Fawkner Primary School Council Minutes

Date:	25 August 2025		
Time:	4.05pm		
Venue:	Fawkner Primary School		
Chair:	Amanda Di Biase		
Attendees:	Ambreen Muzamil	Amanda Di Biase	Janice Miskimmin
	Alex Sands	Carly-Marie Clark	Adam Sayers
	Mandy Osler	Tuskeen Naqvi	
	Charmaine Thomas Daborn		
Minute taker:	Charmaine Thomas Daborn		

Apologies: Roger Pell, Yasmin Sungkar, Asma Sherwani

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	Actions	Recommendations/Motions
1. Welcome	• The Chair welcomed all members • Acknowledgement of Country	
2. Apologies	•	
3. Quorum	• The chairperson noted that a quorum was present.	
4. Conflict of Interest	• No conflicts of interest were raised PR • The following conflicts of interest were raised:	
5. Minutes of the previous meeting	• Minutes of the meeting held on 28 July 2025 were previously distributed.	Motion: "That the Minutes of the meeting held on 28 July 2025 be accepted". Moved: Mandy Seconded: Ambreen Carried Number of votes for: unanimous Number of votes against: 0
6. Business arising from the minutes	• External lights near entry/exit gate for OSHC to be investigated: Janice reported that electrician attended and replaced the exterior lights	
7. Priority Items		
7.1 Approval of the annual parent payment request	• There are a few options to reflect decreasing contribution, options will be brought to the next meeting. • Children who cannot buy a book pack will still receive this. The school will subsidise this	Consideration to be given at the next meeting
7.2 Permission to dispose of assets	• Had a company come in to undertake an asset audit • See appended list of assets to be disposed • Two items that cannot be located and will be included in the write off list.	Motion: "That School Council approve the disposing of assets as tabled" Moved: Amanda Seconded: Alex Carried: Number of votes for: all Number of votes against: 0
7.3 Fundraising	• Fathers' Day - invitation for parents to assist on the stall, that starts from 9am to around recess time. Tuskeen asked about how the fundraising works - Janice advised that the stall raises funds, but if parents	Charmaine to bring details of the Mango Fundraiser to the next meeting

	want to contribute that comes under voluntary contributions	
8. **Reports**	•	
8.1 Principal's report	• Carly Marie reported on success of the book week parade and activities • Completion of Berry St training for teaching staff and implementation of strategies • Staff completed PLC (Professional Learning Community) inquiry cycle • Transition Project: meeting with Bec Gray, Lisa Vinicombe and Drew Drago • NAPLAN: see report appended • Parent & carers survey: 7% response. Request for more parents to participate • Staffing and numbers for 2026: request for more participation	Motion: "That the report as tabled is accepted and recommendations endorsed" Moved: Amanda Seconded: Janice Carried Number of votes for: unanimous Number of votes against: 0
8.2 Finance Report	• Janice confirmed that everyone has received the above 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 • Purchasing Card Statements • Purchasing Card Register.	Motion: "That school council move $119,850.20 payments be endorsed, $119,850.20 be ratified and all present reports are ratified as a true and correct depiction of the Fawkner Primary School finances for the month of July 2025." Moved: Carly-Marie Seconded: Amanda Carried Number of votes for: unanimous Number of votes against: 0
Budget Changes	• None	
8.3 Building and Grounds Report	• Nothing to report	

8.4 Uniform Shop Report	• Met with our supplier FCW last week • Discussed options for the running of our uniform shop • Investigating further the option of us maintaining stock at school (in less quantities) and FCW having stock that we can draw on as required • An online ordering & payment system would be an option with FPS filling the orders • Further information required	Recommendation: "That the report as tabled is accepted and recommendations endorsed" Moved: Amanda Seconded: Adam Carried Number of votes for: unanimous Number of votes against: 0
8.5 Excursions	• District Athletics: Approximately 22 students attending. Cost per child $20, which means a loss on transport cost.	"That recommendation that the students attend the excursion at the discounted charge of $20.00 be accepted and recommendations endorsed" Moved: Carly-Marie Seconded: Rose Carried Number of votes for: unanimous Number of votes against: 0
9. **General business**	• Promotion to the wider community, Carly-Marie: Social media (Facebook) considered - the purpose of which would be to draw attention. Parents will be given the opportunity to opt out if they don't want their children's photos to be used, comments will be turned off. Ambreen commented that at Glenroy College, they have taken implied consent from parents, and they allow comments. Compass and Class Dojo will still be used to communicate with families.	
10. **Correspondence** **10.1** Incoming	•	
10.2 Out-going	• Parent/Carer opinion survey	
11. Next Meeting:	• Monday 27 October 2025 (4pm Staffroom)	
12. Closure of meeting	The chairperson declared the meeting closed.	Time: 4.47 pm

Signed by the Chairperson: _____

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

Date: _____