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# Fairfield Primary School

## School Council Minutes

**Date:** Monday 20 June 2016

**Time:** 6.30pm

**Venue:** FPS Staffroom

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Alistair Bayston (ATB)	Parent Member	President	✓		
Doug Galbraith (DG)	Parent Member	Buildings & Grounds	✓		
Kate Symons (KS)	Parent Member	Secretary/Vice-President	✓		
Alexa Every (AE)	Parent Member	Buildings & Grounds	✓		
Jodie Palmer (JP)	Parent Member	Community	✓		
Richard Lewis (RL)	Parent Member	Community	✓		
Nicholas Schijf (NS)	Parent Member (co-opt)	Treasurer	✓		
Paul Coia (PC)	Parent Member (co-opt)	Policy	✓		
Kelly Chislett (KC)	DE&T Member	Community	✓		
Geoff McShane (GM)	DE&T Member	Buildings & Grounds	✓		
Paul Wallace (PW)	DE&T Member	Policy	✓		
Allana Bryant (AJB)	DE&T Member	Executive Officer	✓		

At Fairfield Primary School we wish to acknowledge the Wurundjeri people as the traditional owners of the land.  
We pay respect to their Elders, past and present.

Min No		Minutes	Action
1	<b>Opening / Welcome</b> <i>President's address/ Check quorum</i>	ATB confirmed that a quorum was present at 6.35pm. ATB opened the meeting as President and welcomed all members.	
2	<b>Attendance/Apologies</b>	ATB confirmed that there were no apologies.	
3	<b>Minutes of previous meeting</b>	<p>ATB invited corrections to the previous minutes dated 16 May 2016. None were made.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 16 May 2016. <b>Moved:</b> ATB <b>Second:</b> JP <b>Motion carried</b></p> <p>There was discussion of the action items from the previous meeting. There was some general discussion regarding Wayne Craig's well-received presentation to the school community on 1 June. AJB stated that she will arrange for additional material to be placed on the FPS website to further compliment the informative presentation.</p> <p>[DG arrived at 6.45pm]</p>	<p>KS to arrange for copies of the minutes of 18 April and 16 May to be signed and placed on the website</p> <p>AJB to arrange for additional material on powerful learning to be placed on the FPS website</p> <p>AJB and KS to discuss list of previous years' expenditure from fundraising</p>

Principal's Report

AJB spoke to her report and in doing so, congratulated DG and Tali Ross on the successful Trivia night held on 18 June.

**Motion:** That School Council thank DG and Tali Ross for their efforts in arranging the Trivia Night.

**Moved:** ATB

**Second:** AE

**Motion Carried**

ATB noted that the AGM was not held on 1 June at the forum of Wayne Craig's presentation. AJB reported that reference to the AGM was subsequently made in Newsletter #8 dated 2 June and included a link for parents to access the FPS 2015 Annual Report online.

**Motion:** That School Council accept the Principal's report.

**Moved:** AJB

**Second:** KC

**Motion Carried**

Finance Report

NS spoke to the Finance Report. NS commented that there is opportunity to further streamline both the process and the level of detail historically contained in the monthly finance reports. NS gave an overview of the summary tables and confirmed the healthy net position of the school finances.

AJB confirmed that the Term Deposit is up for renewal: the 2015 fundraising will be added to the current funds and rolled over for a further term.

**Motion:** That, subject to a reconciliation by the Business Manager, the FPS's Term Deposit be rolled over for a further term

**Moved:** ATB

**Second:** NS

**Motion Carried**

**Motion:** That School Council accept the Finance Report, subject to NS making a correction to the amount of the expenditure under special projects (painting old hall: \$7,775).

**Moved:** NS

**Second:** GM

**Motion Carried**

**Motion:** Subject to the correction regarding the expenditure amount under special projects, that the financial reports and associated tables for the months of May 2015 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position.

**Moved:** NS

**Second:** DG

**Motion Carried**

Buildings and Grounds Report

DG spoke to the Buildings and Grounds Report and gave an overview of the next project as part of the Grounds Action Plan (GAP), comprising some smaller discrete projects which can be achieved from now until early 2017. The overall GAP concept plan was completed last year and we can now move forward with the next level of planning as outlined in the Fairfield Road Project outline and sketch.

AJB confirmed that the school will take financial responsibility for all perimeter infrastructure (including entrance gates, fencing and relocation of shipping containers). Those aspects are the responsibility of the school and do not impact on community raised funds.

AJB reported that news from the Department regarding the landscaping requirements surrounding the new double portable is imminent.

**Motion:** That School Council accept the Buildings and Grounds Report.

**Moved:** DG

**Second:** KS

**Motion Carried**

**Motion:** That School Council accept in principle the Fairfield Road Project outline as described, with an undertaking from DG to present further detail on costing and plans to School Council in due course.

