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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 24 October 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 6.32 pm.	
2	<b>Attendance/Apologies</b>	AO confirmed an apology from OL.	
3	<b>Minutes of previous meeting</b>	AV invited corrections to the previous minutes dated 5 September 2022.  <b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 5 September 2022. <b>Moved:</b> SG <b>Second:</b> AV <b>Motion carried.</b>  School Council discussed the matters arising from the previous minutes of 5 September 2022.	SG to arrange for copies of the minutes of 5 September 2022 to be signed and placed on the FPS website.
4	<b>Essential Business</b>	<b><u>Review SC self-assessment results</u></b>  SG spoke to the SC self-assessment workshop held during the last SC meeting. It was noted that the areas of Governance and Strategic Planning would benefit from continued training.	

		<p>It is recommended that SC members undertake, at a minimum, Strategic Planning and Governance training at the beginning of each term.</p> <p><b><u>School Review Report</u></b></p> <p>PW spoke to the results of the recently completed school review. The highlights were as follows:</p> <p>What we are doing well:</p> <ul style="list-style-type: none"> <li>• Many of our goals are around reading, writing and numeracy and NAPLAN results show we are performing well academically compared to schools in similar demographics.</li> <li>• Positive wellbeing is evident from the strong relationships reported between students, teachers, and parents. The needs of students are becoming increasingly complex, but the school follows a positive, restorative based model which is having good outcomes.</li> <li>• The school has a significant number of extra-curricular events for students and the school community which helps with school connectedness.</li> <li>• Sustainability initiatives and respect for Indigenous culture are important to FPS and this is visible within the school.</li> </ul> <p>What we can improve:</p> <ul style="list-style-type: none"> <li>• The school is yet to be implementing all of the professional development practices that we were prior to COVID19. There will be a greater focus put on numeracy going forward.</li> <li>• There is an opportunity to bring together and centralise the school's well-being work.</li> <li>• Greater emphasis could be put on leveraging the skills of the parent community.</li> </ul> <p>SA spoke to some positive news in the wellbeing space. The key points were as follows:</p> <ul style="list-style-type: none"> <li>• The Department of Education is putting a lot of resources into the wellbeing space.</li> <li>• The school will receive funding of \$50Kp.a. to employ a staff member to lead the school's mental health work. They will be involved with small groups within the school, liaise with social service groups, engage with programmes run by the department, and use the school's mental health toolkit to point individuals towards specific areas of help.</li> <li>• There will be schoolwide positive behavioural support. The school will be connected with a coach and a team of people will be supported to implement all learnings into one framework.</li> <li>• There is also an additional \$25K to spend on resources in this space.</li> </ul> <p><b><u>2022-2025 School Strategic Plan</u></b></p> <p>PW spoke to the 2022-2025 Strategic Plan which came out of the school review.</p> <p>Targets are predominantly set by the reviewer, but the school reflected on and changed some targets. SC had a general discussion around the targets. The new strategic plan will be available to view on the FPS website once fully endorsed.</p> <p><b>Motion:</b> That School Council approve the 2022-2025 Strategic Plan as tabled.  <b>Moved:</b> PW  <b>Second:</b> AV  <b>Motion carried.</b></p>	<p>SG to highlight SC training requirements in induction pack.</p>
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**NAPLAN gender data**

PW spoke to the NAPLAN gender breakdown. The key points were as follows:

- Y3 Reading and Writing: Girls are outperforming boys in these areas.
- Y3 Numeracy: Boys are performing better in this area.
- Y5 Numeracy and Reading: Boys are outperforming girls in these areas.
- Y5 Writing: Girls are performing better in this area.

It was noted that there is not a lot of gendered play in the schoolyard.

**Staff attending sub-committees**

PW spoke to how the new Vic Government Schools Agreement (SGSA) provides time-in-lieu for teaching staff when performing outside their contracted 38 hours/week.

School Council doesn't fall within the bounds of the agreement because it's seen as a volunteer role. However, as SC cannot run without teaching volunteers, FPS made a consultative decision that teachers who volunteer to be part of SC could credit 2 hours from a staff meeting of their choice (which means they don't have to attend that meeting). Additionally, teaching staff don't have to attend Subcommittee meetings.

**End-of-year School picnic**

IS spoke to the end of year School Picnic, scheduled for Thursday 8 December (5.30-8pm). There was discussion around child safety, consumption of alcohol, and the banning of bikes and scooters.

