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Fairfield Primary School

School Council Minutes

Date: Monday 1 August 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	Treasurer	✓		
Sarah Abbott (SA)	DE&T Member	Policy	✓		
Regan Richards (RR)	Parent Member	Policy		✓	
Olivia Li (OL)	DE&T Member	Social Club			✓
Ian ten Seldam (IS)	Parent Member	Social Club		✓	
Jess Greenway (JS)	DE&T Member	Social Club	✓		
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	Opening / Welcome	AV opened the meeting as Vice-President and confirmed that a quorum was present at 6.35 pm. It was noted for quorum purposes that AV would observe as a non-voting member.	
2	Attendance/Apologies	AV confirmed apologies from AO, IS and RR.	
3	Minutes of previous meeting	<p>AV invited corrections to the previous minutes dated 20 June 2022.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 20 June 2022. Moved: SG Second: Motion carried.</p> <p>School Council discussed the matters arising from the previous minutes of 20 June 2022.</p> <p>PW noted that the school was made aware that it would be a polling booth but that, as the election was on the same day as the Trivia night, it was deemed too difficult to ask for volunteers to run a BBQ.</p> <p>PW and MS discussed proceeds from the upcoming Art4All event. MS plans to table the plan for the events proceeds at the next Art4All</p>	SG to arrange for copies of the minutes of 20 June 2022 to be signed and placed on the FPS website.

		<p>committee meeting to give them an opportunity to discuss further. It was noted that the Finance committee is able to consult if necessary.</p> <p>The following points were noted for the minutes:</p> <ul style="list-style-type: none"> • Signing of the Hire of Facilities contracts is almost complete. They will be brought to the next SC meeting for AO's signoff and noting. • The SC self-assessment process has been changed by the DEET. It will be undertaken at the next SC meeting. 	<p>SG to add Hire of Facilities contracts to next agenda.</p> <p>SG/PW to discuss new SC self-assessment requirements.</p>
4	Essential Business	<p><u>FPS School Council Goals and Objectives 2022</u></p> <p>SC had a brief discussion about the 2022 Goals and Objectives. Updates have been made by BS and AO which were agreed around the table. MS expressed an interest in expanding the wording around social development which was met with approval – SG and MS will discuss and finalise wording separately.</p> <p>Motion: That School Council ratify the FPSC Goals and Objectives 2022 on the proviso that all suggestions discussed from BS and MS are incorporated. Moved: SG Second: LC Motion Carried</p> <p><u>Final Budget 2022</u></p> <p>LC spoke to the 2022 Student Resources Package (SRP) Budget (often referred to as the Cash Budget).</p> <p>The budget is based on student numbers and is usually approved at the end of March when the student census is finalised.</p> <p>Finance committee noted some minor revisions made since the budget was last reviewed by SC.</p> <ul style="list-style-type: none"> • Increase to enrolment linked base funding • Maintenance and minor works funding increase • Annual contracts funding increase • Swimming programme – minor increase • Koorie Literacy and Early Years increase • Student Excellence Program increase <p>MS had some questions regarding NDIS funding and SA led a brief discussion about the process and the current funding received by the school.</p> <p>Motion: That School Council accept and endorse the confirmed SRP Budget for FPS for 2022. Moved: LC Second: SM Motion Carried</p> <p><u>Child Safety Training</u></p> <p>SA presented the newly revised Victorian Child Safe standards which came into force on 1 July 2022 and are required to be implemented throughout the school.</p> <p>The presentation included an overview of the Child Safe Standards, the role of the School Council in respect of child safety and a summary of the FPS child safety policies and procedures.</p> <p>There are 11 Child Safe Standards which need to be implemented. They can be viewed on the following link:</p> <p>CCYP The 11 Child Safe Standards</p>	<p>SG / MS to finalise wording as necessary. SG to ensure BS's changes are incorporated into the final document.</p>

SA spoke to the role of School Council and the Child Safe Standards (CSS) which relate to this as follows:

- **CSS 2:** Child safety and wellbeing is embedded in leadership, governance, and culture.
- **CSS 6:** Suitable staff and volunteers.
- **CSS 8:** Child safety knowledge, skills, and awareness.
- **CSS 9:** Child safety in physical and online environments.

SC members are mandated to follow the appropriate process outlined in the Child Safe Standards if they suspect or are made aware of incidents, disclosures, or suspicions of child abuse.

A copy of the slides for the reference of absent councillors will be included in this month's minutes and SC training will be undertaken annually.

School Review

PW presented on the FPS School review.

