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Fairfield Primary School

School Council Minutes

Date: Monday 5 December 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 (MS)	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 AO opened the meeting as President and confirmed that a quorum was present at 6.36pm.	
2	Attendance/Apologies AO confirmed apologies from SM, OL, and SA.	
3	Minutes of previous meeting AO invited corrections to the previous minutes dated 24 October 2022. Motion: That School Council adopt the minutes of the previous meeting held on 24 October 2022. Moved: SG Second: AO Motion carried. School Council discussed the matters arising from the previous minutes of 24 October 2022.	SG to arrange for copies of the minutes of 24 October 2022 to be signed and placed on the FPS website.
4	Essential Business <u>Jellis Craig 'Auction for an Auction' Proposal</u> MS led a discussion on the Jellis Craig 'Auction for an Auction' proposal prior to the arrival of Justin Mellar (Jellis Craig agent). The key points were as follows:	

- SC members have reached out to realtors Nelson Alexander and sheSELLS (Jodie Hill) to ensure there is a fair and equitable opportunity for local agents to put forward a proposal. Nelson Alexander are yet to respond but sheSELLS will attend the Fair Approval Sub-Committee meeting on 13th December.
- Jodie has indicated that she doesn't need an exclusive agreement. We need to query exclusivity with Jellis Craig.
- AO indicated that there is specific DEET policy on large donations / sponsorships (>\$25k) which will need to be followed. The Department needs to see that we have gone to market and also needs to understand which businesses the school is working with for transparency reasons.
- AO queried whether Jellis Craig would have contacts/builders they would bring to the auction (as they have in the past for Westgarth Primary).
- BS queried whether the proposal fits with FPS's values.
- MS spoke to the idea of giving a donation to a first nation organisation (or similar).
- AV suggested funds raised could be used to pay for more Welcome to Country ceremonies or indigenous education.
- AV spoke to the schools Equity Funding and the fact that other schools receive more funding based on their socio economic circumstances. This means fundraising activities are very important for our school.
- LC commented that we select vendors based on sustainability principles – should we be applying other school values to our selection of partners and vendors. In which case, what do we know of Jellis Craig's contribution to the community.

Justin Mellar (Jellis Craig) attended the meeting at 7pm.

Justin spoke to his 'Auction for an Auction' proposal. The key points were as follows:

- Justin talked through his proposal which entails the auctioning of a full sales package (the full cost of selling a house including the agents commission, marketing, photography, copywriting, and web listings).
- The cost of selling a house is 1.5-2% agent sales commission plus approximately \$9K for marketing. The full value of the package depends on the value of the house being sold.
- There is no up-front cost to the successful bidder on the day. The winners bid will come out of the cost of the house at sale time (generally within a 12-month period).
- The school would receive the donation when the winning bidder sells their house.
- The money raised for the school would depend on the bidders in attendance. It would be reasonable to assume around \$10K could be raised. (Westgarth Primary usually raise a high amount but they have been working on promoting the event for several years).
- Jellis Craig would promote the event to their existing client base.
- PW asked about the schools promotional obligation. Justin said it's about creating awareness in our community via newsletters, flyers, and our usual event information channels.
- BS questioned what would happen if the successful bidder's property didn't sell. Justin said they haven't had that situation before and he would advise later what the outcome of this would be.
- AO asked about the benefit to Jellis Craig from this type of event. Justin said there was a mutual benefit. Raising money for the school is a priority and the creation of marketing opportunities for Jellis Craig was a secondary point.
- AO asked about exclusivity. Justin indicated Jellis Craig would prefer an exclusive arrangement in the real estate arena. (MS later suggested to SC that in the interests of being equitable, Jellis Craig could sponsor the Fair and sheSELLS could sponsor Art4All).
- He indicated that the pre-campaign could run for as little as 3-4 weeks.

