



Respect • Creativity • Excellence • Community • Since 1885

Fairfield Primary School

School Council Minutes

Date: Monday 22 March 2021

Time: 6.30pm

Venue: FPS meeting room – Langridge Street

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	✓		
Olivia Li (OL)	DE&T Member	Community	✓		
Mark Sandiford (MS)	Parent Member	Community	✓		
Ian ten Seldam (IS)	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 6.35 pm.	
2	Attendance/Apologies	AO confirmed an apology from JO and SA.	
3	Minutes of previous meeting	<p>AO invited corrections to the previous minutes dated 6 December 2022. RR called for a correction as follows:</p> <p>Item 6: Correspondence – Shade Sail Grant. Funds received should read \$25,000.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 6 December 2022 (on the basis the above correction will be made by SG). Moved: SG Second: AV Motion carried.</p> <p>School Council discussed the matters arising from the previous minutes of 6 December 2022.</p>	SG to make correction and arrange for copies of the minutes of 6 December 2022 to be signed and placed on the FPS website.
4	Essential Business	<p><u>Annual Implementation Plan</u></p> <p>PW spoke to the Annual Implementation Plan. The AIP lays out the goals for the next 12 months in line with the schools 4-year plan.</p>	

	<p>The key points were as follows:</p> <p>Goals and targets:</p> <ul style="list-style-type: none"> • FPS's self-evaluation level for all categories is Embedding (which is the 3rd quartile). • The schools focus shifted during COVID19, with a priority being placed on emotional support for students and teachers. • Literacy and numeracy coaching is also being prioritised with Learning Specialists Nicole and Daniel increasing their hours to 0.5 each. • Rebecca is still working with junior year groups for phonics support. • Phonics coaching is given to teachers in small groups and then implemented within the classroom. • The DET has given all schools a common goal (see p5 of the AIP) – a focus on learning and wellbeing. <p>Outcomes and activities:</p> <ul style="list-style-type: none"> • The school has some firm frameworks of how literacy lessons are taught but the same hasn't formally been in place for numeracy. Daniel is leading some professional learning in that area, working with teachers throughout the school. • Spelling is an area that needs improvement and Nicole is focusing on this. • Library donations have enabled the purchase of new phonics based decodable readers. • Wellbeing, led by Sarah Abbott, is progressing well. <p>AO questioned the Attitudes to School survey data which focuses on respect. PW explained that traditionally FPS does not perform well in these surveys. This has been examined over the past few years, but the school has not been able to improve the results. However, we perform on par with schools in similar demographics and it's been suggested that a narrower understanding or a higher expectation of what constitutes 'respect' could be at play. The school will continue to try to understand and improve these perceptions and outcomes.</p> <p>Motion: That School Council endorses the 2022 FPS Annual Implementation Plan as tabled. Moved: PW Second: LC Motion Carried</p> <p><u>School Council Meeting Dates 2022</u></p> <p>SC had a brief discussion on the meeting dates for 2022. It was noted that some adjustments need to be made by the school office to the dates. However, based on the school weeks, the meeting dates are generally workable.</p> <p>Motion: That School Council accepts the 2022 Draft SC Meeting dates based on the school weeks (with precise dates to be corrected and recirculated). Moved: SG Second: AV Motion Carried</p> <p><u>Year 4 Camp Approval</u></p> <p>PW (in JO's absence) spoke to the Year 4 school camp. The key points were as follows:</p> <ul style="list-style-type: none"> • The camp will take place on the first 2 days of Term 2. • It's an outdoor education camp run by the YMCA. • Supervisors will consist of 5 teachers and several parent volunteers. 	<p>PW to liaise with SM regarding meeting dates. SG to recirculate a revised schedule to all councillors.</p>
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- The cost is \$225 per student (which includes all food and transport).
- An expression of interest has been circulated to Year 4 families and a parent information session will follow shortly.
- The COVID19 considerations and procedures will be clarified prior to the camp.

Motion: That School Council approves the proposed Year 4 camp.

Moved: PW

Second: LC

Motion Carried

Year 6 Camp Approval

PW spoke to the Year 6 school camp to Canberra. The key points were as follows:

- PW stated the importance of camp taking place this year, as this year's Year 6 cohort have missed the last two camp opportunities (due to COVID19 restrictions).
- COVID19 measures are currently the same across all states. Rapid testing will continue.
- The school has consulted with DET contacts to clarify the procedures surrounding a positive COVID19 case during camp. Information regarding this will be provided to Year 6 parents in due course.
- AO provided a Year 6 parent perspective in support of the camp.
- This year's camp will consist of 53 students and 10 adults. There will be 4 days of activities and students will fly to Canberra and take the bus back to Melbourne.
- SC previously approved a contribution of up to \$200 per student to cover increased proportional camp fees due to the smaller than usual Year 6 cohort. In practice, a \$135 contribution is being made to each family.
- Risk management plans are in place for each location / activity the students will be attending.
- SC generally expressed support of the camp despite potential COVID19 risks and the surrounding logistics.

Motion: That School Council approves the proposed Year 6 camp.

