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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 28 March 2022

**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	Outgoing member	✓		
Sarah Abbott (SA)	DE&T Member	Outgoing member		✓	
Jade O'Grady (JO)	DE&T Member	Outgoing member		✓	
Nicola Dovey (ND)	Parent Member	Buildings & Grounds			✓
Regan Richards (RR)	Parent Member	Policy	✓		
Olivia Li (OL)	DE&T Member	Social Club		✓	
Mark Sandiford (MS)	Parent Member	Finance / Treasurer	✓		
Ian ten Seldam (IS)	Parent Member	Social Club		✓	
Jess Greenway (JS)	DE&T Member	<b>TBC</b>		✓	
Serena Maynard (SM)	DE&T Member	Buildings & Grounds	✓		
Michelle Schwensen (MSN)	Parent Member	Social Club	✓		
Bel Schenk (BS)	Parent Member	Policy	✓		

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 apologies from OL, SA, JO, IS and JG.	
3	<b>Minutes of previous meeting</b>	<p>AO invited corrections to the previous minutes dated 21 February 2022.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 21 February 2022.  <b>Moved:</b> SG  <b>Second:</b> AV  <b>Motion carried.</b></p> <p>School Council discussed the matters arising from the previous minutes of 21 February 2022.</p>	SG to arrange for copies of the minutes of 21 February 2022 to be signed and placed on the FPS website.

4	Essential Business	<p><b><u>Introduction of new School Council</u></b></p> <p>PW acknowledged and thanked outgoing School Councillors Louise Currie, Jade O’Grady, and Sarah Abbott.</p> <p>Louise joined school council with a strong passion for bringing the community together. After transitioning into the role of treasurer, she formed an excellent team with FPS business manager Jane O’Riley and has been a great asset to council. Louise’s manner in her presentation of the finance reports will be missed.</p> <p>During their time with Council, Jade and Sarah had the opportunity to see the running of the school from a different angle. PW spoke to the valuable support they offered him on council as well as the calm manner they both brought to the table. SC thanks them for giving up so much of their time during what proved to be a very difficult period.</p> <p>PW went on to officially welcome the new School Councillors to their first meeting and introductions were made around the table.</p> <p><b><u>Appointment of SC office-bearers</u></b></p> <p>AO and SG spoke briefly to the office-bearer positions in School Council and noted all positions were currently vacant.</p> <p><i>President</i></p> <p>Nominations for School Council President were called for:</p> <p><b>Nomination:</b> AV nominated AO for the position of President.  <b>Seconded:</b> SG  There were no other nominations for the position. It was moved that AO be appointed as President of School Council for 2022.  <b>Motion carried.</b></p> <p><i>Vice-President</i></p> <p>Nominations for School Council Vice-President were called for:</p> <p><b>Nomination:</b> SG nominated AV for the position of Vice President.  <b>Seconded:</b> AO  There were no other nominations for the position. It was moved that AV be appointed as Vice-President of School Council for 2022.  <b>Motion Carried</b></p> <p><i>Secretary</i></p> <p>Nominations for School Council Secretary were called for.</p> <p><b>Nomination:</b> SG volunteered for the role of Secretary.  <b>Seconded:</b> AV  There were no other nominations for the position. It was moved that SG be appointed as Secretary of School Council for 2022.  <b>Motion Carried</b></p> <p><i>Treasurer</i></p> <p>Nominations for School Council Treasurer were called for. LC spoke to the role which is heavily supported by Jane O’Riley.</p> <p><b>Nomination:</b> MS volunteered for the position of Treasurer.  <b>Seconded:</b> SG  There were no other nominations for the position. It was moved that MS be appointed as Treasurer of School Council for 2022.  <b>Motion Carried</b></p>	
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		<p><b><u>School Council Community Member</u></b></p> <p>PW spoke briefly to the community member that SC is allowed to appoint in addition to the 8 elected parent members. It was noted that the term for the community member will be 1 year.</p> <p>MSN volunteered to act as community member for 2022.</p> <p><b><u>Appointment of Councillors to Sub-Committees</u></b></p> <p>AO gave a general overview of the four subcommittees of School Council: Buildings &amp; Grounds, Policy, Community, and Finance.</p> <p>AO and PW welcomed expressions of interest and asked councillors to advise which subcommittee they would like to be a part of.</p> <p>Following discussion, the following appointments were confirmed:</p> <p><b>Social Club</b></p> <ul style="list-style-type: none"> <li>• IS (Chair)</li> <li>• OL</li> <li>• MSN</li> <li>• PW</li> </ul> <p><b>Building &amp; Grounds Committee</b></p> <ul style="list-style-type: none"> <li>• AV (Chair)</li> <li>• ND</li> <li>• SM</li> <li>• PW</li> </ul> <p><b>Policy Committee</b></p> <ul style="list-style-type: none"> <li>• AO (Chair)</li> <li>• RR</li> <li>• BS</li> <li>• PW</li> </ul> <p><b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>• MS (Chair)</li> <li>• PW</li> </ul> <p><b><u>Standing Orders, Terms of Reference and Role of Secretary</u></b></p> <p>School Council noted the current versions of the Standing Orders, Role of Secretary, and the Terms of Reference for each sub-committee.</p> <p>MSN recommended the inclusion of an acknowledgement of country to the standing orders and terms of reference for each subcommittee. AO also noted some minor adjustments required to the standing orders.</p> <p>Councillors were requested to review the School Council Goals and Objectives from 2020, to enable a revised version for 2022 to be discussed and approved at the next meeting.</p> <p>MS and SG acknowledged that the terms of reference for the Social Club may need to be adjusted and broadened.</p> <p><b>Motion:</b> That School Council ratify the Terms of Reference for the Buildings &amp; Grounds, Policy and Finance Committees as tabled (on the understanding that a acknowledgement of country will be added to each document).  <b>Moved:</b> SG  <b>Second:</b> AV  <b>Motion Carried.</b></p> <p><b>Motion:</b> That School Council ratify the Role of the Secretary as tabled.  <b>Moved:</b> SG  <b>Second:</b> AO  <b>Motion Carried.</b></p>	<p>PW/JG to discuss and advise which subcommittee she would like to be part of.</p> <p>SG to revise the standing orders for ratification at the next SC meeting.</p> <p>IS/SG to review the Social Club terms of reference for ratification at the next SC meeting.</p> <p>Councillors to provide feedback for the 2021 Goals and Objectives prior to next SC meeting.</p>
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### **FPS Annual Report**