It was noted the band was unavailable and the school has chosen for the choir not to perform.

AO questioned whether there were any relevant school policies that should be considered when filling out event forms.

**Motion:** That School Council approve the event form submitted for the school picnic on 8 December.

**Moved:** IS

**Second:** LC

**Motion carried.**

**Fairfield/Alphington rail track**

PW was contacted by a school parent highlighting the potential for the school in the redevelopment of the Fairfield/Alphington rail track. In particular, there may be an opportunity with community gardening.

AV has completed the relevant survey on behalf of SC. He will report back on any outcomes.

**Wingrove Street Parking**

RR and PW spoke to the changing Wingrove Street parking restrictions. The key points were as follows:

- Originally the restrictions were to be removed on the north and south sides of Wingrove Street (near the old crossing).
- A need was identified for a clear area for buses on the north side (outside the school). As a result, the school will not pursue a change to the parking signs on the north side of Wingrove street.

Event form templates to be edited to add field for any relevant policies to be referred to, via referral to the Policy Committee.

		<ul style="list-style-type: none"> <li>The restrictions on the south side will be changed as planned and will provide an additional 6-7 parking spaces.</li> </ul> <p><b>Motion:</b> That School Council approve the event form submitted for the school picnic on 8 December.  <b>Moved:</b> PW  <b>Second:</b> MS  <b>Motion carried.</b></p> <p><b><u>2023 Curriculum Day Date Change</u></b></p> <p>PW advised of a curriculum day change from 11 August 2023 to 18 August 2023 due to a clash with school camp.</p> <p><b>Motion:</b> That School Council approve the new date of 18 August 2023 as a school curriculum day (in place of 11 August 2023).  <b>Moved:</b> PW  <b>Second:</b> SG  <b>Motion carried.</b></p> <p><b><u>Y6 camp</u></b></p> <p>PW spoke to the Year 6 camp for 2023. The school has decided to hold next year's camp at Camp Jungai in Victoria rather than in Canberra.</p> <p>This is due to the increased cost of camps with the new VGSA time-in-lieu arrangements for teachers, as well as the health and safety risks that come with being so far from home. This was evident during this years Year 6 camp and the challenges of COVID.</p>	
5	Reports	<p><b><u>Principal's report</u></b></p> <p>SC noted the Principals report as tabled. The highlights included:</p> <ul style="list-style-type: none"> <li>Funding will continue for the tutor learning programme in all schools.</li> <li>Foundation 2023 are starting their orientation visits. The number of grades is not yet confirmed.</li> </ul> <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> <p><b><u>Payments/Receipts for August 2022</u></b></p> <p>Payments – total of \$122,958</p> <ul style="list-style-type: none"> <li>\$9,593 for payment of Art4All T-shirts</li> <li>\$25,181 for Casual Relief Teachers</li> <li>\$7,485 for coaches (swimming &amp; camp)</li> <li>\$15,733 for Banyule Council for swimming</li> <li>Issues: The previously topped up CRT budget was fully expended by end August. From a budget point of view, this spending is not sustainable. It is hoped staff absences with drop going forward. FPS will try to use existing staff to cover gaps and reduce CRT spending.</li> </ul> <p>Receipts – total \$35,017</p> <ul style="list-style-type: none"> <li>\$2,788 for interest</li> <li>\$2,852 generated for A4A T-shirts</li> <li>Remainder for parent payment contribution collection</li> <li>Issues: Receipt of Extra-curricular contributions – camps, excursions, chess, swimming etc is better in 2022 since the new government policy. Reminders are sent for every extra-curriculum event and parent contribution levels have been high. Almost 70% of the anticipated budget had been received as at the end of August.</li> </ul>	

**Payments/Receipts for September 2022**

Payments – total of \$127,110

- \$13,200 for plumbing
- \$19,837 for the Grade 5 Camp at YMCA Recreation in Anglesea
- \$14,464 for CRT's
- \$10,692 for chess program
- Issue – not currently charging Chess Program provider any kind of hirer fee. Discussed that we may begin charging in 2023, given the long tenure & high use of the program.

Receipts - total is \$53,342

- Hirers provided \$30,155 for the 4th Quarter
- Fundraising of \$1,934 received for Father's Day event.

Receipt of curriculum/voluntary contributions has really slowed now but overall, we are pleased at the amount which parents have contributed so far.

