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Fairfield Primary School

School Council Minutes

Date: Monday 9 August 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 6.33 pm.	
2	Attendance/Apologies	BW confirmed an apology from EC.	
3	Minutes of previous meeting	<p>BW invited corrections to the previous minutes dated 21 June 2021 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 21 June 2021. Moved: SG Second: LC Motion carried.</p> <p>School Council discussed the matters arising from the previous minutes of 21 June 2021.</p>	SG to arrange for copies of the minutes of 21 June 2021 to be signed and placed on the FPS website.
4	Essential Business	<p><u>Curriculum Days for 2022</u></p> <p>PW sought approval for the proposed 2022 FPS curriculum days as follows:</p> <ul style="list-style-type: none"> • Friday 28 Jan • Friday 27 May • Monday 11 July • Monday 31 October 	

Motion: That School Council approve the 2022 curriculum days as presented.

Moved: PW

Second: AV

Motion carried.

Annual Implementation Plan (AIP)

PW spoke to the 2021 AIP. The key points were as follows:

- This year's AIP was set at the end of 2020 and was adapted to take into account COVID19 considerations.
- The document was prepared in consultation with the FPS leadership group and teaching staff.
- The AIP covers three priority areas: Learning, Student Wellbeing and School Connection/Community.

1. **LEARNING.** The usual metric for tracking learning is NAPLAN which was not undertaken in 2020 and data is not yet available for 2021. However, the following points were noted:

- Since the interruption of onsite learning in 2020, the school has been working hard to get back on track and continue some of the great work carried out in 2019.
- Catch-up and extension for students has been a priority with the relatively new Tutoring and Student Excellence programmes progressing well. These programmes have continued remotely throughout lockdown.
- The school is using an instructional model for reading, writing and maths and the success of this will be evaluated in due course.
- A whole school assessment schedule has been created and reviewed at a leadership level.
- There is a whole school focus on spelling. The Year 1 & 2's are trialling the 'Words Their Way' spelling programme with good feedback so far.

2. **STUDENT WELLBEING.** This is largely tracked by the student attitudes survey. The following points were noted:

- The overall action goals are around the 4R's, a respectful relation programme.
- SA outlined the schoolwide positive support behaviour model which has been formalised. This involves using positive support when talking about behaviours with students and being proactive with preventing triggers with different students.
- There is also a need to help students that aren't exhibiting big behaviours at school but aren't engaging due to issues such as anxiety.

3. **SCHOOL CONNECTEDNESS / COMMUNITY.** This is somewhat informed by the parent opinion survey which, though delayed due to the timing of lockdowns, will be circulated shortly.

- There has been a focus since the establishment of the Wingrove Street on encouraging a sense of belonging, with both campuses being part of the school.
- The new pedestrian crossing has helped facilitate this as access is greatly improved for students.
- Professional development is carried out at the Wingrove Campus and junior grades are welcomed for learning activities.
- PW felt that this year's straight grades (a departure from the composite 1/2 classes) has helped with connectedness this year. The school will not be reverting to composite classes in the future.

The AIP was for noting and no motion was required.

		<p><u>Year 5 Camp Approval</u></p> <p>PW spoke briefly to the upcoming Year 5 camp. The key points were as follows:</p> <ul style="list-style-type: none"> • The Year 5 camp is planned for 8-10 September and is an YMCA outdoor education camp. • Prior to the current lockdown, school camps were allowed to take place as long as the school group was either the only user of a campsite or did not come into contact with any other user group for the duration of the camp. • The school will not be asking for payment from parents until the refund position can be confirmed. The priority is ensuring families and FPS are not out of pocket if the camp is unable to go ahead. • It was suggested by RR that regardless of the camps policy, if the camp was unable to be attended due to government restrictions, the venue may be legally obligated to refund the fees involved. This point is to be confirmed. • RR commented on the WWCC required by the school for camp volunteers. It was noted that whilst the DET does not require volunteers to have a WWCC if their activity is not child related, FPS's policy is that all volunteers and contractors need to have a valid WWCC. <p>Motion: That School Council approve the 2021 Year 5 camp as presented. Moved: PW Second: BW Motion carried.</p> <p><u>School Council Resignations / President Nominations</u></p> <p>PW acknowledged the resignations of BW (current SC President) and EC, effective as of this meeting.</p> <p>SC had a brief discussion around remaining SC numbers (6 parents / 4 staff) and the quorum requirements for decision making going forward. It was confirmed that AV is counted as DET staff for quorum purposes.</p> <p>PW spoke to BW's leadership of SC over the past 2 ½ years and about the calm and positive tone and sense of confidence she has brought to the role, which has had a very positive impact on the culture of the current SC. She will be greatly missed by all councillors and school leaders.</p> <p>BW called for nominations for SC President. The position was not filled during the meeting but after subsequent conversations, AO offered to step into the role for the remainder of the President's term.</p>	<p>SC to appoint a new convener for the Community Committee in due course.</p>
5	Reports	<p><u>Principal's report</u></p> <p>PW presented the Principal's report. The key points were as follows:</p> <ul style="list-style-type: none"> • The new Wingrove street crossing is now in place along with a new barrier and improved street markings. • The capital works programme is now largely complete which marks the end of many years work. • The new school uniform supplier is in place and operating successfully. • Due to high demand for places, FPS will be running 5 Foundation classes in 2022. <p>SC noted the Principal's report as tabled.</p>	

Policy Committee

SA spoke briefly to the Policy report. The key points were as follows:

- There have been reviews and minor updates of 3 policies – the Complaints Policy, Digital Learning Policy and Volunteers Policy.
- It was noted in the Volunteer's policy that FPS must be listed as an organisation on individuals WWCC's.
- After review of the Digital Learning Policy, the committee is investigating various parent education options around safe use of digital technology.

