks was cancelled due to venue closures. <p>Motion: That School Council accept the Principals report for the month of June as tabled. Moved: PW Second: SG Motion Carried.</p> <p><u>Community Committee report</u></p> <p>PW opened a discussion about the lack of traction in the community committee compared to the other subcommittees. It has previously had an event focus and it was suggested that we shorten the next SC meeting so that SC can workshop what we ideally want to get out of the community meetings and how we can move towards a more community focus.</p> <p>BW commented that it would be good to have a person whose role is to liaise between parents and SC or event leaders. SC discussed having a manual of how to run events so that the knowledge can be easily passed on to future conveners. This would make event management more accessible.</p> <p>LC commented that EC has a lot of ideas of how to engage the community beyond events.</p> <p><u>Buildings and Grounds report</u></p> <p>AV spoke briefly to the Buildings and Groups report. The key points were as follows:</p> <ul style="list-style-type: none"> • Unfortunately, there has been more vandalism at the school. It was agreed to switch the lights off in the shelter shed after hours and so far, this has been successful. • B&G has decided not to reinstall some well-used picnic tables in the school. They will be offered to the school community. • The local area electricity network, Jemena, have advised that the planned solar system upgrade will be too big for their network to handle. They advised that the school could pay between \$15-45K to upgrade the network, or we can use a limiter to control the feed which would mean we could still feed our electricity needs in but any extra won't be fed back to the grid. It was decided a limiter would be the best option at a cost of \$6,250. • The above decision means that the solar array project can go ahead over the school holidays. If the Jemena network isn't upgraded in the next couple of years, the school will have the option of installing batteries to store extra power, which would make us independent at around the same cost of upgrading Jemena's network. The schools ROI would be only marginally affected by not feeding back into the grid. 	<p>Community Committee to present and event proposal for Art4All as an extraordinary motion.</p> <p>All members to consider how the Community Committee can be revitalised ahead of our next meeting.</p>

Motion: That school council approve the installation of an export limiter on the solar array at a cost of \$6,250 (ex GST) so that the system may meet the requirements of the electricity network provider, Jemena.

Moved: AV

Second: SG

Motion Carried

- CR has reached out to the original manufacturers of the Black FPS gate into the Fig Tree Courtyard. She has suggested we install a firm, powder coated mesh on the inside of the gate to stop people climbing through, however this doesn't remove the problem of children being able to climb over the fence. The fabricator and our fencing contractor will provide options to address the problem and CR will speak to this at a later date.
- Simon Norman attended the working bee to see how much repair work was needed for the Kaan's Winya rocks. It was agreed the information sign needs to be replaced and the B&G are looking into the cost.
- B&G, in consultation with Marjie Tkatchenko, are looking at locations to install the mosaics taken down from the grade 4 building.
- B&G will be applying for a Cancer Council shade grant to provide sun shelter to the Fig Tree Courtyard before summer.

CR to speak to fencing options at the next SC meeting.

There was no update from the Policy Committee this month.

Finance Committee report

LC spoke to the Finance Committee report. The key points were as follows:

- There was discussion around what points are needed to be fed back to SC from the Finance meetings. LC encouraged councillors to ask questions to help frame what needs to be presented on an ongoing basis.
- May and June spending were impacted by cancellation of some events and excursions during the May/June lockdown.
- As at the end of May, the school had collected 48% of essential fees which means they are tracking quite well.
- LC spoke to how fees are calculated. The school aims to collect 85% of the building, library and nurse funds. This number is applied against the number of students and the requested contribution. Eg. \$530 students x \$50 (nurse fund) x 85%.
- Fundraising events included the Mothers Day breakfast which raised a \$936 profit (to be attributed to the Community fund), and the Trivia night, which is waiting for finalisation of its accounts.
- SC discussed how we can make event proposals more accountable. The gap between expected and actual expenditure is quite wide and SC is approving event budgets which are removed from the final outcome. PW and LC agreed that the Finance Committee should have some input in setting the budgets based on previous years expenditure and PW proposed that events are approved by the finance committee before they come to SC.
- OL spoke to the potential use of profits from Trivia night for performing arts equipment including an Amplifier for guitars.

Motion: That School Council acknowledge receipt of the 2021 budget and approve all budget allocations for 2021.

Moved: LC

Second: BW

Motion Carried

Motion: That School Council move all payments be endorsed, transfers be ratified and all presented reports are accepted as an accurate reflection of the payments made in the month of May.

Moved: LC

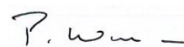
		<p>Second: BW Motion Carried</p> <p>Motion: That School Council move all statements and payments as outlined in the card summary for School Purchasing Cards be accepted. Moved: LC Second: AO Motion Carried</p> <p>Motion: The School Council sign and approved the contract for AGS Pty Ltd as the school uniform supplier for the period of 12 July 2021 until 12 July 2024, with an option to extend for another 12 months. Moved: LC Second: SA Motion Carried</p>	
6	Correspondence	<p><u>Wingrove Street Crossing</u></p> <p>PW spoke to a City of Darebin regarding the Wingrove Street crossing. This work has been brought forward and the crossing will be installed during the July school holidays.</p>	PW to follow up with Darebin Council regarding the new Arthur St crossing supervisor.
7	General Business	<p><u>COVID Guidelines and procedures</u></p> <p>Restrictions have again been downgraded after the most recent lockdown. It was noted that any visitors to the school building must check in using the QR code.</p> <p>PW started a brief discussion around the most recent round of home-learning. All parent councillors agreed that the morning and afternoon meetings provided a good framework to the school day and kept kids engaged. RR and AO noted that the smaller subject-based meetings in the 2nd week of home-learning were also very positive. Generally, the feedback from all parents was positive in respect of the amount of work and focus on wellbeing from the school.</p> <p>SA and JO gave a staff/teacher perspective and agreed that the school is getting used to being flexible and judging what will be needed for each lockdown, and attendance at the daily meetings was very good.</p>	COVID guidelines to remain a general business item until further notice.
8	Close of Meeting	Meeting Closed: 7.57pm	
9	Next Meeting	6.30pm, Monday 9 August 2021	

Bronwyn Wolfgang



School Council President
Date 21 / 06 / 2021

Paul Wallace



Executive Officer
Date 21 / 06 / 2021