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Fairfield Primary School

School Council Minutes

Date: Monday 6 December 2021

Time: 6.30pm

Venue: Langridge Street Campus (French Classroom)

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	✓		
Nicola Dovey (ND)	Parent Member	Buildings & Grounds	✓		
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	Opening / Welcome	AO opened the meeting as President and confirmed that a quorum was present at 6.45 pm.	
2	Attendance/Apologies	AO confirmed apologies from Ian Ten Seldam and Regan Richards.	
3	Minutes of previous meeting	AO invited corrections to the previous minutes dated 13 September 2021 and confirmed there were none. Motion: That School Council adopt the minutes of the previous meeting held on 13 September 2021. Moved: SG Second: AV Motion carried.	SG to arrange for copies of the minutes of 13 September 2021 to be signed and placed on the FPS website.
4	Essential Business	<u>SC self-assessment survey</u> SG spoke briefly about the SC self-evaluation survey. School Council is required each year to undertake self-evaluation and review of it's knowledge and practices. This takes the form of an online survey, and the review will take place at the first meeting of 2022.	SG to circulate the self-evaluation survey. All SC members to complete prior to next meeting.

Black FPS gate update (Langridge Street) (Att 3a-f)

ND met onsite with two contractors, Mackinley Fabrication and Site Secure, to discuss quotes for the gate.

Two options were proposed (refer to quotes obtained by ND).

Option A:

- Utilisation of a thick sheet which is laser cut.
- Hard to attach a section to it.
- Sheet does not have strength to it.
- Attached with welded square beams to keep it from folding.
- Involves cost of removing gate, cleaning area and powder coating it in the warehouse.
- Mackinley quoted \$27,000 and Site Secure \$30,000 for this option.
- The quote states that smaller components and labour needed to complete this option adds to the total cost of it.

Option B:

- Keep existing fence, finish it with a steel beam, and add a thin plate.
- Involves making small laser cuts of steel sheet which will be welded to the top sections of gate.
- Reduces cost of transporting to workshop for powder coat and hoarding costs.
- There will be a discrepancy in colour from the old black and the top black.
- If the discrepancy is noticeable, we could spray and coat the gate onsite.
- Cost of spray painting could be better if we get another party who specialises in it, hence price for the latter is to be confirmed.

CR and AV from Buildings and Grounds stated their preference for Option B.

CR enquired about reducing the weight of the finished product so that it is less heavy on its existing track. ND clarified that it was debris around the track causing the gate to not work smoothly and that maintenance of the track would be a better solution.

ND is more comfortable with Mackinley's quote as it is more comprehensive.

Graham Keen will be the point of contact for this project and commencement is anticipated to take place during the summer school holidays.

Motion: That School Council support the funding in principle of up to \$15,000 to retrofit the existing gate with mesh panels. The final decision will be made by PW and the B&G Committee.

Moved: AV

Second: AO

Motion carried.

SC meeting dates for 2022 (Att 4)

SG shared document with scheduled meetings for SC committee meetings drafted by Sarah Moody.

PW proposed that these meeting dates to be confirmed and circulated to the school community in a bid to increase participation amongst the community.

ND to update the quote for perforated steel to a mesh steel and to confirm the cost of powder coating onsite.

		<p><u>Approve indicative budget for 2022 (Att 9e)</u></p> <p>LC presented the indicative cash budget for 2022. This budget will be confirmed in April 2022.</p> <p>Although it is lower than pre-covid years, our fundraising has increased to \$40,000 this year.</p> <p>As expounded in the previous meeting, voluntary charges and their benefits to the school will be illustrated and highlighted to parents in Term 1 of 2022.</p> <p>Funds from our building fund have been spent on fencing and the water tank.</p> <p>Motion: That School Council approve the indicative cash budget for 2022. Moved: LC Second: SG Motion carried.</p> <p><u>2022 Staffing</u></p> <p>FPS is running at a smaller cohort because of the children who are leaving. Refer to principal's report for breakdown details.</p> <p>We have had 97 foundation enrolments but it has dropped off to 84.</p> <p>We are running the same number of classes with a smaller cohort. Our budget has thus taken a hit. We would have to use our surplus and run close to a deficit to ensure that we have a smaller class size. Taylor Bartlett leaving to NT, Jourdan Murray will be going on family leave. Have employed three teachers, Caitie Flannagan, Jessica Greenway, Lauren Mc Connell Class sizes in 2022 for the lower grades will be an average of 20.</p> <p>MS proposed that we should explain to the school community about focussing on smaller class sizes. ND agreed and mooted that it would enable the school community to visualise our efforts in ensuring that our children have adequate support after two consecutive disruptive school years.</p> <p>Leadership will manage the deficit by balancing staffing and contracts.</p>	
5	Reports	<p><u>Principal's report</u> Please refer to 2022 staffing SC noted the Principals report as tabled.</p> <p><u>Community Committee update (Att 6)</u> MS spoke about reviving the committee and gaining more volunteers as we have active parents exiting the school. Focus on recruiting for three events in Term 1</p> <ul style="list-style-type: none"> • Foundation Welcome Tea • Foundation Social Night • Welcome Picnic 25th Feb • <p>MS hopes to recruit and communicate to the community so that everyone will have an opportunity to be involved. Sarah Moody has sent out communication to start this process. There will be further discussion about whether Art-for-all and the fair will be combined. We intend to have a community meeting with an agenda but also rather informal. Community events will bring some normality to school. Proposal to send direct communication to the community with specific tasks.</p>	

