

# East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 2<sup>th</sup> of November 2016.

Meeting opened at 7:05pm

## 1. Present/Apologies:

### a) Present:

Jess Downie (President), Sarah Foster (Vice-President), Ross Smith (Treasurer), Paul Vandenberg (Secretary), Angela Phyland (Executive), Claire Robertson (Executive), Libby Glover (Executive), Julie Briggs, Rachel Brown, Greg Bradfield, Chris Bonner, Michael Douglas, Paula Huett, Sarah Stagg, Clare Mawdesley, Emmy Brient, Julia Hoffner, Alvaro Ascui, Jenny Lerner, Jacinta Ellis, Lionel Morrell, Jodie Lowe, Suzie Somann-Crawford, Krista Preece, Ross Somann-Crawford, Samuel Bucknell, Paul Hunt, Angela Rose-Eadie

### b) Apologies:

Leigh Anthony (Executive), Nigel Donachie, Josh Leighton, Suzie Terry, Stan van Emmerik, Lynne van Emmerik, Elizabeth Mahnken, Jenny Tantari, Trevor Richards, Diane Webb, Michele Grant, Brian Grant, Andrew Brown, Tim Whiteley, Lucy Hyde, George Hyde, Felicia Butler, Hugh Christie, Lea Watson, Jane Gaetani-Black, Rosemary Brain, Caroline Davies, Mandy Gutwien, Michael Lowe, Sonia Ambrose, John Huett.

## 2. Minutes of Previous Meeting:

Paul Vandenberg reminded the meeting that the minutes are the official recording of the events of the meeting and it has come to the attention of the Executive that the September meeting may have been recorded electronically. Paul reminded the meeting that this is not appropriate and requests to record the meeting or parts of the meeting electronically need to be made to the Executive in writing. Paul stated that the meeting has Department employees present who are representing the school and in this capacity, those members are required to seek express written permission from the Minister of Education to be recorded. This would be required before permission to record the meeting is granted. Paul asked that anyone currently recording this meeting electronically to please stop the recording and any member who has a recording of the previous meetings is asked to please destroy those recordings.

Jess Downie called for the minutes of the previous General Meeting dated the 7th of September 2016 to be confirmed as a true and correct record. Moved: Rachael Brown, Seconded: Jess Downie. **CARRIED.**

## 3. Business arising from previous minutes:

Actions noted in the previous minutes:

**PREVIOUS ACTION:** Executive to continue working on the constitution glossary and definition of friend.

Paul Vandenberg stated that at the October Executive meeting the definition of 'friends' was discussed. It was decided that the following definitions would be used going forward:

- 'Parents' are parents of current students.
- 'Friends' are past students, parents of past students, current teachers and others.
- 'Others' includes community members who must demonstrate a real and current connection to the school.

Paul stated that all membership applications will be reviewed by the Executive, and decisions made by the Executive on the acceptance of the application and noted that current members will need to re-apply in 2017 for membership.

Lionel Morrell questioned the use of the term 'real and current connection' and its definition. Lionel stated that this was unclear for applicants. Clare Mawdesley said applicants 'must meet requirements as outlined in the application'.

Jacinta Ellis commented on how were applicants to demonstrate a connection to the P&F? Paul Vandenberg re-iterated the connection is not to P&F, but to the school.

Jacinta asked if the definitional work that has been done must go to a Special Meeting to be discussed and voted on by the membership given that it is a change to the Constitution. Ross Smith agreed that it did. There was further discussion about what 'real' means and Jacinta stated that it would be an important discussion to have at the Special Meeting before wording was agreed and voted on.

**UPDATED ACTION:** Executive to continue working on the constitution glossary.

**PREVIOUS ACTION:** Jess Downie to check correspondence with rejected applicants.

Suzanne Sommann-Crawford questioned application rejections, why they were rejected and what communication was made with the applicants.

Jess Downie responded that to the best of her knowledge that rejected applicants had been communicated with.

**UPDATED ACTION:** Jess Downie and Paul Vandenberg to check correspondence with rejected applicants and report back at next meeting.

