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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 5 September 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 Ric (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	<b>Opening / Welcome</b> AO opened the meeting as President and confirmed that a quorum was present at 6.34 pm.	
2	<b>Attendance/Apologies</b> AV confirmed apologies from LC, IS and OL.	
3	<b>Minutes of previous meeting</b> AV invited corrections to the previous minutes dated 1 August 2022. <b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 1 August 2022. <b>Moved:</b> SG <b>Second:</b> AV <b>Motion carried.</b>  School Council discussed the matters arising from the previous minutes of 1 August 2022.	SG to arrange for copies of the minutes of 1 August 2022 to be signed and placed on the FPS website.
4	<b>Essential Business</b> <b>Curriculum Days 2023</b>  PW spoke briefly to the FPS curriculum days for 2023. The proposed dates are as follows:	

- 27 January 2023
- 24 April 2023
- 11 August 2023
- 6 November 2023

**Motion:** That School Council approve the proposed curriculum dates for 2023.

**Moved:** PW

**Second:** SG

**Motion carried.**

### **School Review Presentation**

PW spoke about the School Review which is currently in progress. The review, which takes place every 4 years, includes gathering data from school leaders, teachers, parents and students. The formal review takes place over 3 days, of which today was day 1. The key points were as follows:

In today's review, the school shared the FPS goals and outcomes which included:

- Goal 1: To improve literacy outcomes for all students.

Target - By 2022, 70% of Y3 students and 50% of Y5 students be in the top two bands in NAPLAN writing. This goal has been partly met.

Target - By 2022, the percentage of students in Years 3-5 achieving low relative growth in NAPLAN reading be reduced by 20%. This goal was met.

It was noted that FPS is currently outperforming similar schools in Y3 reading and Y5 reading and writing. Numeracy is in line with similar schools for both years and Y3 writing is slightly under.

- Goal 2: To improve student health, wellbeing, and engagement.

Target - By 2022, improve the Attitudes to our School Survey (ATOSS) data on classroom behaviour (a. Students treat each other with respect and b. Students treat teachers with respect). This goal was partly met.

SC had a brief discussion around FPS students' definition of respect and the inference that our students have high standards for themselves and each other.

- Goal 3: To improve students voice, agency, and leadership.

Target – To improve ATOSS data on student voice and agency to a 70% positive response across years 4-6. This goal was partly met.

AO is actively involved in all 3 review days and SC thanks her for her time and effort.

AO and SC also thanked PW and SA for the large amount of preparation they have undertaken prior to the School Review.

### **Hire of Facilities contracts**

The signed Hire of Facilities contracts were tabled for noting. All contracts were previously approved by SC in a motion in February 2022.

### **Wingrove Street Parking**

PW/AO send a letter to Darebin City Council regarding the outdated parking restrictions on Wingrove Street. PW will be meeting with a council

PW to circulate gender breakdown in NAPLAN data.