PW acknowledged the FPS Annual Report which was presented at the AGM prior to the SC meeting.

**Motion:** That School Council endorse the FPS 2021 Annual Report.

**Moved:** PW

**Second:** AV

**Motion Carried.**

### **Year 6 School Camp**

AO spoke to the recent Year 6 camp to Canberra. The key points were as follows:

- This is the first camp this cohort have been able to attend at FPS.
- AO was one of 5 parent volunteers and 6 staff members that attended camp.
- The overwhelming sentiment from Year 6 parents (as represented by AO and MS as well as in writing from the class liaison) was appreciation to the staff for facilitating the camp, despite its challenges.
- AO was impressed by the range of activities, the teamwork of the teachers, and how well the students represented the school.

PW expressed his gratitude to the staff and parents for giving up so much of their time to attend camp. Unfortunately, a COVID19 incident on the last night caused some complications and stress to the end of camp. PW is very conscious of ensuring that student and staff wellbeing is supported during their isolation periods and beyond. There has been an obvious impact on the school due to the significant number of student and staff absences.

SC had a brief discussion about whether future year 6 camps should be closer to Melbourne versus the benefits of visiting Canberra and its specific learning opportunities.

The school will be reviewing the camp in terms of future excursions, as the impact on the school and staff has been significant.

### **Mother's Day Events**

MS spoke briefly to the upcoming Mothers / Special Persons Day event on the 6<sup>th</sup> of May. The key points were as follows:

- A pastry and coffee cart event was put forward as an alternative to a breakfast BBQ.
- PW noted that the school should be mindful of gender stereotypes in respect of the event.
- A card or craft making table was suggested.
- SM spoke to the difficulties for children without a parent or who have experienced loss.
- AV requested that sustainability considerations be made for all events.