The review consists of 3 days of data/information gathering, evaluation and data analysis to find out where the school is currently sitting and what is needed to meet its future goals and targets.

The school undertook a pre-review self-evaluation across the school community including the Student Voice team, School Council, School leaders, and staff. These groups recorded their perceived highlights and challenges which were then analysed by the school leadership team.

- Staff highlights:
 - School culture. Staff feel supported and motivated.
 - School improvement team.
 - Student wellbeing – PD sessions were undertaken to address the school strategic plan goal 'to improve student health, wellbeing and engagement'.
- Student highlights:
 - School events including Harmony Day, Book week, concerts, camps, student voice team, French poetry competition, and alternative sports programmes.
- SC highlights and challenges:
 - Strengths included the balance of wellbeing and learning during COVID19, Capital works, quality of teaching, community, sustainability, and visual arts.
 - Challenges included COVID19, a lack of diversity, and gender bias.

As part of the review, key areas of the school are analysed to decide which of the 4 success categories is applicable: Emerging, evolving, embedding, or excelling. FPS's outcomes were as follows:

1. Leadership: Embedding.
2. Teaching and learning: Embedding.
3. Assessment: Embedding.
4. Engagement: Embedding.
5. Support and resources (strategic management) – Embedding.

Specific data (e.g., NAPLAN results) will be shared at the next SC meeting.

FPS Annual Implementation Plan (AIP)

PW spoke to the 2022 FPS AIP. The key points were as follows:

- Where the school hasn't been hampered by staff absence, some great things are happening with literacy, numeracy, and the phonics programmes.

		<ul style="list-style-type: none"> In the wellbeing space there has been some valuable professional development. SM spoke from a Grade 1 perspective of the benefits of having learning specialists Rebecca, Nicole and Daniel in the classrooms, and the resulting learning, observing and sharing of ideas for the junior years team. <p>SC noted the AIP report as tabled.</p> <p><u>Parking on Wingrove Street</u></p> <p>PW spoke to an email received from a member of the school community regarding outdated parking signs on Wingrove Street.</p> <p>The position of several 'No Standing' signs has not been amended since the pedestrian crossing was moved to nearer to the Wingrove Street campus, meaning that there are unnecessary parking restrictions in place near the old crossing.</p> <p>SC was in agreement that the signs should be removed from their current location and a request will be made to Darebin City Council to this effect.</p> <p><u>Art4All</u></p> <p>MS spoke to the organisation of the upcoming Art4All event. The key points were as follows:</p> <ul style="list-style-type: none"> There has been a great level of engagement from the parent community. There are still some outstanding jobs in the food areas. The committee is seeking volunteers from the school community. Art Zone activities are lining up well. MS is currently seeking sponsors and PW noted that any sponsorship over \$1K needs to be approved by SC. 	<p>PW / AO to draft a letter and table at the next SC meeting.</p> <p>MS to bring sponsorship details to the next SC meeting for approval in applicable.</p> <p>MS/SG to fill in event form for noting with SC.</p>
5	Reports	<p><u>Principal's report</u></p> <p>PW spoke briefly to the Principal's report. The key points were as follows:</p> <ul style="list-style-type: none"> Enrolments are looking strong for 2023. The school ran a \$200K deficit in the staffing budget for 2022 to facilitate small class sizes across the grades after the interrupted COVID learning years. However, this is not sustainable. Currently there are 25 grades across the school. The school can sustain 26 grades without needing to resource more specialist teachers or programme spaces. The school is built for 700 students which equates to 28 grades of 25 students each. <p>PW and SC acknowledged Mark Sandiford's term on the School Council which made a significant impact, in particular to the Social Club.</p> <p>He also welcomed Michelle Schwensen as a full parent member. Michelle was previously the co-opted community member.</p> <p>School Council noted the Principal's 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"> Payments and spending for the month of June: <ul style="list-style-type: none"> Received: Parent contributions, grants for shade sale funding, and a transfer from the high yield account. 	