	<p>representative to discuss. It is anticipated that the parking restrictions will be removed.</p> <p><b><u>Request for hire of facilities – German Classes</u></b></p> <p>SC discussed a request from a school community member to hire out a school space for the purpose of German tuition. The key points were as follows:</p> <ul style="list-style-type: none"> <li>• PW spoke to the hire of facilities policy. It was noted that any hirer requires appropriate WWC checks and public liability insurance. In line with the policy, the use of facilities for extra-curricular activities is subject to hire fees on a contract basis as per the current agreements with other hirers.</li> <li>• It was queried whether the classes would be private or open to the school community.</li> <li>• Council agreed there was benefit to championing community language lessons however, as the lessons would require a classroom space, it would be important to ensure hireage for this purpose doesn't create an administrative or organisational burden on the school.</li> <li>• The requested timeframe (being Term 4) would not be possible given the facilities-hire requirements.</li> <li>• Generally, SC was supportive of the concept if the classes were open to the broader school community but agreed it would not be practical if the intention is a closed tutoring arrangement.</li> </ul> <p><b><u>ART4ALL update</u></b></p> <p>MS spoke to the on-going planning for Art4All. The key points were as follows:</p> <ul style="list-style-type: none"> <li>• Attendance at committee meetings has been high, however they are still looking for volunteers to coordinate the food areas.</li> <li>• Monies raised will go towards: <ul style="list-style-type: none"> <li>○ The school's visual arts programme.</li> <li>○ Reconciliation initiatives across the school.</li> <li>○ Sustainability initiatives identified in the B&amp;G action plan.</li> </ul> </li> </ul> <p><b>Motion:</b> That School Council approve the Art4All 2022 Evens Proposal and Approval Form (noting that the word 'equally' will be removed in respect of the allocation of raised funds).  <b>Moved:</b> MS  <b>Second:</b> BS  <b>Motion carried.</b></p> <p>MS spoke to a sponsorship offer from Jellis Craig who are seeking an ongoing relationship with the school. SC had a brief discussion and was in agreeance with the Social Clubs views. The key points were as follows:</p> <ul style="list-style-type: none"> <li>• The Photography package prize offer would be best held over for 2023 Trivia Night.</li> <li>• The offer of calling an Auction on Gala night is not applicable for this event.</li> <li>• Community signage boards are seen as critical for promotion, so the Social Club is keen to accept these.</li> <li>• Corflute signage was declined due to the committee's sustainability commitment</li> <li>• Social media posts would be helpful for this event.</li> <li>• Sales Commission referral scheme was seen as unfavourable by SC.</li> <li>• 'Dream Home' craft activity was deemed an unnecessary addition to the Art Zone as there is already a full schedule of activities.</li> </ul> <p>SC had a brief discussion about Jellis Craig's proposed 'Auction for an Auction'. Jellis Craig have proposed running an auction at the school</p>	<p>PW to discuss the details further with the relevant community member.</p> <p>MS to remove the 'equal' split wording in respect of monies raised.</p> <p>SC to discuss the 'Auction for an</p>
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		<p>where the winning bidder would win a full-service house sale campaign (including advertising) without further cost. 50% of the winning bid would be donated to the school (estimated at approximately \$40,000). Some concerns were raised about this idea but ultimately the decision was held over to a future date.</p> <p><b><u>SC Self-Assessment Workshop</u></b></p> <p>SC carried out a self-assessment as required by the DEET. Results will be discussed at the next meeting.</p>	<p>Auction' concept at a future date.</p> <p>SG to collate results.</p>
5	Reports	<p><b><u>Principal's report</u></b></p> <p>PW spoke briefly to the Principal's report. School Council noted the report as tabled.</p> <p><b><u>Finance Report</u></b></p> <p>PW spoke to the Finance Committee minutes and reports as prepared by LC. The key points were as follows:</p> <p><b>Payments/Receipts for July 2022</b></p> <ul style="list-style-type: none"> <li>• Included the Term 2 School Holidays in July so less transactions than usual</li> <li>• All 4 bank accounts retain a good balance at end of July</li> </ul> <p><u>Receipts</u></p> <ul style="list-style-type: none"> <li>• High Yield Investment Account <ul style="list-style-type: none"> <li>○ Received payment of \$80,014 cash for the 3rd Quarter from DET</li> <li>○ Also received \$6,224 reimbursement from the DET for Leave (Leave taken which is beyond the normal leave levels which was paid for by the cash budget – but reimbursed from the Department which retains our SRP Salaries budget)</li> </ul> </li> <li>• Official Account <ul style="list-style-type: none"> <li>○ Curriculum Contributions good</li> <li>○ We estimated that we would receive around \$120,582 (calculated at 70% of the total possible amount we could receive)</li> <li>○ We have received \$128,591 so far – or 107% of our conservative total</li> <li>○ In 2021 we received \$132,901 at the same time of the year – so despite the new payment system, we are doing really well.</li> <li>○ We expect that payments will only dribble in between now and the end of the year. Most payments occur in the first two terms.</li> </ul> </li> <li>• Voluntary Contributions as at end of July: <ul style="list-style-type: none"> <li>○ \$37, 309 Building Fund (57%) - 35% in 2021</li> <li>○ \$38,532 Library Fund (59%) - 37% in 2021</li> <li>○ \$15,979 Nurse Fund (72%) - 50% in 2021</li> <li>○ \$16,320 Librarian Fund (73%) - 47% in 2021</li> </ul> </li> </ul> <p><u>Payments</u></p> <ul style="list-style-type: none"> <li>• New Laptops \$7,566</li> <li>• Somers Camp \$4,160 (which is paid for by FPS – but reimbursed by the DET)</li> <li>• CRTs \$3,108 (down on usual, due to July being a school holiday month). See CRTs below.</li> </ul>	

