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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 13 September 2021

**Time:** 6.30pm

**Venue:** Webex remote meeting

Member Name	Representation	Committee/Office Bearer	Present	Apology	Non-Attendance
Paul Wallace (PW)	DE&T Member	Policy, Buildings & Grounds, Finance / Executive Officer	✓		
Allison O'Connell (AO)	Parent Member	Policy / President	✓		
Andrew Vance (AV)	Parent Member	Buildings & Grounds / Vice President	✓		
Sarah Glass (SG)	Parent Member	Secretary	✓		
Louise Currie (LC)	Parent Member	Finance / Treasurer	✓		
Sarah Abbott (SA)	DE&T Member	Policy, Finance, Community	✓		
Jade O'Grady (JO)	DE&T Member	Community	✓		
Louise Currie (LC)	Parent Member	Finance / Treasurer	✓		
Nicola Dovey (ND)	Parent Member	Buildings & Grounds	✓		
Allison O'Connell (AO)	Parent Member	Policy / President	✓		
Regan Richards (RR)	Parent Member	Policy	✓		
Cara Rodrigues (CR)	Parent Member	Buildings & Grounds	✓		
Olivia Li (OL)	DE&T Member	Community	✓		
Mark Sandiford	Parent Member	Community	✓		
Ian ten Seldam	Parent 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	<b>Opening / Welcome</b>	AO opened the meeting as President and confirmed that a quorum was present at 6.35 pm.	
2	<b>Attendance/Apologies</b>	AO confirmed there was no apology.	
3	<b>Minutes of previous meeting</b>	<p>AO invited corrections to the previous minutes dated 9 August 2021 and confirmed there were none.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 9 August 2021.  <b>Moved:</b> SG  <b>Second:</b> LC  <b>Motion carried.</b></p> <p>School Council discussed the matters arising from the previous minutes of 9 August 2021.</p>	SG to arrange for copies of the minutes of 9 August 2021 to be signed and placed on the FPS website.

