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Fairfield Primary School

School Council Minutes

Date: Monday 18 July 2016

Time: 6.30pm

Venue: FPS Staffroom

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Alister 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	Opening / Welcome <i>President's address/ Check quorum</i>	KS confirmed that a quorum was present at 6.35pm. KS opened the meeting as Vice-President and welcomed all members.	
2	Attendance/Apologies	KS noted apologies received from ATB, DG, JP, RL, KC and GM.	
3	Minutes of previous meeting	KS invited corrections to the previous minutes dated 20 June 2016. No corrections were requested. Motion: That School Council adopt the minutes of the previous meeting held on 20 June 2016. Moved: KS Second: PC Motion carried There was discussion of the action items from the previous meeting, in particular the interest in the parent community for further material to be shared on the topic of powerful learning, possibly in future Assistant Principal newsletters.	KS to arrange for copies of the minutes of 20 June 2016 to be signed and placed on the FPS website PW to include further material on powerful learning in futures newsletters
4	Reports	Principal's Report AJB spoke to the Principal's report. AJB reported that she, AE and ATB met on site recently with representatives from the Department of Education and Training (DET) and North Western Victoria Region (NWVR) regarding the land acquisition. The land will now be re-established and cleared ready for use by FPS in approximately 6 months' time. Issues surrounding safety	AJB to liaise with CHC regarding updating the FPS Master Plan

	<p>and management of the site (including fencing and security) were discussed with the representatives. FPS will revert to DET following up on what was discussed and understood from the meeting. FPS will now re-engage with its architects (Liz Kuiper of Clarke Hopkins Clarke (CHC)) to review and update its Master Plan to accommodate the land acquisition in order to provide it to DET by the end of 2016 and to pave the way for a FPS bid for buildings for the site.</p> <p>School Council congratulated PW on his appointment as Assistant Principal of FPS.</p> <p>AJB reported that she has received verification from Alana Sharman from the Department of Sport & Recreation (DSR) that FPS has been granted a netball court. DSR has delegated the next steps involving any selected schools to DET. KS confirmed that RL is interested in being involved. KS relayed some of the issues raised by ATB and RL which will need exploring once the project moves forward, including line marking for other sports, reversible hoops to allow for basket ball, cushioning on posts, whether the surface is traffic-able (requiring a prophylactic layer), light towers, hours of use, running costs and any community objections. AJB confirmed she will follow up DSR for written clarification on the granting of the netball court.</p> <p>AJB reported the pleasing result that funds have been committed by DET for landscaping of the courtyard for the double portable. AJB has investigated some modifications to improve the landscape design which would involve an additional cost by FPS.</p> <p>Motion: That if some modifications to the original design for the landscaping work to the courtyard of the double portable look to be cost effective and feasible, School Council authorises AJB to proceed with expenditure up to an amount of \$20,000. Moved: AJB Second: KS Motion Carried</p> <p>Motion: That School Council accept the Principal's report. Moved: AJB Second: NS Motion Carried</p> <p><u>Finance Report</u></p> <p>NS spoke to the Finance Report and directed attention to a new section in the report containing any main observations. School Council noted that a reminder will be sent to parents shortly regarding payment of essential fees. The next newsletter will also contain a thank you to those who have contributed on a voluntary level. School Council recognised that payments may not be made by parents when the process for payment is non-electronic or complex. PC will investigate and recommend options to facilitate electronic payments by parents to FPS. AJB noted that a parent payment policy from DET is imminent.</p> <p>Motion: That School Council accept the Finance report. Moved: NS Second: AE Motion Carried</p> <p>Motion: That the financial reports and associated tables for the month of June 2016 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position. Moved: NS Second: KS Motion Carried</p> <p><u>Buildings and Grounds Report</u></p> <p>In the absence of DG, KS referred to the Buildings and Grounds Report. KS relayed the message from ATB that the volunteers on Election Day had difficulty accessing an electrical supply for the coffee cart. School Council referred the issue of identifying the location of 3 phase power boards and extension leads to the Buildings and Grounds Committee, including establishing a Safe Working Procedure to allow for extension of power to a</p>	<p>AE to draft a letter from FPS to DET once FPS has liaised with CHC</p> <p>AJB to follow up DSR for written clarification of netball court</p> <p>PC to make a recommendation about options to facilitate parent payments to FPS</p> <p>B&G Committee to establishing a Safe Working Procedure regarding</p>
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demand point and a communication protocol to relevant people.

AJB reported that she and DG attended Collingwood College, to view their vertical playground. School Council viewed images of the project and after discussion of the nature of a board walk playground design concept for the Fairfield Road Project, provided its support to the proposal moving to the next stage.

Motion: That School Council approve the 'board walk playground design concept' for the Fairfield Road Project, and approve the Buildings & Grounds Committee to undertake more detailed project plans and costing.

Moved: KS
Second: AE
Motion Carried

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

Moved: KS
Second: AE
Motion Carried

Policy Report

PW provided a verbal update from the Policy Committee and referred to the revised Privacy Policy which deals with FPS' handling of student's information and which only slightly deviated from its previous version. No feedback was received from the parent community.

Motion: That School Council approve the Privacy Policy.

Moved: PW
Second: PC
Motion Carried

AJB suggested an agenda be set for the next Policy Committee meeting to consider the bigger picture of how to approach whether FPS meets the 27 standards for which it will soon be audited.

Community Committee Report

In the absence of JP and RL, School Council noted the Community Committee Report as tabled.

Fathers' Day Stall – Proposal

School Council discussed the proposal for Beyond Blue to be nominated as the recipient of any fundraising from the Fathers' Day Stall, in particular how to integrate that charity in an appropriate way suited to communicating those issues with children. School Council acknowledged the importance of the Student Wellbeing Policy, which addresses matters of wellbeing, inclusive of mental health.

School Council discussed the opportunities for FPS to fundraise for external charities and noted that any requests to support external charities can be made by the children to Junior School Council members.

Motion: That School Council does not endorse revenue from its fundraising events to go to external charities.

Moved: NS
Second: KS
Motion Carried

Motion: That School Council approve the proposal for the Father's Day Stall, without a nominated charity as recipient of any raised funds.

Moved: PW
Second: AE
Motion Carried

Review of FPS fundraising and community events

School Council referred to the draft Project Scope for the review of FPS fundraising and community events prepared by DG. There was extensive discussion regarding the way forward for the Project Scope, including the potential involvement of a working party and an external consultant in any review.

electrical power supply

PC to circulate brief points prior to 15 August to focus the workshop

		At the next School Council meeting, the main item of business will constitute a workshop where councillors will aim to define the issues to be canvassed, what we would like to achieve in any review and the reasons why. PC will chair the discussion and will circulate some brief points prior to the meeting to focus the discussion	discussion
5	Essential Business	School Council agreed to defer the following items to a subsequent meeting: FPS Goals and Objectives for 2016/17 and the Professional in Residence for 2017.	
6	Correspondence	There was no correspondence to note.	
7	General Business	School Council agreed to defer the following items to a subsequent meeting: future of Farmer's market and a community member.	
8	Close of Meeting	Meeting Close: 8.35 pm	
9	Next Meeting	Next Meeting: 15 August 2016 at 6.30pm	



Alister Bayston

School Council President

Date 15/8/2016



Allana Bryant

Executive Officer

Date 15/8/2016