Program Budgets

- CRTs. We have now spent 102% of our original budget for CRTs. The \$40 K which we approved for reallocation back in June will be transferred into the CRT budget for August.

Locally raised funds (Fundraising)

- Bendigo Bank - \$4,000 Received for Sponsorship of Art4All
- A4A T-Shirt Sales \$7,869

Operating Statement

- Received 83% of our funding for the year (SRP cash grants, other grants, interest, fundraising, hire of school facilities, curriculum contributions)
- Expended 33% of our funding across all program budgets (by July)

**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:** PW

**Second:** MS

Motion Carried

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

**Moved:** LC

**Second:** SG

Motion Carried

Art4All Budget & Point of Sale Proposal

MS spoke to the budget and POS proposal. The key points were as follows:

- SC acknowledged Nicki Clarke for her work on the Art4All budget and research regarding inventory management software.
- Nicki has proposed inventory management software Vend by LightSpeed.
- The software will pair with the hired EFTPOS machines and school iPads.
- The software would be purchased as an annual cost meaning it could be used at other school events and data could be retained for accounting and reference.
- Adjustment to the T-Shirt sales revenue figures will be made to the budget.

**Motion:** That School Council approve the 2022 Art4All budget (with minor adjustments as discussed).

**Moved:** MS

**Second:** PW

Motion Carried

Buildings & Grounds Report

There was no Buildings and Grounds meeting this month, but AV will be presenting quotes for the next stage of fence upgrades via email.

Policy Report

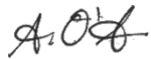
SA spoke to the Policy report. There were 2 policies reviewed and updated this month:

- Camps and Excursions policy (previously 2 separate policies which have been brought together).
- Anaphylaxis policy.

AV to circulate fencing quote for approval.

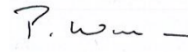
		<p><b>Motion:</b> That School Council note the updated Camps and Excursions Policy and Anaphylaxis Policy as tabled.  <b>Moved:</b> SA  <b>Second:</b> JG  <b>Motion carried.</b></p> <p><b><u>Social Club Update</u></b></p> <p>MS spoke to the Social Club update – the key item being a proposed School Fair in 2023.</p> <p><b>Motion:</b> That School Council support a proposed school fair to be held in Term 1 2023  <b>Moved:</b> MS  <b>Second:</b> AV  <b>Motion carried.</b></p>	
6	<b>Correspondence</b>	School council noted the correspondence as tabled.	
7	<b>General Business</b>	<p>School Council noted the items in General business as follows:</p> <ul style="list-style-type: none"> <li>• Pedestrian Safety – Railway Place. RR is in discussion with city council and will update SC at a later date.</li> <li>• SC Training. It was noted that several members attended various SC training sessions since the last meeting with positive feedback.</li> <li>• Declaration of conflict. PW informed council of the need to declare and minute any conflict of interests both at subcommittee and SC level.</li> <li>• SC Annual Cycle Calendar. To be attached for SC's reference at the end of each meeting.</li> </ul>	RR to update SC on pedestrian safety issue at the next meeting (if appropriate).
8	<b>Close of Meeting</b>	<b>Meeting Closed: 8.30 pm</b>	
9	<b>Next Meeting</b>	<b>6.30pm, Monday 24 October 2022</b>	

Allison O'Connell



School Council President  
Date 24/10/2022

Paul Wallace



Executive Officer  
Date 24/10/2022