**Motion:** That School Council approve the Mothers / Special Persons Day proposal as tabled.

**Moved:** MS

**Second:** AV

**Motion Carried.**

### **Foundation Social Night**

		<p>MS spoke briefly to the upcoming Foundation Social Night. It was noted that, whilst the event is not for fundraising purposes, any excess funds will go to the school library.</p> <p><b>Motion:</b> That School Council approve the Foundation Social Night proposal as tabled.  <b>Moved:</b> MS  <b>Second:</b> BS  <b>Motion Carried.</b></p> <p><b><u>Music Trivia Night</u></b></p> <p>SC had a brief discussion led by MS regarding the Music Trivia night for 2022. The key points were as follows:</p> <ul style="list-style-type: none"> <li>• Trivia night should be run as a fundraising event.</li> <li>• The 2021 venue, Thornbury Theatre, can run at minimal cost and provide a good fund-raising opportunity.</li> <li>• Bigger venues were discussed by Social Club in order to increase the number of tickets available, however the ticket cost would increase substantially and therefore potentially make it less inclusive.</li> <li>• In 2021, the redistribution of unassigned tickets caused an administrative burden.</li> <li>• The Social Club is aiming to hold the event in Term 3 and planning discussions will continue.</li> </ul>	<p>Social Club to present an event proposal at a future date.</p>
<p>5</p>	<p><b>Reports</b></p>	<p><b><u>Principal's report</u></b></p> <p>PW spoke briefly to the Principal's report.</p> <p>He noted the added pressure on the school and staff due to covid absences amongst the teaching staff. CRT arrangements are also under pressure and the CRT budget will be exceeded accordingly. The school has had to be flexible with teaching and classroom arrangements and PW commented how supportive and understanding the teaching staff have been under the circumstances.</p> <p>School Council noted the Principal's report as tabled.</p> <p><b><u>Finance Report</u></b></p> <p>LC spoke to the Finance Committee minutes and reports. The key points were as follows:</p> <ul style="list-style-type: none"> <li>• LC gave new councillors a brief introduction to how the budget is formed and the various school bank accounts.</li> <li>• The main expense incurred last month was the coach tours for Year 6 camp.</li> <li>• The purchase of additional air purifiers was also noted.</li> <li>• Payments were made in relation to education materials such as Reading Eggs and decodable readers.</li> <li>• Back to school supplies for classrooms were also purchased.</li> <li>• Parent payment collection stands at 44% to date and there is a good collection rate for extra-curricular contributions such as the building fund and school nurse.</li> <li>• No fundraising has occurred yet in 2022.</li> <li>• LC reminded the Social Club that there is \$5K set aside in the budget for their use.</li> </ul> <p><b>Motion:</b> 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 February 2022.  <b>Moved:</b> LC  <b>Second:</b> AO  <b>Motion Carried</b></p>	

SC noted LC's explanation of the use of School Purchasing Cards for incidental items outside of the programme budgets. The balance of these cards is paid from the operating account, so the payments are charged against existing line items.

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

**Moved:** LC

**Second:** SG

Motion Carried

LC gave new councillors a brief background regarding the change of official school bank. All schools were required to choose a new bank from a pre-determined list. FPS has chosen Commonwealth Bank. All current bank accounts will be transferred from Bendigo bank to Commonwealth as soon as practical.

LC spoke to the DET grant of \$25K for a shade sail. Approval was sought for the difference between the grant and the final cost of the shade sail.

**Motion:** That School Council approve the quote from Future Shade for \$33,027.50 (inc. tax) for shade sail installation adjacent to the basketball courts.

**Moved:** LC

**Second:** AO

Motion Carried

### **Buildings & Grounds Report**

AV spoke to the Buildings & Grounds report and the Environmental Sustainability Working Group (ESWG) report. The key points were as follows:

ESWG:

- Classes and teachers to be reminded of recycling options in the classroom and around the school.
- 'Nude Food' Friday is being investigated to cut down on waste.
- The school has a collection spot in the Langridge St building for hard to recycle products such as milk bottle lids.

Buildings & Grounds:

- Security around the school remains an important agenda item.
- The recent working bee accomplished all the set tasks around the school.
- Damien Cullen and Di Edwards have been working on getting tanks connected to the main building toilets to reduce potable water use. The donation of a pump (worth \$3K) has helped this cause.
- B&G is following up the date for completion of the shade sail installation.
- The extension to the black gate in the Fig Tree Courtyard will be finished over the school holidays.
- B&G has been reviewing the grounds action plan. Since it was developed in 2015, a lot of the action points have been accomplished. The asphalt near the senior playground represents an opportunity to improve the grounds further.

**Motion:** That School Council approve the minutes of the Buildings and Grounds Committee as summarised.

**Moved:** AV

**Second:** SG

Motion Carried

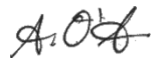
**Motion:** That School Council approved a 15-minute extension of the current council meeting.

**Moved:** SG

**Second:** AV

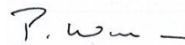
		<p>Motion Carried</p> <p><b><u>Social Club Report</u></b></p> <p>PW acknowledged MS and IS for their work organising the recent Welcome Picnic. (<i>Social Club Minutes were provided after the meeting</i>).</p> <p>It was noted that there is no Policy Committee report.</p>	
6	<b>Correspondence</b>	School council noted the correspondence as tabled.	
7	<b>General Business</b>	N/A	
8	<b>Close of Meeting</b>	<b>Meeting Closed: 8.33 pm</b>	
9	<b>Next Meeting</b>	<b>6.30pm, Monday 16 May 2022</b>	

Allison O'Connell



School Council President  
Date 16 / 05 / 2022

Paul Wallace



Executive Officer  
Date 16 / 05 / 2022