		<p>MS acknowledged the support from Justin and his team for the Art4All promotional boards and advertising and thanked him for his time.</p> <p>SC briefly discussed Justins presentation. The proposal will go to the Fair Approval Subcommittee and then a recommendation will be made to SC.</p> <p><u>Fair Approval Sub-committee nomination</u></p> <p>AO spoke to the need to establish a Fair Approval Sub-committee (FAS). The key points were as follows:</p> <ul style="list-style-type: none"> • One of the DEET policies around fundraising events is the requirement for an approval committee set up. • The committee should be comprised of the Principal, SC President, two people from the relevant sub-committee (the Social Club), and one person elected by SC. (5 people in total). • The FAS needs to assess the event proposal and discuss what the funds would be spent on and make a recommendation to SC about the viability of the event. <p>AO called for a volunteer for the SC elected member. SG volunteered.</p> <p>Motion: That School Council elect Sarah Glass to the Fair Approval Sub-committee (FAS). Moved: SG Second: AV Motion carried.</p> <p><u>Indicative SRP budget for 2023</u></p> <p>LC spoke to the indicative Student Resource Package (SRP) budget. The key points were as follows:</p> <ul style="list-style-type: none"> • Seeking approval based on indicative student numbers for 2023. The enrolment figures will be updated at the start of 2023, and a confirmed cash budget will be received in April 2023. • There are a total of 551 students enrolled for 2023. • There are carried forward balances in the maintenance and annual inspection budgets for work that was unable to be done in 2022. • The enrolment figures will be updated at the start of 2023, and a confirmed cash budget will be received in April 2023. • FPS has a healthy cash balance in the High Yield Account, allowing it to carry a \$30,229.51 deficit in the cash budget for 2023. <p>Motion: That School Council accept and endorse the indicative cash budget for 2023. Moved: LC Second: AV Motion carried.</p>	
5	Reports	<p><u>Principal's report</u></p> <p>SC noted the Principals report as tabled.</p> <p>AO gave a special note of thanks to OL and the team for their hard work on the year 3 & 4 show.</p> <p>Motion: That School Council accept the Principals report as tabled. Moved: PW Second: SG Motion carried.</p>	

Finance Report

LC spoke to the Finance Committee minutes and reports. The key points were as follows:

Payments/Receipts for October 2022.

Receipts

- Last quarterly SRP allocation - \$110,534
- Art4All receipts - \$6,400

Payments

- Fairfield books - \$11,882
- CRT's - \$27,735
- Shade Sails (netball court) - \$23,119
- Asphaltting - \$13,530

Payments/Receipts for November 2022.

Receipts

- \$167,395 in total (Art4All & others)

Payments

- Art4All - \$60,000
- Chainwire fencing - \$24,322
- CRT's - \$27,939

FPS has spent \$241,000 against a budget of \$167,000 on CRT's this year. This was essential spending to ensure classes could continue.

LC acknowledged PW for the level of support and continuity of education this year.

Parent Payments

- Curriculum contributions: The school budgeted to receive 70% of curriculum contributions. As of the end of November, we have received 78% of these payments.
- Voluntary contributions:
 - Building fund has received 60% (59% in 2021)
 - Library fund has received 63% (38% in 2021)
 - Nurse fund has received 76% (52% in 2021)
 - Librarian fund has received 77% (49% in 2021)
- Extra-curricular contributions for camps & excursions received 77% at the end of November but expecting to receive more in December.

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 October and November 2022.

Moved: LC

Second: MS

Motion Carried

School purchasing card

- Majority relating to Art4All expenses.
- A small amount in relation to the November working bee.