**Secretary Note:** *There are currently three membership applications marked as rejected. Some other applications received were marked as Pending on application, and applicants asked to provide more information, which occurred and the membership applications accepted. The membership applications (Mr and Mrs R) referred to by Suzanne stated their reasons for membership as 'Concerned rampant development' and 'Development and Truthfulness' in the category 'friend of the P&F'. These were deemed to not be appropriate reasons for membership, and were advised that they did not meet the criteria for membership on the 24/8/16 by the Secretary. Mr R responded in asking what the criteria for membership were. The Secretary responded that the matter was being passed to the President for a response. This was sent to the President on the 24/8/16, but there is no record of it being received. The email was not attended to further. Mr and Mrs R were emailed on the 7/11/16 by the Secretary and asked to reapply for membership in line with the new definition of 'friends'. No response has been received at the time of publication of the minutes.*

**PREVIOUS ACTION:** Ross Smith to continue investigation into accounting software.

Ross Smith stated the accountant recommends MYOB or Quickbooks which are priced at \$40 or \$24.50 per month respectively. The price was questioned from the floor as being expensive, and why was it so. Ross stated that it needed to be the online version due to the need to be accessed by multiple people which contributed to it being more expensive.

Ross Somann-Sawford suggested the Executive consider a hosted database for a desktop based version. Ross said he'd investigate. Alvaro Ascui suggested that Xero be considered as an option.

**UPDATED ACTION:** Ross Smith to continue investigating appropriate accounting software.

**PREVIOUS ACTION:** Paul Vandenberg to establish an online membership application form on the website.

Paul Vandenberg reported that there was now an online membership application form on the P&F website and links to it from the Facebook page. No further action required.

**PREVIOUS ACTION:** Sarah Foster to investigate alternative supplier of school dresses with local manufacture.

Sarah Foster stated she had contacted two local suppliers of uniforms. They will make samples for us to look at.

**UPDATED ACTION:** Sarah Foster to continue to investigate alternative suppliers of school dresses with local manufacture.

**PREVIOUS ACTION:** Executive to ask the school on potential fundraising goals for the Cocktail Party. When received, a poll will be put on the P&F website to gauge membership preference.

There was discussion about the date of the Cocktail Party. Emmy Brient suggested a date in week 2 or 3 of the 2017 school year. A suggestion was raised from the floor to have it towards end of first term. Emmy responded that the school would rather not have it too close to week 6. Emmy to get back to P&F with a proposed date after consultation with staff.

**UPDATED ACTION:** Set date for Cocktail Party at December meeting after staff consultation.

**PREVIOUS ACTION:** Ross Smith to inspect steps at Tasma Street end of oval and advise Executive on the state of disrepair and further action required.

Paul Vandenberg stated that Ross Smith and Paul Vandenberg had inspected the steps. The Executive will call for volunteers to participate in working bees. The steps to be included in scope of working bee projects. Suzanne Somann-Crawford stated that it looked like some work may have been done since the inspection.

The question was asked from the floor as to when a working bee would take place. The Executive will compile a list of things that need repairing? Advertising to use Facebook, email and website. The Executive agreed to find a date prior to Carols on Oxford (20<sup>th</sup> of December).

**UPDATED ACTION:** Paul and Ross to re-inspect steps and make a list of possible working bee projects.

**PREVIOUS ACTION:** Unratified minutes to be emailed to all members before the next meeting.

Jess Downie stated that advice was received by the Executive that the distribution of unratified minutes to all members regardless of whether they were present or not was not appropriate. The decision was taken to distribute minutes electronically to all members present or an apology at the September meeting.

Lionel Morrell argued that the advice was not correct, and that all members should have access to the unratified minutes. Significant discussion ensued.

Greg Bradfield call a motion to move on. Sarah Foster seconded the motion. **CARRIED.**

Lionel asked that a report be prepared as to the feasibility of setting up a member-only area of the P&F website that required a login.

**UPDATED ACTION:** Paul Vandenberg to provide a report on the feasibility of setting up a members-only area of the P&F website at the December meeting.

**PREVIOUS ACTION:** Paul Vandenberg to investigate moderating the Facebook page for comments.

Paul Vandenberg reported that the Facebook page is now moderated for comments, but there had been no new comments made. No further action required.

**PREVIOUS ACTION:** Jess Downie to clarify if a general member can attend an Executive meeting.

Jess Downie clarified that general members cannot attend an Executive meeting. Lionel Morrell requested to meet with the Executive, not to attend the Executive meeting. Lionel agreed to make a request by email to meet with available Executive members privately. No further action required.

