Fawkner Primary School Council Minutes

Date:	23 June 2025
Time:	4.03 pm
Venue:	Fawkner Primary School
Chair:	Amanda Di Biase
Attendees:	Adam Sayers, Amanda Di Biase, Ambreen Muzamil, Asma Sherwani, Carly-Marie Clark, Charmaine Thomas Daborn, Gavin Brooks, Janice Miskimmin, Mandy Osler, Alex Sands (guest)
Minute taker:	Charmaine Thomas Daborn
Apologies:	Rosalba Arena, Yasmin Sungkar
Visitor:	N/A
Conflict of Interest:	Nil

Quorum requirements:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
  - during the discussion unless invited to do so by the person presiding at the meeting
  - when a vote is taken on the matter
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.

Note: records and information management

School council minutes, agenda and correspondence are considered permanent records and are to be maintained in the school until such time as they can be transferred to the Public Record Office Victoria.

Councils may use electronic copies of minutes, agenda and correspondence for distribution purposes, however hard copy versions must also be maintained.

MINUTES

Item	Details	Actions/ Recommendations
1. Welcome	• The Chair welcomed all members • Acknowledgement of Country	
2. Apologies	• Roger Pell	
3. Quorum	• The chairperson noted that a quorum was present. • No conflict of interests noted	
4. Conflict of interests	• No conflict of interests noted	
5. Minutes of the previous meeting	• Minutes of the meeting held on 23 June 2025 were previously distributed.	Motion: "That the Minutes of the meeting held on 23 June 2025 be accepted". Moved: Gavin Seconded: Mandy Carried
6. Business arising from the minutes	• Nil	
7. Reports 7.1. Presentation of 2024 Annual Report	• Presentation of the 2024 Annual • Report to the school community • Context 260 • Specialist: Stem, Phys Ed, Arts, Italian • Emphasis: Reading and language acquisition • Learnings: on par with similar schools (cf similar schools, area and state) • NAPLAN – high growth for reading (yr 3-5) • Staff training in professional learning community approach • Recognition that staff focused on getting to know needs and meeting them Wellbeing • Attitudes: positive endorsement to managing bullying, sense of confidence state transition Engagement 2024 • Noting a number of families have families abroad, 28% students achieving 95% or above attendance for the whole year Highlights	

	• Completion of new class room building in early 2024 • Year 5/6 camp • Swimming program • Gardening Program • Foodbank – Breakfast Club and Fruit • While School Events – Harmony Day, Sports Carnival and Family Night Parent Satisfaction – high Staff survey – high Learning – slightly lower than similar schools Maths – on par with similar school NAPLAN yr 3 Reading – lower than similar schools NAPLAN yr 3 maths – lower than similar schools NAPLAN yr 5 Reading – lower than similar schools NAPLAN yr 5 maths – lower than similar schools • Summary of the financial position Questions: • None	
7.2. Principal's report	• Current enrolment: 240 • Term 2 positive, reports evening went well, good attendance. Feedback from teachers also good • NAPLAN results released – Yr 3 reading 67% in strong and exceeding, Yr 3 numeracy 63% in strong and exceeding • Building works: toilet block refurb continuing, rooms gutted and work to convert continuing • End of Term 2, staff pulse check: +ve relationships between colleagues and students and …., improvement: more opportunities for parents to engage with the school, gym or hall, re-engagement with the veg garden (Gavin added that last year there was a suggestion of a lunch time gardening sessions. Discussion on supervision, WWC and materials) • Thank you to Gavin who has been part of this council. This is his last meeting.	Motion: "That the Principal's report as tabled is accepted and recommendations endorsed". Moved: Gavin Seconded: Asma Carried

	• New enrolment for Foundation 2026: 27. Continuing to work with kinders and childcare centres,	
7.3. Finance Report	• Janice confirmed that everyone has received the below listed reports and invited preliminary questions. The following reports were tabled at the School Council meeting and discussed: • Balance Sheet • Operating Statement • Cash Receipts • Cash Payments • Cancelled Receipts Report • Cancelled Payments Report • New or Modified Creditor's • Direct Deposit Report • Journal Report • Cash Flow Statement • Bank Account Movement • Annual Sub Program Budget Report • Invoices Awaiting Payment • Family Credit Notes Report • Sundry Debtors Credit Notes Report • Bank Reconciliations for all bank accounts • SRP Budget Management Report – first page only reporting surplus/deficit Discussion: contributions - get most of the money at the start of the year	Motion: "That all presented reports be ratified as a true and correct depiction of the Fawkner Primary School finances for the months of June 2025." Moved: Gavin Seconded: Asma Carried
7.4. Building and Grounds Report	CURRENT PROJECT • Repurposing disused space. • Legal agreement not required Discovered that no need for contract, so can continue to work with small builder UPCOMING PROJECTS • Solar Panels. • Legal agreement being forwarded to company for signing • Sensory Garden Nothing further to report at this time TOILETS	

	Issues this time with staff toilet in New Building A. New sewer pump to be installed at the weekend.	
7.5. Fundraising Report	• Items have been received for Father's Day Stall. Assistance will be requested closer to the time • Brunswick have been using GiveNow – heard good feedback, has an admin fee associated	
7.6. Uniform Shop Report	• Issues with school logo printed on windcheaters – not correct colour. Correction has been made. • Rectified by the company • Leggings were too short and narrow in the waist, changes were made, samples have been approved	Motion: "That the Building & Grounds, Fundraising & Uniform Shop reports be ratified by School Council." Moved: Amanda Seconded: Gavin Carried
7. Child Safe	• External lights near entry/exit gate for OSHC to be investigated.	JM to report back after electrician has provided information – Electrician coming on Wednesday
8. General business	• Options for school council: carry on with existing members, co-opt a new parent to see out Gavin's term or one member of staff is adopted as a community member • Lacross: not too sure, but the organisers have attended	
9. Excursions	• Camp 2025 – 39 out of 80 students will be attending, final camp cost $465.00 per student • Foundation going to Scienceworks, Wed 10 Aug $37/ student (inc bus and entrance) • 1/2s going to Ripponlea or Como House, $37 • 3/4s – no news • Hoop Time: Thurs 7 Aug $20 (select group of kids)	Motion: "That the total cost per student of $465.00 for attending Camp in 2025 be ratified" Moved: Gavin Seconded: Amanda Carried
10. Other	• Nil	
11. Next Meeting:	Monday, 25 Aug 2025 (4pm Staffroom)	
13. Closure of meeting	The chairperson declared the meeting closed.	Time: 4.40pm

Signed by the Chairperson: _____

President or person who presided at the previous meeting to sign once minutes have been approved by school council

Date: _____