<p>4</p>	<p><b>Essential Business</b></p>	<p><b><u>New Members welcome / Sub Committee appointments</u></b></p> <p>AO welcomed our three new school council members – Nicola Dovey (ND), Mark Sandiford (MS) and Ian ten Seldam (ITS).</p> <p>SC had a brief discussion around the four SC sub committees which all councillors contribute to, and the three new members were self-appointed to sub-committees as follows:</p> <p>Nicola Dovey – Buildings &amp; Grounds committee  Mark Sandiford – Community Committee  Ian ten Seldam – Community Committee</p> <p><b><u>Black FPS Gate update</u></b></p> <p>CR spoke briefly to the FPS black steel gate.</p> <p>The design work for the improved gate (to help prevent students climbing over and through the gate) is complete and CR has been chasing quotes via the original designers/fabricators.</p> <p>ND commented that she has some steel fabrication contacts and agreed to assist with the quoting process.</p> <p>It is hoped there will be quotes to be presented for approval at the next SC meeting.</p> <p><b><u>Approval of essential and voluntary School fees for 2022</u></b></p> <p>LC presented the proposed 2022 FPS fees and spoke to recent departmental directives regarding school contributions. The key points were as follows:</p> <ul style="list-style-type: none"> <li>• A new policy surrounding school fees has been introduced by the DET and will take effect from 2022.</li> <li>• A key point by the Department is that all children should have access to a free education. Parents who cannot contribute via school fees will not be denied an education for their child(ren).</li> <li>• The policy provides a framework for schools in terms of how fees are presented and followed up. It also dictates that schools need to be more transparent as to where fees are going.</li> <li>• The fee categories will change from Essential and Voluntary fees to Curriculum Contributions (items required for children to learn) and Other Contributions (which will include items such as the school nurse, library fund and building fund). There is also provision for extracurricular activity funding such as excursions and camps.</li> <li>• It is up to the individual schools to set a reasonable level of fee/contribution. FPS fees have remained steady for the past few years.</li> <li>• It was noted that there is no difference to the overall amount of fees that will be charged by FPS for 2022, just changes to the way they are presented and broken down.</li> </ul> <p>PW spoke to the differences – key to which is the fact that the school will not be able to issue statements or chase outstanding payments under the new policy. As FPS receives very little additional funding above the baseline due to our school demographic, the school relies on voluntary contributions and fundraising activities which will now be under the banner of Other Contributions. Subsequently, it will be important to communicate to parents the importance of these contributions.</p> <p>ND suggested that clear graphic illustrations of where the money is spent could provide parents with an easier to understand snapshot and illustrate the benefits of the payments.</p> <p>A broad summary of the recommended 2022 school fees is as follows:</p>	<p>ND to obtain quote for the black gate.</p> <p>It is recommended a reminder be sent out to parents showing how other contributions are spent.</p>
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		<p>Curriculum Contributions will set at <b>\$310</b> per student for 2022 which is in line with 2020/2021 (after taking into account the \$20 Compass charge which has been moved to Other Contributions).</p> <p>Other Contributions will also largely remain as per the 2020/2021 years with the only change being the addition of the Compass charge.</p> <ul style="list-style-type: none"> <li>• Compass communication tool \$20/student</li> <li>• School nurse contribution \$50/student</li> <li>• Librarian contribution \$50/student</li> <li>• Building Fund (tax deductible) \$200/family</li> <li>• Library Fund (tax deductible) \$200/family</li> </ul> <p><b>Motion:</b> That School Council set the charges for the 2022 school year as per the Finance minutes and appendices and approve and endorse the parent payment policy.  <b>Moved:</b> LC  <b>Second:</b> SG  <b>Motion carried.</b></p> <p><b><u>Fairfield Road fence works</u></b></p> <p>AV spoke briefly to the continuation of the black chain wire fencing roll-out. The key points were as follows:</p> <ul style="list-style-type: none"> <li>• The Fairfield Road stage will take place in the Term 3 school holidays and will provide new fencing on Fairfield Road and the western end of Langridge Street.</li> <li>• It will encompass an upgrade to the vehicle access gate on Langridge Street.</li> <li>• The upgrade will also help with the tree roots that interrupt the footpath on Fairfield Road.</li> <li>• The quote takes into account the improved vehicle gate and the more complicated fencing around the trees.</li> <li>• PW noted that the funding for these fence upgrades comes from the Building Fund contributions.</li> </ul> <p><b>Motion:</b> That School Council approve the cost of \$24,943.80 (including GST) for stage 4 of the chain-wire fence works.  <b>Moved:</b> CR  <b>Second:</b> SG</p> <p><b><u>Art4All update</u></b></p> <p>PW briefly discussed the cancellation of the Art4All live event due to COVID19 restrictions. Despite the cancellation, the organisers have plans for art trails and children’s activities to mark the event. AO queried whether any budget was still required or the scaled down event – PW advised nothing substantial would be required to his knowledge.</p> <p><b><u>Year 5 Camp update</u></b></p> <p>The 2022 Year 5 camp had to be cancelled due to lockdown. PW spoke to the possibility of an adapted camp at a different venue in Anglesea. Though on-site activities wouldn’t be possible, the camp would still encompass water-based activities and the YMCA have been very flexible with the ideas they have presented.</p> <p>Further details will be provided once available.</p>	
5	Reports	<p><b><u>Principal’s report</u></b></p> <p>PW tabled the Principals report and spoke to the recent Principals Morning Tea. The two learning specialists also attended the event to provide parents with a teacher’s point of view</p> <p>The turn-out was unusually high and provided a snapshot of the challenges families were facing around remote learning. The attendees</p>	

represented a wide cross-section of the school community and their feedback on how the school is delivery remote learning, both positive and negative, was welcomed by PW and SA.

SC noted the Principals report as tabled.

### **Policy Committee**

SA spoke to the Policy report and policies for noting. The key points were as follows:

- There were 4 policies for noting and 3 of them were due for review, being the Duty of Care, First Aid, and Visitor's policies.
- SA explained how the review utilises the department policy template to ensure the wording is correct and all required points are covered.
- Only minor updates have been made to these policies.
- The 4th policy was the outdated Healthy Eating policy which has now been modernised.

LC queried the review process for policies and SA led a brief discussion, with input from AO and RR, around mandated policies, what is required in the review process, and how the DET portal sets the parameters for these reviews.

All policies were for noting only.

### **Buildings and Grounds report**

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

- The works on the solar array are complete and the school is now waiting for the local provider's inspection prior to connection.
- There have been some ground works carried out during remote learning and the picnic table beside the double storey portable along with the bench seating adjacent to the netball court will be professionally sanded and sealed during the school holidays.
- It is hoped the mosaics (currently in storage) will be able to be installed on the year ¾ building.
- The new drinking bubbler for the oval has been approved as per the Student Voice team request. This will be made from a recycled plastic bollard in line with the school sustainability goals.
- The shade grant application for the fig tree courtyard has been submitted and if successful, will enable the school to install shade sails to protect this area during the summer months.

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

**Moved:** AV

**Second:** SG

**Motion carried.**

### **Finance Committee report**

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

Balance sheet key points:

- Significant payments:
  - CRT's. The small group of students attending the school for classes are being supported by CRT's rather than their regular teachers. This is so that teachers are available for class meetings during the week.