Jacinta Ellis stated that there was an additional action regarding access by general members to legal advice received by the Executive. Jess Downie responded that legal advice given to the Executive is privileged and the Executive can't provide copies to general members. Jess offered to meet with Jacinta to discuss the advice, but could not show Jacinta the advice. Jess and Jacinta to organise a meeting privately. No further action required.

#### 4. **Financial report.**

Ross Smith advised the meeting he now has the audited 2015/2016 financial statements, and the Executive can resume the AGM adjourned on the 7/9/16. Ross made a motion that the resumed AGM be prior to meeting on 7/12/16 at 6:45pm. Moved: Ross Smith. Seconded: Jess Downie. **CARRIED**. It was noted that the continuation of the AGM will need to be advertised with 21 days' notice.

**ACTION:** Paul Vandenberg to advertise continuation of AGM for 6:45pm on the 7/12/16 giving 21 days' notice.

**Secretary Note:** *Advertisement placed in The Examiner on the 12/11/2016 for resumption of Annual General Meeting. Action completed.*

There was a question from the floor on why there was a delay in having the financial statement audited. Ross stated that it was a communication issue with auditor, and accepted full responsibility for the delay.

Ross Smith presented the financial report for month ending 30/9/16 and then for the month ending 31/10/16. Move to accept financial reports: Ross Smith. Seconded: Alvaro Ascui. **CARRIED**

5. **Correspondence.**

There was no correspondence received since the last meeting aside from membership application forms.

6. **Business arising from correspondence.**

There was no business arising from correspondence.

7. **Pavilion/Oval**

a. **Co-ordinator report** – No report.

b. **Cleaning and maintenance.** – Jess Downie notified the meeting that the Executive have received a request to hire the Pavilion on Christmas Day for a family lunch by a local family. Jess noted that they will have alcohol on site, which was against policy. Jess noted that a higher bond than usual would be asked for and the hire charge would be \$150 for the day (10am-4pm). Moved to accept booking: Jess Downie. Seconded: Alvaro Ascui. **CARRIED**

8. **Clothing pool.**

Sarah Foster stated there was nothing significant to report. Summer and winter uniforms have been ordered. Rugby tops also have been ordered. It was suggested from the floor that the P&F consider purchasing a large quantity of fabric for the girl's summer school dresses and stockpile it for use by local uniform manufacturers. This idea was well received, but no further action noted.

## 9. Fundraising

Emmy Brient discussed the success of the Christmas Cake fundraiser. She explained how the P&F fund the ingredients, and baking days are held at Manu Bakery. She reported we are now at the wrapping stage. The wrapping days are the 8/11/16 and 9/11/16 from 2:30pm at the school.

**ACTION:** Paul Vandenberg to advertise wrapping dates on website and Facebook page.

**Secretary Note:** *Christmas Cake wrapping dates were advertised on website and Facebook pages. Action completed.*

Julie Briggs talked about the Ashton Scholastic Book Fair and reported it was very successful. \$6,000 worth of books were sold, resulting in \$2,000 profit. She thanked Michelle Taylor.

Jodie Lowe raised the possibility of the P&F accepting donations from members to provide disadvantaged students with books. The Executive to discuss idea with school. Distribution of books would be at the discretion of the school.

## 10. Requests for school funding.

Sarah Stagg referenced that the audio equipment in the school was inadequate. Specifically, the school needed a new sound-desk, leads and speakers. It was noted that the system needs to be portable. Jess Downie pledged support for a new sound system, ideally before Carols on Oxford. Sarah will undertake research and report back on what is required before the next meeting. Lighting and sound equipment for the Gilligan Hall was also raised as being inadequate. The priorities were determined as portable sound first, Gilligan Hall second.

**ACTION:** Sarah Stagg to research and obtain quotes for required sound equipment.

Jacinta Ellis asked what is the criteria for what gets funded by the DoE and P&F? Jess Downie responded that the P&F always go back to school and ask. She added most requests are outside of DoE responsibility, such as the recent contribution for air conditioning units.

Jacinta Ellis asked if leasing sound gear was an option? Sarah Stagg responded saying it was not cost effective.

## 11. School report.

Emmy Brient presented the school report. She reported highlights that included:

- An afternoon tea for the students who achieve the top 1% in NAPLAN results. The Minister of Education was present and certificates were presented.
- Dr. Jane Foster – returned for a booster for the Mytern programme. Building resilience in students by taking emotional responsibility.
- Book Fair. Emmy thanked Michelle Taylor and the P&F.
- Pips testing for preps.
- Queechy alliance to provide moderation across all Queechy feeder schools
- P-arts and Star Paws has been a great success
- 25 years of service – Jeanette Ryan.
- Professional learning expert from ANU at school (Misty) on literacy and spelling.