MS pointed out that parents have more flexibility after the pandemic so there will be more opportunities for them to volunteer.

Motion: That School Council approve the November Community Committee report as tabled.

Moved: MS

Second: AV

Motion carried.

Motion: That School Council approve the date of Friday 25th February 2022 for the FPS Welcome Picnic.

Moved: MS

Second: JO

Motion carried.

Policy Committee update (Att 7a-c)

Update to

- Inclusion Diversity
- Attendance Policy

Adding our school's name and header into to documents sent out by the department.

Buildings & Grounds Committee / ESWG update (Att 8)

Security and vandalism during the weekend will be monitored.

We are running on solar and even producing more and feeding it back to grid

Shade sail (please refer item later in minutes)

Timber furniture to be sanded and oiled.

Finance Committee reports (Atts 9a-d)

The key points from the Finances Committee were as follows:

- Expenditure was lower than the previous period.
- There was an increased electricity bill in November
- \$83K for solar gain was paid for by fundraising money.
- A payment was made for air condition in the library
- A payment was made for the black chain facing in FPS
- There was a large payment made for CRT's.
- School fee collection for 2021 has been reasonably good compared with the previous two years.
- Most parents chose to donate the 2021 excursion levy – the school received approximately 16k
- Art4All made a small profit despite incurring some expenses prior to lockdown.
- Funds raised by Mango sales will go to new Home Readers

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 September, October and November 2021.

Moved: LC

Second: PW

Motion carried.

Motion: That School Council move all statements and payments as tabled for the school purchase cards be accepted, for September, October and November 2021.

Moved: LC

Second: SA

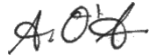
Motion carried.

Motion: That School Council approve the hiring of facilities at Fairfield Primary School for 2022, at the listed rates. Agreement of terms and

		<p>conditions will be signed by all parties prior to the commencement of the hiring arrangement and insurances sighted and kept on file. Moved: LC Second: AV Motion carried.</p> <p>Motion: That School Council approve the profit and loss for school excursions as presented. Moved: LC Second: AO Motion carried.</p> <p>Motion: That School Council approve the profit and loss for uniform supplies as presented. Moved: LC Second: AV Motion carried.</p> <p>Motion: That School Council approve the profit and loss for Art4All as presented. Moved: LC Second: SA Motion carried.</p> <p>Motion: That School Council approve the profit and loss for mango fundraising as presented. Moved: LC Second: JO Motion carried.</p> <p>Motion: That School Council approve the writing off of outstanding charges for 2021. Moved: LC Second: SG Motion carried.</p>	
6	Correspondence	<p><u>Shade sail grant (Att 10)</u> CR has informed us that we will receive \$25,000 on 07 December 2021 for the grant.</p> <p>Green light the company we have selected provided the most competitive and sustainable quote for \$37290 including GST. They will be installed in January</p> <p>Motion: SC to accept the cost 12 290 for the implementation of the shade sails. Move: CR Second: JO</p> <p><u>OSHClub Fees (Att 11)</u> To be noted that fees to increase by \$1.29 per day next year</p> <p><u>School review email (Att 12a,b)</u></p>	
7	General Business	<p><u>2022 School Review (Att 12a,b)</u> School Review to occur in Term3 2022 We will do pre-review self-evaluation They will look at our previous strategic goals and review aspects during the five days. School Council President is involved in this process.</p> <p><u>Rolling facilities evaluation (Att 13)</u> Occurs every five years. Did an evaluation to see the areas we need to work on. OHS issues: levelling of the playground</p>	

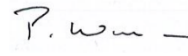
		<p>Water issues. Grounds Action Plan on the google drive.</p> <p><u>COVID Guidelines / updates</u> School has very little COVID restrictions imposed on them. Checking of vaccination status for parents to enter school buildings is still mandatory. We intend to keep status quo for the rest of the school year.</p>	
8	Close of Meeting	Meeting Closed: 8.19pm	
9	Next Meeting	21 February 2022, 6.30.pm	

Allison O'Connell



School Council President
Date: 21 / 02 / 2022

Paul Wallace



Executive Officer
Date: 21 / 02 / 2022