Moved: PW

Second: AO

Motion Carried

School Council Elections

PW spoke to the upcoming SC elections. A communication will go out to the school community advising of the 3 vacancies for 2022 and calling for nominations.

LC, MS and IS will all end their first term and are welcome to renominate for a second 2-year term should they wish.

The new council will be announced and inducted at the next meeting, following the FPS AGM.

Jellis Craig Sponsorship

IS spoke to the recent offer of sponsorship from Jellis Craig, as discussed at the recent Community Committee meeting. The key points were as follows:

- Jellis Craig offered the school community 100 free coffees from Mr Wednesday. This was generally seen as unnecessary by the Community Committee, and they were not in favour.

		<ul style="list-style-type: none"> Jellis Craig also put forward their 'Auction for an Auction' proposal where the school community bids for a full auction package for the sale of an individual's home by Jellis Craig. SC discussed the merits of the idea and the obligations by the school. SC agreed the Auction proposal should be tabled by the Art4All committee to see if it is in alignment with their programme before any further SC discussion takes place. SC voted on the offer of 100 free coffees for the school community. The majority were against accepting this offer from Jellis Craig. 	<p>PW to email Justin Mellar at Jellis Craig to advise that SC will not take up their offer of 100 free coffees.</p>
5	Reports	<p><u>Principal's report</u></p> <p>School Council noted the Principals Report as tabled.</p> <p><u>Finance Report</u></p> <p>LC spoke to the Finance Committee minutes and reports. The key points were as follows:</p> <ul style="list-style-type: none"> This month's update covers the December and January budgets (which includes year-end closure as well as the processes involved in starting a new school year). Significant payments included: <ul style="list-style-type: none"> A transfer of \$25,000 (being a grant from the Department of Health for the Fig Tree area shade sale) was made from the high yield investment account into the official account. Refunds were carried out to families for unused excursion monies. Approximately \$5,000 was spent on essential assessment and \$7,800 on the Little Learners literacy programme. FPS finished 2021 with 83% of essential fees collected, which compares to 70% in 2020 and 85% in 2019. Total expenditure was 75% across the resource budget. The first allocation of student resource funding was received from the DET (of approximately \$101,000). <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 December 2021 and January 2022. Moved: LC Second: AV Motion Carried</p> <p>SC noted the financial commitment summary tabled by LC.</p> <p>Motion: That School Council approve Financial Commitment Summary, Balance Sheet and Operating Statement for end of 2021 as presented. Moved: LC Second: IS Motion Carried</p> <p>SC noted LC's explanation of the use of School Purchasing Cards for incidental items outside of the programme budgets.</p> <p>Motion: That School Council move all statements and payments as tabled for the school purchase cards be accepted. Moved: LC Second: AV Motion Carried</p> <p>LC spoke to the change of FPS bank account. The key points were as follows:</p>	

- The Department of Treasury and Finance (DTF) recently undertook a competitive tender in respect of the provision of School banking services.
- As a result of this process, the DTF have nominated three banks. All Schools are required to select one of these as their official bank (to provide their main banking requirements).
- Currently, Bendigo Bank is FPS's main bank. However, the Finance Committee recommends a change to Commonwealth Bank as of 31st March 2022.
- Accordingly, bank signatories will be reviewed as required for the start of each year for the current bank but will be switched as of 31st March 2022 to Commonwealth bank.

Motion: That Fairfield Primary School transfer their three transactional bank accounts from Bendigo Bank to Commonwealth Bank of Australia, as per the directive from The Dept of Treasury & Finance, prior to 31 March 2022.

Moved: LC

Second: OL

Motion Carried

Motion: That School Council approve and endorse the signatories for the listed bank accounts as outlined in the Finance Committee minutes (Noting that these bank details will be amended after 31st of March 2022).

Moved: LC

Second: OL

Motion Carried

The DET requires the school to nominate which staff are authorised to approve any purchase orders.

Motion: That School Council approve and endorse the following staff to sign and authorise purchasing of goods and services:

- a) Paul Wallace
- B) Sarah Abbott
- c) Jane O'Riley
- d) Elena Paladino

Moved: LC

Second: AV

Motion Carried

At the beginning of each year, FPS needs to nominate which fundraising activities are listed as non-profit sub entities for GST purposes. FPS has nominated 7 activities which are outlined in the Finance Committee minutes.

Motion: That School Council accept that the fundraising activities listed in the Finance Committee minutes be nominated as non-profit sub entities for GST purposes.

Moved: LC

Second: IS

Motion Carried

LC spoke to the uncollected family charges to be written off at the end of December 2021. The total amount of this was \$26,368.50.

Motion: That School Council approved the writing off of uncollected family charges for 2021.

Moved: LC

Second: AV

Motion Carried

LC spoke to various balance day adjustments for deposits and payments made in 2021 for 2022 activities or events. The included:

- Coach tours
- Year 4 camp deposit
- Year 6 camp deposit
- Art4All Art Show

Motion: That School Council accept the presented Balance Day Adjustment Journals pertaining to revenue received in advance and/or prepaid expenditure.