- Socials.
- Pre-kinder commenced. Parent sessions also.
- Grades 3-6 swimming carnival at Aquatic Centre. LSSSA swimming carnival this term.
- Esk Band Extravaganza will be on Nov. 25<sup>th</sup> at Princess Theatre.
- Gold ELPS awards assembly. Highly sought after award. Last year 90 received a Gold ELPS award.
- Grade 6 celebrations. Evening assembly. Dinner at Launceston Golf Club. Grade 6 assembly on last day.
- Picnics.
- Carols on Oxford. There will be a P&F item – parents to meet Monday after school (next week). There will be a Staff item too. Each cohort working on a song.
- Fundraising possibilities: Carols on Oxford, Picnic, Canberra excursion.
- Julie Briggs has announced her retirement.

Jodie Lowe suggested a Julie Briggs award at Grade 6 assembly, sponsored by P&F. This was warmly received as a good suggestion.

Jodie Lowe also asked about the Connect 6 cluster. Emmy responded that the Queechy Alliance was a similar model and that ELPS was part of the Queechy Alliance but not Connect 6. She reported they have similar objectives and that external funding opportunities were being pursued.

Lionel Morrell asked if students leaving in Grade 5 to go to middle school had some form of official celebration. Emmy Brient said there was no formal celebration, but they are mentioned.

## 12. General business.

Jess Downie reported on the Capital Works project and the position of the P&F. She noted that the vote to enter discussions with the Department of Education regarding a contribution of land had passed. She also acknowledged the feedback received and contributions from members.

She reported that the Executive have agreed on the following guiding principles on making the decision about a contribution of land for the Capital Works project:

- Maximising potential of the Capital Works grant,
- Protecting access to existing used green space on the Oval,
- Maximising effective learning environment for the school,
- Maximising the use of existing structures where possible through redevelopment,
- Making best use of under-utilised P&F land,
- Preserving open space for use by the school and local community,
- Closely collaborate with the DoE, P&F and School Association to fulfil our primary objective for the betterment of the school.
- Future proof the needs of the school by considering future requirements.

Jess reported the preference of the Executive is for a land 'swap'. Ownership of the open green space part of the DoE owned land including the cricket nets would transfer to the P&F. Currently the P&F maintain this part of the land DoE own, and are responsible for its maintenance as per the lease.

Jess noted there is a risk that the flat oval space owned by the DoE could be built on by the DoE at their will. The position of the Executive is that ownership of the full cricket/football oval and surrounding flat open area is most beneficial for school and community, whilst protecting the oval asset and the association.

Jess reported that in return the DoE would receive title to the land bordering Oxford Street down to the oval, and around to the Tasma Street entrance including the Pavilion (an approximate diagram of the areas is attached as **Attachment 1**)

Jess reported that the proposal has been delivered to the DoE for consideration, that is has been favourably received and further discussions are taking place.

Lionel Morrell asked is the access from Tasma Street included? Jess responded that in the initial concept it is included to be transferred to the DoE, but nothing has been finalised. Jacinta Ellis commented that the Tasma Street entrance is controversial, and that traffic will be an issue if that entrance is to be used for access to a car park.

Jess reported that concepts from the architects (ARTAS) are yet to be received. When the concepts are received, the Executive will call for a vote, based on the concepts. Jess noted that until the concepts are received, the question(s) to put to a vote can't be drafted, as members need to see what the proposed use of the land is to make informed decisions about a transfer of title.

Ross Smith reported the Master Planning Group (MPG) have had two meetings with ARTAS, and they have been positive, and are aware of environmental and community considerations. He reported the surveyor has been down on the Oxford Street site doing levels.

Jess noted that the requirement was 7 days for notice of a special meeting to be held 21 days after that.

Lionel Morrell requested a maintenance report on the Pavilion. Ross Smith responded that this was done annually by Protek. Lionel questioned why the Pavilion was being included, and the community and P&F would be losing an asset if it is demolished. Ross Smith responded that in his conversations with ARTAS that the building could be retained with modifications. Paul Vandenberg also responded that the Executive feel strongly for maintaining community access to a similar building. Jess Downie stated that the Pavilion requires some significant work to bring it up to the standard expected by the DoE and school, particularly with respect to the toilets.