Motion: That School Council note the Complaints Policy, Digital Learning Policy, and Volunteers Policy as tabled.

Moved: SA

Second: SG

Motion carried.

Buildings and Grounds report

AV presented the Buildings and Grounds report. The key points were as follows:

- CR shared with B&G a proposal to upgrade the black steel FPS gate. The plan would see 400mm added to the top of the existing fence structure along with additional powder coated steel on the inside of the design to make it unclimbable. It was noted that the additional weight wouldn't hinder its operation and B&G are waiting on a costing for this proposal.
- The solar panels on the roof of the BER have been installed and B&G are waiting for an inspection by Jemena. Once this system is live, FPS will become a carbon neutral school.
- The previously approved cyclone fence upgrade to the western boundary of the school will go ahead during the next school holidays.
- An additional groundskeeper has been approved with thanks to some excellent work by Di Edwards. The new groundskeeper will work alongside Di and Graham to manage the school grounds.
- There will be a new water fountain installed near the oval. This is a direct result of suggestions from the Student Voice group.
- CR is investigating shade options for the Fig Tree Courtyard. This will include the pursuit of a SunSmart grant.
- B&G are investigating locations for the hanging of mosaics (previously on the old art room exterior). Considerations include the weight loading of applicable walls and the best visual impact.

Motion: That School Council approve the Buildings and Grounds minutes as tabled.

Moved: AV

Second: BW

Motion carried.

Finance Committee report

LC spoke to the Finance Committee report. The key points around FPS finances for June and July were as follows:

- **Significant payments:** These included electricity, CRT payments, office/school equipment leasing, and the newly installed solar panels.
- **Expenses and variances:** Spending was down around items such as school concerts and excursions in line with government restrictions. Spending was up from the building fund due to planned fencing works. There was an overspend in relation to the purchasing of stock from PSW to facilitate the change of uniform supplier, but this will be balanced out by a payment from Aplus in due course.

Costings for the black gate to be presented at the next SC meeting.

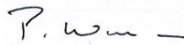
		<ul style="list-style-type: none"> • Overall operating budget: This is on track with 55% of the budget having been spent in July. • Receipts: FPS received a regular grant from DET as expected. The Building and Library funds received transfers from the FPS high yield account. It was noted that, whilst these funds have their own accounts, top-up transfers are occasionally required to cover significant operational expenses. • Locally raised funds: FPS raised approximately \$10K from the recent Trivia Night event. • Essential fees: As of the end of June, the school had collected 73% of essential fees (compared to 68% in 2020 and 83% in 2019). Collections for excursion funds have been lower than previous years, perhaps due to uncertainty around COVID19 restrictions. Receipts for the library fund (a voluntary payment) are lower than expected and LC suggested that a reminder / showcase of how these funds are used may be useful for parents. <p>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 months of June and July. Moved: LC 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 for the month of June. Moved: LC Second: AV 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 for the month of July. Moved: LC Second: AV Motion Carried</p> <p>LC continued her update as follows:</p> <ul style="list-style-type: none"> • Family reminders regarding fees have been put on hold until after the current lockdown. • As of 2022, excursion fees will be charged on an individual, itemised basis rather than one annual fee. • Also in 2022, essential education items will be broken down to show where portions of the fees are being applied. This will give families greater transparency as to where their school fees go and is a directive from the DET. • Jane O'Reilly will be following up Art4All organisers to finalise the budget for the event. This will need to be approved by SC via an extraordinary motion prior to our next meeting. 	<p>It is recommended a reminder be sent out to parents showing how library funds are spent.</p> <p>Art4All budget and proposal to be presented via extraordinary motion asap.</p>
6	Correspondence	SC noted the two SC letters of resignation from BW and EC as tabled.	
7	General Business	<p><u>COVID19 update</u></p> <p>The school is currently operating under lockdown conditions. No further updates were available.</p> <p><u>Community engagement / Community Committee workshop</u></p> <p>Parent community engagement ideas and the Community Committee workshop are to be postponed until SC is able to meet in person.</p>	<p>COVID guidelines to remain a general business item until further notice.</p> <p>SC to workshop community engagement when restrictions ease.</p>
8	Close of Meeting	Meeting Closed: 8.07pm	
9	Next Meeting	6.30pm, Monday 13 September 2021	

Bronwyn Wolfgang



School Council President
Date: 13 / 09 / 2021

Paul Wallace



Executive Officer
Date: 13 / 09 / 2021