**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 August and September 2022.

**Moved:** LC

**Second:** AV

Motion Carried

**School purchasing card**

There was a higher use of the purchasing card by staff for incidental purchasing in September. Expenditure covered a range of costs from curriculum expenses, school review, subscriptions, to coffees at the Y5 camp.

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

**Moved:** LC

**Second:** MS

Motion Carried

**Parent payments in 2023**

Budget planning for 2023 has started. Deciding on levels of parent curriculum/non-curriculum/voluntary contributions is an important part of this. The Finance Committee decided not to increase parent payment amounts in 2023, particularly as we have been so successful with receipt of parent contributions in 2022.

**Motion:** That School Council approve to retain the current charges for the 2023 school year as per the submitted document.

**Moved:** LC

**Second:** AO

Motion Carried

**Rental charges for hirers in 2023**

Another component of 2023 planning is working out what to charge hirers. We avoided increasing the cost of hire for the past 2 years because of COVID. A decision was made to charge an additional \$5 per hour for the lower fee hirers (DoWell Music, Parkside Netball, and Tennis in Stages). There will be no charge to the higher rate paying contributors (Shooters Basketball, Walsh Martial Arts).

**Motion:** That School Council approve the increase in hiring rates of the facilities at FPS by a rate of \$5/hour for DoWell Music, Parkside Netball Club, and Tennis in Stages. Shooters Basketball & Walsh Martial Arts will remain unchanged.

**Moved:** LC  
**Second:** SG  
Motion Carried

### **Buildings & Grounds Report**

AV spoke to the B&G report. The key points were as follows:

- A working bee is scheduled for 6 November.
- The water tanks are now active and the toilets in the main building are now using grey water. Council acknowledges Damien Cullen and Di Edwards for their extensive work around this.
- The fencing work is now complete – this includes all external fences, a portion of fencing at the front of the Wingrove building, and a divider near the 1/2 portable garden beds.
- PW acknowledged an initiative by Lauren McConnell (5B teacher) to use time when many students are out of class at Choir / Orchestra practice to start a gardening club. This is applicable for Y4-6 students.
- The Fig Tree Gate works are still in progress and are being followed up as a matter of urgency.
- FPS has a number of regular gardeners and tradespeople. B&G plan to create a review process to check in with each of them annually.

### **Policy Report**

BS spoke to the Policy report. There were 4 policies – 2 to approve and 2 for noting. The key points were as follows:

- SunSmart Policy. There has been a change to the timeframe for hat wearing (hats are now required from August to April). In addition, there is provision for students who can't wear bucket hats as well as a clearer explanation around reminding students to wear sunscreen.
- Asthma Policy. Some small changes to formatting were made and some wording to include the management of students having asthma attacks for the first time.

**Motion:** That School Council approve the SunSmart Policy and Asthma Policy as tabled. Council notes the Petty Cash Policy and Personal Property Policy.

**Moved:** BS  
**Second:** SG  
**Motion carried.**

**Motion:** That School Council extend the current SC meeting by 15 minutes.

**Moved:** AO  
**Second:** SG  
**Motion carried.**

### **Social Club Update**

MS spoke to the Social Club update. The key points were as follows:

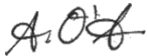
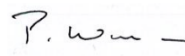
- There is a need to encourage more parents to join the social club committee on a regular basis.
- There will be a BBQ held for the State Election on 26 November.
- The social club is seeking support in principle for a School Fair in 2023 and the idea of a paid event coordinator. SC discussed this coordinator issue without a firm conclusion.
- Concerns were raised and discussed around the decline in volunteer participation and burn-out amongst the small cohort of parents who did volunteer. This creates a risk for holding a fair in 2023.

Social club to ascertain costs of a paid Fair coordinator to bring to the next SC meeting for discussion.

		<ul style="list-style-type: none"> <li>If, at the next SC meeting, volunteer support was deemed to be insufficient, further discussion around the holding or structure of the fair may will need to take place.</li> </ul> <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>	PW to send a correspondence to parents regarding volunteering.
6	<b>Correspondence</b>	School council noted the correspondence as tabled.	
7	<b>General Business</b>	School Council noted the items in General business.	RR to update SC on pedestrian safety issue at the next meeting (if appropriate).
8	<b>Close of Meeting</b>	<b>Meeting Closed: 8.45 pm</b>	
9	<b>Next Meeting</b>	<b>6.30pm, Monday 5 December 2022</b>	

Allison O'Connell

Paul Wallace

School Council President  
Date 5/12/2022

Executive Officer  
Date 5/12/2022