**ACTION:** Ross Smith to provide Lionel Morrell with latest maintenance report for Pavilion.

Ross Somann-Crawford raised the issue of students crossing Oxford Street if a large number of students were housed on the Oxford Street site. He stated that the increase in movement from site to site across Oxford Street should be considered in the concepts.

Greg Bradfield suggested that the School Association guiding principles on the Capital Works project be included with the minutes of the meeting for reference. They have been included as **Attachment 2**.



Paul Vandenberg raised that we have received a request by the owners of 11 Ann Street to trim the fruit tree in the laneway that overhangs their fence as the fruit ripen and drop onto their driveway across the fence and are very messy to clean up. Paul suggested the tree be removed completely. The consensus of the meeting was to not remove the tree, but trim it. Ross Smith will organise with Tree Wise Men for the tree to be trimmed.

**ACTION:** Ross Smith will organise with Tree Wise Men for the tree to be trimmed.

**Secretary Note:** *Alvaro Ascui inspected the tree and advised the Secretary that the tree looks like a cherry plum, is quite large and very close to the boundary. It looks like the tree has been cut in the past and regrown. His recommendation was that the best course of action is the removal of the tree. Chris Bonner also inspected the tree and confirmed the best course of action was its removal. Ross Smith to organise for tree to be removed.*

Jess Downie asked members to declare conflicts of interest that are incompatible with the objectives of the P&F. When asked for specific examples, she noted public declarations of not supporting the P&F conflicts with the P&F's objectives. Emmy Brient also noted inflammatory language directed to the principal and teachers was also in conflict. There was some heated discussion on the topic, finishing with Jess asking that members to abide by the conditions of their membership application and the constitution of the P&F.

**Secretary Note:** *The membership application form states:*

*I apply for membership in the East Launceston Primary School Parents and Friends Association Incorporated and I undertake to:*

*a) Work in close co-operation with the teaching staff for the betterment of the school by identifying and meeting the needs of the children and their parents; and*

*b) comply with the constitution of the East Launceston Primary School Parents and Friends Association Inc.*

*The Objectives as noted in the ELPS&F Constitution are included as **Attachment 3**.*

13. **Closure:** Meeting closed at 9:45pm

14. **Next Meeting:** 7<sup>th</sup> of December at 7:00pm at ELPS.



## **Attachment 2:**

### **School Association Guiding Principles for Capital Works Project**

- Maximise learning outcomes
- Available play/appropriate space
- Student movement
- Student co-ordination
- Flexibility
- Structure makes a positive contribution to both community and school, that is, it provides a reciprocal community benefit acknowledging current and continuing community use (*Being mindful of traffic flow, environment impact, vegetation etc.*)
- Reference to Parents and Friends Master Plan for continuing use of pavilion or equivalent structure
- Staged development; consideration and provision for future expansion. Maximise opportunity for future development, eg. overengineered water mains, foundations for future additions.
- Consider movement of different age groups across site and tie that in with construction.
- Flexible general leaning areas with a strong indoor/outdoor connection that create stimulating environments that encourage curiosity

### **Attachment 3: Objectives of the P&F**

The objectives for which the Association is established are to facilitate and support the continued existence of the East Launceston Primary School in particular but without limiting the generality of the foregoing object:

- (a) The purposes the institution known as the East Launceston Primary School;
- (b) To promote the continuation of the East Launceston Primary School;
- (c) Finance and contribute towards the refurbishing and maintenance of any buildings to be used by the East Launceston Primary School;
- (d) To contribute towards scholarships and prizes having as their objects the promotion of the education of persons undertaking education at the East Launceston Primary School;
- (e) Defray or assist in defraying the expenses of any student or other who is or will be attending East Launceston Primary School;
- (f) To collect and disseminate data and information relevant to the study, teaching or research into the operation of East Launceston Primary School;
- (g) Achieve the betterment of the School by identifying and meeting the needs of the students, teachers and administrators of the School and without limiting the generality of the foregoing promote the education of students at the East Launceston Primary School

The objectives of the Association centre on working for the betterment of the school by identifying and meeting the needs of the children and their parents.

The Association will work in close liaison with the teaching staff to achieve these identified needs. The Association will maintain, possess, manage and control all the assets of the Association.

All the above will help achieve a harmonious school environment-for the children, their parents and the teaching staff.