**Moved:** DG

**Second:** AE

**Motion Carried**

**Policy Report**

PW spoke to the Policy Committee Report and reported that the Privacy Policy was circulated to school community last Friday for comment.

PW confirmed that priorities for the committee for 2016 will include cyber safety to increase awareness of the risks, the revision of the anti-bullying policy (2008), developing an ICT policy and revisiting the volunteers policy.

AE referred to recent guidelines circulated by an education regulatory body. AJB confirmed that the school will be considering those guidelines and will be a future topic for discussion at School Council.

**Motion:** That School Council accept the Policy Report.

**Moved:** PW

**Second:** PC

**Motion Carried**

**Community Committee Report**

**Art4All - Proposal**

JP gave an oral report regarding the community committee's recent activities. JP reported that two Art4All representatives presented to the last Community Committee meeting and provided useful information about the planned event, themed around indigenous art, and some solutions to a point of sale system to improve efficiency at events such as Art4All.

School Council acknowledged the receipt of the Art4All Event Proposal. School Council noted that commercial risk for the event has been addressed but noted that a number of risk management issues still require some further attention, including the use and impact of school spaces before and after the event.

**Motion:** That the Art4All Event Proposal and associated budget be approved.

**Moved:** JP

**Second:** RL

**Motion Carried**

School Council requested that the Art4All Committee:

- be required to complete an OHS risk management outline with assistance from the school office; and
- collaborate with the school regarding the impact the event will have on normal school operations.

**Community fundraising, sponsorship and events at FPS**

School Council discussed the need for a strategic approach to all future events held at FPS. This would involve a review of the rationale and purpose of all events, fundraising and sponsorship within an agreed framework. School Council agreed that we require a strategy for consultation to review the framework and community engagement within the school.

DG agreed to develop draft terms of reference which can be discussed at the next meeting to provide guidance as to the scope of any review.

RL suggested there be a list of recurring main items that organisers of events can be asked to address each time. AJB will work with Ali to progress that.

AJB/RL/JP to work with the Art4All Committee to address and further refine the remaining risk management issues for the event.

DG to develop draft terms of reference for a review of events, fundraising and sponsorship

AJB to work with Ali to progress a template of recurring main risk items that need to be addressed for each event.

		<p><u>Fathers' Day Stall - Proposal</u></p> <p>JP referred to the Event Proposal for the Father's Day stall on 31 August which proposes fundraising for both the school and Beyond Blue as a way to address the community issue of mental wellbeing.</p> <p>School Council acknowledged the value of fundraising for the community and discussed the rationale behind selecting a charity and the importance of being prepared with appropriate information for both children and parents.</p> <p>JP to provide further information regarding the availability of educative services by Beyond Blue to the school, to be considered at the next meeting.</p> <p><b>Motion:</b> That School Council extend the meeting for a further 15 minutes.  <b>Moved:</b> ATB  <b>Second:</b> AE  <b>Motion Carried</b></p> <p><u>Fair to Remember – Evaluation</u></p> <p>JP referred to the written Event Evaluation received for the 2016 Fair to Remember (A Day on the Fairfield Green).</p> <p><b>Motion:</b> That School Council accept the Event Evaluation for the 2016 Fair to Remember as true and correct.  <b>Moved:</b> ATB  <b>Second:</b> RL  <b>Motion Carried</b></p> <p>JP reported that a BBQ is planned at the school's polling booth on 2 July.</p> <p><b>Motion:</b> That School Council accept the Community Report.  <b>Moved:</b> JP  <b>Second:</b> KC  <b>Motion Carried</b></p>	<p>JP to provide further information regarding the availability of educative services by Beyond Blue to the school and bring the Father's Day proposal to the next school meeting.</p>
5	Essential Business	<p>ATB noted that the majority of the essential business items had been dealt with as part of the committee reports.</p> <p>ATB and AJB provided an update on the Wingrove Street land acquisition and School Council noted the pleasing developments.</p>	
6	Correspondence	<p>School Council noted the letter dated 8 June 2016 sent to Darebin Council regarding the traffic survey results.</p>	
7	General Business	<p>ATB noted that consideration/update on the remaining items of general business would be postponed until the next meeting: FPS Goals and Objectives for 2016, community member, netball courts</p>	
8	Close of Meeting	<p><b>Meeting Close:</b> 8.45 pm</p>	
9	Next Meeting	<p><b>Next Meeting:</b> 18 July 2016 at 6.30pm</p>	



Alister Bayston

School Council President

Date 20/7/2016



Allana Bryant

Executive Officer

Date 20/7/2016