Moved: LC

Second: SG

Motion Carried

LC spoke to the Student Resource Package. The key details were as follows:

- The 2022 Cash Budget has been updated to finalise the correct school numbers for 2022 (522) and the correct bank balance for 31 December 2021.
- It was also amended to include the school spend of \$12,500 required (on top of the \$25,000 grant) for shade sails.
- Budgets are calculated on the number of students at the school. The date for final school numbers is 28 February 2022 (DET census day). The number of students at FPS on this day will dictate the amount that goes into the 2022 official budget. Accordingly, Council will review the cash budget again after this date.

Motion: That School Council accept and endorse the confirmed cash budget for 2022, with amended student numbers.

Moved: LC

Second: RR

Motion Carried

Motion: That School Council accept and endorse the cash flow budget as presented for the 2022 calendar year.

Moved: LC

Second: SG

Motion Carried

Motion: That School Council approve the hiring of facilities at the rates outlined in the Finance Committee minutes. Agreement of terms and conditions will be signed by all parties prior to the commencement of the hiring arrangement and insurance sighted and kept on file.

Moved: LC

Second: AO

Motion Carried

LC spoke to an item to be inserted in the newsletter in late Term 1 or early Term 2 showcasing how voluntary school fees are spent. RR suggested a spotlight on our School Nurses or Librarian.

Community Committee Update

MS spoke to the Community Committee report. The key points were as follows:

- This committee will be renamed to the Social Club in an effort to make it more accessible for the parent community.
- Marjie Tkatchenko discussed possible date for this year's Art4All event. The preferred weekend was 11-13 November 2022.
- The need for new event organisers was discussed as many key members have now left the school community.
- It was noted that it is too late in the year to start planning a School Fair for 2022.
- AO asked about the previous idea of combining the Fair and Art4All. However, it was advised that Marjie was reluctant to do this and felt the Art Show worked best as a stand-alone event.
- AV raised the idea of a student focused event on a different date. An example was an open-air cinema event. SC discussed this and other options of events directly aimed at the students.

MS outlined the events that are planned to take place in 2022 as follows:

- **18 March:** Welcome Picnic (featuring Double Denim)
- **1 April:** Foundation Social Night
- **6 May:** Mothers (special person) Day
- **TBC:** Music Trivia Night
- **2 September:** Fathers (special person) Day
- **11-13 November:** Art4All
- **TBC:** End of Year Picnic

Motion: That School Council approve the proposed dates for the above outlined community events in 2022.

Moved: IS

Second: LC

Motion Carried

Motion: That School Council approve the minutes of the Social Club as summarised.

Moved: IS

Second: SG

Motion Carried

PW noted the time and called for an extension of the meeting as per the standing orders.

Motion: That School Council approved a 15-minute extension of the current council meeting.

Moved: SG

Second: RR

Motion Carried

Buildings & Grounds Report

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

- The school is still in the process of connecting all toilets to tank water. There is a proposal to install new water tanks in the maintenance courtyard. The cost of this would be approximately \$30,000. In line with DET requirements, 3 quotes will be obtained for this work.
- The solar data from the newly installed array on the Gym roof is now online. There is a community link which shows how much power we are generating, using, and exporting. The productivity is as expected and, despite an increase in consumption from the use of air purifiers, the school is now effectively carbon neutral.
- The black gate beside the Fig Tree Courtyard is currently being fabricated and will be installed over the Term 1 school holidays. Once that is complete, the final stage of the cyclone wire fence upgrade will take place.
- The committee is still considering if there is an appropriate place for the reinstallation of the old art building mosaics.
- PW advised that an arborist is booked to come to the school shortly to check the branches of large trees on the school grounds.
- The school needs to make a \$5,995 contribution to cost of the Fig Tree Courtyard shade sail due to the discovery of rock during pole installation.

Motion: That School Council approve the extra cost of \$5,995 to cover the cost of rock excavation for the Fig Tree Courtyard shade sail.

Moved: AV

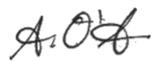
Second: AO

Motion Carried

- The DET have advised that the school is eligible for another shade sale grant. Approval was received for a shade sale to be installed to the north of the Netball Court. This will be cantilevered so that poles won't cause an obstruction.

		<p>Motion: That School Council provisionally approve an amount of \$5,000 to meet the gap between the second shade sail grant and the actual shade cost. Moved: AV Second: SG</p> <p>Motion: That School Council approve the minutes of the Buildings and Grounds Committee as summarised. Moved: AV Second: AO Motion Carried</p>	
6	Correspondence	School council noted the correspondence as tabled.	
7	General Business	<p><u>COVID Guidelines</u></p> <ul style="list-style-type: none"> No update 	COVID guidelines to remain a general business item until further notice.
8	Close of Meeting	Meeting Closed: 8.45 pm	
9	Next Meeting	6.30pm, Monday 28 March 2022	

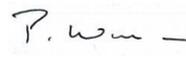
Allison O'Connell



School Council President

Date 28 / 03 / 2022

Paul Wallace



Executive Officer

Date 28 / 03 / 2022