- Uniform buy-out. The school paid PSW for their remaining stock as part of the changeover to the new uniform supplier.
  - Year 6 camp. A deposit was paid to Coach Tours Australia as part of the 2022 Year 6 camp.
  - Payments of concerts, excursions and incursions are down due to lockdown.
- Annual budget: FPS receives a grant from the DET on a quarterly basis. There is not always an expectation that the full budget will be spent so any remaining funds are carried forward into the next period. To date, FPS has spent approximately 58% of its Annual Budget which is lower than usual for this time of year.
  - Receipts: There was no significant funding received beyond the DET grant so receipts have been lower than normal. Major fundraising has been reduced due to restrictions. The Trivia Night (held in May) remains our largest fundraiser this year to date.
  - Fee Collection: The school has collected 78% of expected fees which is higher than 2020 but lower than 2019. The school is not expecting any further voluntary contributions this year but will be promoting non-curriculum payments early next year. It was noted that outstanding fees have not been followed up due to lockdown.
  - Buildings Fund: There are plans to spend on a water tank installation and a two-step fencing upgrade. This means the Building Fund will be almost fully utilised this year.
  - Library Fund: There is a plan to purchase new school readers which will be managed through the Library but available for use in the classrooms.

AO queried whether the funds raised for the Nurse and Library contribution were to be rolled over since those staff are not currently able to work due to lockdown. PW advised that any excess funds will be rolled over into the next period but that both the Nurse and Library funds are run at a deficit.

PW briefly spoke to voluntary contributions for excursion levies which have been problematic, as funds haven't been evenly spent across the year groups due to rolling lockdowns and restrictions. Subsequently, there will be some credits or reimbursements to be processed. Next year, the annual levy will be changed to a per excursion levy to make this management of costs simpler.

AV noted that Compass charges both a flat fee and a per transaction fee meaning that there will be additional costs incurred with a pay-as-you-go excursion system. A Compass fee will be one of the items broken down in the 2022 school fees.

**Motion:** That School Council move that all payments be endorsed, transfers be ratified, and all presented reports be accepted as a true and correct depiction of the schools' finances for the month of August 2021.

**Moved:** LC

**Second:** AV

Motion Carried

LC briefly ran through the purchasing card expenses for this month.

**Motion:** That School Council move all August 2021 statements and payments as tabled for the School purchase cards be accepted.

**Moved:** LC

**Second:** AO

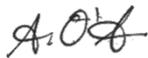
Motion Carried

LC spoke to hireage of FPS premises:

- FPS receives rental charges for use of its premises by OSHClub, Parkside Netball, Shooters Basketball, Dowell music, Tennis in Stages, and Walsh Taekwondo.

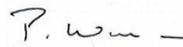
		<ul style="list-style-type: none"> <li>In August, FPS received a request from OSHClub for a waiver of their Term 3 hireage fee. As part of their partnership with the school, OSHclub contributes financially over and above their annual fee. Subsequently, FPS has agreed to their request for a waiver (in line with the 2020 lockdowns).</li> <li>Parkside Netball and Shooters Basketball are yet to pay their hireage fees for Term 2. The Finance Committee recommended that SC write-off the outstanding hire charges to support these vendors, and refund fees paid by the other vendors for Term 2.</li> </ul> <p><b>Motion:</b> That School Council approve the write-off of outstanding charges for Term 2 2021 from Parkside Netball Club and Shooters Basketball Club and issue a refund for charges paid by Dowell Music, Tennis in Stages, and Walsh Taekwondo.</p> <p><b>Moved:</b> LC <b>Second:</b> AO Motion Carried</p> <p>LC spoke to the Year 4 and 6 Profit and Loss statements.</p> <ul style="list-style-type: none"> <li>The school aims to avoid incurring a loss or making a profit from school camps.</li> <li>The Year 6 camp had a surplus of \$4,520 (\$66 per person) due to a commonwealth grant which wasn't considered when the budget was prepared. The surplus funds will be put towards the Year 6 yearbook and graduation.</li> <li>The Year 4 camp incurred a small loss of \$24.60.</li> </ul> <p><b>Motion:</b> That School Council approve the Profit and Loss for camps and excursions as presented.</p> <p><b>Moved:</b> LC <b>Second:</b> CR Motion Carried</p> <p>In closing, LC noted that refunds will be issued to families who purchased the Art4All activity/show package.</p>	
6	<b>Correspondence</b>	SC noted the updated schedule 7 (school council membership) as tabled.	
7	<b>General Business</b>	<p><b><u>COVID19 update</u></b></p> <p>The school is currently operating under lockdown conditions. No further updates were available.</p> <p><b><u>Community engagement / Community Committee workshop</u></b></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	<b>Close of Meeting</b>	<b>Meeting Closed: 8.19pm</b>	
9	<b>Next Meeting</b>	<b>6.30pm, Monday 25 October 2021</b>	

Allison O'Connell



School Council President  
Date 6 / 12 / 2021

Paul Wallace



Executive Officer  
Date 6 / 12 / 2021