		<ul style="list-style-type: none">○ Paid: Water tank plumbing charges, Grade 4 camp, and payments for CRTs.• The receipt of compulsory contributions has tracked well. The school has currently received 103% of the expected total for compulsory contributions. (The budget was set at 70% of the possible total contributions, so we have already exceeded this amount).• Voluntary contributions are tracking at approximately 56% for the Building Fund and 70% for the Library Fund. <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 month of June 2022. Moved: LC Second: MS Motion Carried</p> <p>LC spoke to some outstanding motions from the June SC meeting. The key points were as follows:</p> <ul style="list-style-type: none">• Disposal of waste. The school utilised 'Got Junk' to remove unwanted waste. Jane followed up regarding their sustainability statement was brief but indicated that they are committed to recycling as much as possible.• Biennial Stocktake. This is undertaken to reconcile what's on the school's asset register with what is physically present. The differences in stocktake need to be written off. <p>Motion: That School Council notes the biennial stocktake for FPS has been completed and the anomalies tabled (as per the June 2022 Finance minutes). Moved: LC Second: SG Motion Carried</p> <p>Motion: That School Council notes the disposal of assets as outlined in the June 2022 Finance Minutes (noting that efforts should be made to ensure items are disposed of sustainably). Moved: LC Second: MS Motion Carried</p> <p>LC spoke to the writing off of expired charges as they are generated through the course of the year as a way of clearing out payments not made. This will mean there is not a big amount to deal with at the end of the year.</p> <p>Motion: That School Council approved the writing off of any outstanding charges as they occur throughout 2022. Moved: LC Second: SM Motion Carried.</p> <p>Motion: That School Council approve the P&L for camps and excursions as presented up until May 2022. Moved: LC Second: JG Motion Carried.</p> <p>LC and PW spoke to the over-budget spending on CRT's due to staff absences. This spending is predicted to continue. There are 3 programme budgets which could be diverted to help with this issue as follows:</p> <ul style="list-style-type: none">• 6258 Wingrove Street Development has approximately \$25K which is not required and could be transferred to the CRT budget.• 8432 Tournament of the Minds has a balance of \$2.5K and is no longer taking place at the school.• 8502 Student Excellent has a healthy budget so \$15K could be transferred for CRT's.	
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- This makes a total of \$42,412 which could be transferred for CRTs to help with staff absences.

Motion: That School Council approve the adjustment of \$42,415 from subprograms 6258, 8432, and 8502 to subprogram 8601 (CRT's) to fund the current CRT budget, which is at 86% of planned annual expenditure in June 2022.

Moved: LC

Second: SG

Motion Carried.

LC tabled the statements for the school purchasing cards.

Motion: That School Council move all statements and payments as tabled for the school purchase cards be accepted for June 2022.

Moved: LC

Second: SG

Motion Carried

Meeting Extension:

Motion: That School Council approve to extend the meeting by a maximum of 15 minutes.

Moved: SG

Second: LC

Motion Carried

Buildings & Grounds Report

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

- The latest working bee was well attended but not all tasks were able to be completed. An interim working bee was held to instal the mosaics around the school.
- The ceiling panel in the shelter shed is fragile and prone to ball damage. Graham is looking into new materials that will be less brittle.
- A school parent with architectural experience will be talking to the Student Voice team about their vision for the next phase of the Grounds Action Plan.
- The tanks to toilets project will be tackled at a future working bee. AV advised a forklift will be used to move the water tanks (in place of a crane) which will enable them to stay within budget.
- The fig tree gate is still in progress but getting closer to completion.

SC noted the B&G report as tabled.

Policy Report

SA spoke to the Policy report.

All policies this month relate to the Child Safe Standards. They policies had to be written a certain way to comply with department mandates.

Most policies were just for noting this month.

Motion: That School Council note the following policies as tabled:

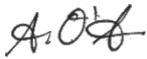
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety and Wellbeing Policy
- Bullying Prevention Policy
- Student Wellbeing and Engagement Policy

Moved: SA

Second: JG

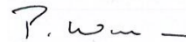
		<p>Motion Carried</p> <p>Motion: That School Council approve the Statement of Values and School Philosophy as tabled.</p> <p>Moved: SA</p> <p>Second: MS</p> <p>Motion Carried</p>	
6	Correspondence	<p>School council noted the correspondence as tabled.</p> <p>PW spoke to the Rolling Facilities Evaluation. The key points were as follows:</p> <ul style="list-style-type: none"> • All schools across the state have an assessment taken. • The evaluation prioritises work that needs to be done. • Priority 1 items need to be addressed ASAP. • The Asphalt near the senior playground has been identified as priority 1, as it is very uneven. • The school is currently seeking a report from an arborist to see if the plane tree will need to be removed to resolve the asphalt issue. 	Arborist report to be presented at the next B&G meeting.
7	General Business	<p><u>Pedestrian Safety – Railway Place</u></p> <p>Tabled due to RRs apology.</p>	To be added to next month's agenda.
8	Close of Meeting	Meeting Closed: 8.32 pm	
9	Next Meeting	6.30pm, Monday 5 September 2022	

Allison O'Connell



School Council President
Date 1 / 08 / 2022

Paul Wallace



Executive Officer
Date 1 / 08 / 2022