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

Moved: LC

Second: AO

Motion Carried

	<p>Parent payment charges</p> <p>LC emailed SC requesting approval from all councillors to increase the level of voluntary contribution for both the Nurse and Library funds from \$50 to \$60 per student in 2023. The deadline for approval was 21 November 2022 and support was unanimous.</p> <p>Motion: That School Council approve to increase of voluntary contribution for the school nurse and school librarian. Moved: LC Second: AO Motion Carried</p> <p>Art4All Profit & Loss</p> <ul style="list-style-type: none"> • Total profit of \$51,586 for Art4All. • Circa \$38,000 of this was from art sales. • The remainder was from the Gallery Shop, Bar sales, Gala night tickets, and food sales. • All areas generated profits above expected. • The running costs of the event have also increased. • The most significant portion of art sales was on Friday (opening night). <p>LC acknowledged the whole Art4All team – in particular Corrin, Rachel and Nicki. She also acknowledged Jane O'Reilly and Sarah Moody for the part they played in the organisation.</p> <p>LC spoke to the trend of retrospective discussions when it comes to spending event funds. She raised the idea of identifying areas in need of fundraising at the beginning of each year so that this can be taken into account during event planning.</p> <p>Motion: That School Council approved the Profit and Loss for Art4All as presented. Moved: LC Second: AV Motion Carried</p> <p>Election Day BBQ funds</p> <p>There was a net profit of \$2,274.86 from this event. It is proposed these funds be used for the purchase of Home Readers.</p> <p>Motion: That School Council approved the Profit and Loss for Election Day BBQ as presented, to be put towards Home Readers. Moved: LC Second: IS Motion Carried</p> <p>Mango fundraiser</p> <p>There was a net profit of \$1,725.16 from Mango sales. These funds will be used for the purchase of Home Readers.</p> <p>Motion: That School Council approved the Profit and Loss for Election Day BBQ as presented. Moved: LC Second: MS Motion Carried</p> <p>School Audit</p> <p>LC spoke to the School Council Financial Assurance (SCFA) programme for 2022. The overall school rating is 'Good', which is the highest level available. 55% of schools in our region have received a similar grading.</p>	<p>Add to Annual Cycle for Feb meeting: To discuss what we are going to spend funds on for annual events.</p>
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The recommendations for improvement were as follows:

- Ensuring quotes are included with all large-scale invoices (over \$2,000) for services provided.
- Invoices be marked to indicate the service has been provided.
- Movement of school bank account to CBA. (The move has since been processed and our account is now open).

LC acknowledged Jane O'Reilly's role in this audit.

Motion: That School Council accept and endorse the School Council Financial Assurance programme as presented.

Moved: LC

Second: JG

Motion Carried

Proposed School Fair costs

LC spoke briefly to the Action Events invoice for rides to the proposed 2023 School Fair.

The total cost of the rides is \$11,550. A 50% deposit is required to secure the rides.

This decision will be put forward to the Fair Approval Sub-committee (FAS) on the 13th of December.

Buildings & Grounds Report

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

- Langridge Street gate: A design has been completed for mesh work along the back of the fenced to prevent egress and climbing. The area around the FPS logo (which is within a separate fenced area) will be left open. No height extension will be added initially but extension pieces can be attached later if climbing remains an issue.
- Working Bee: There was a good turnout for the working bee prior to Art4All. The largest mosaic is still to be hung on the south side of the BER. This will be carried out by professionals early in 2023.
- Water Tanks: There is an issue with the rainwater toilet tanks which will be investigated by a plumber.

Social Club Update

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

Election Day BBQ

- A school parent who works for Aldi arranged for the donation of all food.
- Approximately 200 sausages were left over. More could have been sold had the BBQ continued longer.
- Requests for drinks, vegetarian sausages, and onion were noted.

End of Year picnic

- OL organised an FPS parent to DJ for the event.
- There is a need to organise more bins.
- Leftover sausages from Art4All will be used for the free BBQ.

Proposed School Fair

- An Event Proposal Form was submitted for review.

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

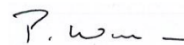
		<ul style="list-style-type: none"> The purpose of the fundraising was indicated as the playground near the gym. A deposit is required to secure rides. Food trucks were proposed instead of parent run food stalls (with the exception of a parent BBQ). Proposed stalls included a cake stall, fairy floss and toy stall. <p>Motion: That School Council extend the current meeting by 15 minutes in accordance with the standing orders. Moved: AO Second: AV Motion Carried</p> <p>SC had a discussion around volunteer level. IS indicated that there has been a positive level of volunteers for key roles.</p> <p>SC had a further discussion about the level of investment and size of the proposed Fair in 2023. This will be discussed further in the upcoming Fair meeting.</p> <p>It was noted that the Art4All participant survey will close on Friday 9th December.</p>	
6	Correspondence	School council noted the correspondence as tabled.	
7	General Business	<p>School Council noted the items in General business.</p> <p><u>Conflict of Interest</u></p> <p>RR registered a conflict of interest in respect of Jellis Craig. She will therefore sit out any discussion and motions regarding their involvement with the school.</p>	SC meeting schedule to be circulated via email.
8	Close of Meeting	Meeting Closed: 8.40 pm	
9	Next Meeting	TBC	

Allison O'Connell



School Council President
Date 20 / 2 / 2023

Paul Wallace



Executive Officer
Date 20 / 2 / 2023