

# East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 7<sup>th</sup> of December 2016.

Meeting opened at 7:00pm

## 1. Present/Apologies:

### a) Present:

Sarah Foster (Vice-President – Nominated Secretary), Ross Smith (Treasurer), Paul Vandenberg (Secretary – Nominated Chair), Angela Phyland (Executive), Claire Robertson (Executive), Libby Glover (Executive), Leigh Anthony (Executive), Brian Grant, Lionel Morrell, Emmy Brient, Rachel Brown, Julie Briggs, Lucy Robbins, Liz Clarke, Clare Mawdesley, Michael Lowe, Tammie Gardner, Greg Bradfield, Michael Douglas, Vanessa Ross, Rob Watson, George Hyde, Keith Ellis, Suzie Somann-Crawford, Ross Somann-Crawford, Sam Bucknell, Natalie Clark, Angela Rose-Eadie, Christina Brown, Meg Anderson, Anna Hills, Hugh Christie, Toby Gardner

### b) Apologies:

Jess Downie (President), Suzanne Terry, John MacLaine, Elizabeth Mahnken, Jackie Brayford, Jodie Lowe, Kristy Fairbairn, Julia Hoffner, Alvaro Ascui, Saskia Ascui, Lea Watson, Jane Black, Krista Preece, Rosemary Brain, Sonja Ambrose

## 2. Capital Works Project update

Paul Vandenberg informed the members present that land valuations are being conducted. Preston Rowe Paterson Tasmania are conducting the valuations and will provide valuations for the three parcels of land involved. They will provide the report to the P&F by the 14/12/16. Valuations will be made available to members as soon as possible after the report is received. Notification to members of the availability will be made by email, website and Facebook.

Paul highlighted that improved maps and an opinion poll have been put up on website. Over 100 preferences have been noted so far with 43% for option 1 and 57% for option 2 as at the time of the meeting. He reminded those present that the Executive will continue to disseminate information as it is made available via email, website and Facebook. In addition, a Common Concerns page will be going up on the website soon.

Paul stated that the vote on the 21<sup>st</sup> December 2016 will go ahead barring any unforeseen circumstances and the times for voting will be from 2:30pm to 6:30pm. These times have been carefully considered by the Executive to provide opportunity for all members to vote and will be updated and circulated. The executive has decided to host an Ice Cream van outside the Gilligan Hall during the hours of the vote as a fundraiser for the P&F and they would like the members to support it. In addition, any P&F Christmas Cakes which remain unsold by the date of the vote will be available for purchase.

The voting process will be the same as the previous vote, and the Executive at the request of the members, will investigate and provide ballot boxes which enable more privacy. Ross Smith has volunteered to contact the AEC for some suitable ballot boxes.

Paul reminded the meeting that only registered members can vote and member registrations will be accepted until the day of the vote. No memberships will be processed on the day of the vote.

Paul informed the members that the vote will be overseen by an independent chairperson who fits all of the following criteria:

- Is not a member, or a close relative of a member, of the P&F Association;
- Is not employed by ELPS or the DoE;
- Is not a resident of East Launceston;
- Does not have children at the school; and
- Is generally recognised for being of upstanding character.

Paul also stated that nominations for the chair person can be made to the Secretary by email. The Executive will then choose the independent chair from nominations, or, if no suitable candidates are nominated in the next 7 days, the Executive will employ an independent chair matching these criteria.

**ACTION:** The Executive to select an independent Chairperson for the vote from nominations on December 14 2016, or if no nominations received, employ an independent chair.

### 3. **Minutes of Previous Meeting:**

Paul Vandenberg called for the minutes of the previous General Meeting dated the 2nd of November 2016 to be confirmed as a true and correct record. Moved: Paul Vandenberg, Seconded: Rachel Brown. **CARRIED.**

### 4. **Business arising from previous minutes:**

Actions noted in the previous minutes:

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

Ross Smith provided documented evidence of glossary work by the executive and the meeting suggested that these be published on the website in their draft form to enable feedback. Paul Vandenberg stated that a comments box would be included to enable feedback submission.

**UPDATED ACTION:** Executive to publish draft glossary on website and provide a submission box for member feedback

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

Paul Vandenberg highlighted three applications for membership which had been rejected. He stated that all three had been asked to provide valid reasoning for their application for

membership however no further correspondence had been received to date by Paul from them. No further action required.

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

Ross Smith gave a quick overview of his current thoughts about accounting software and highlighted that QuickBooks had a current sale for \$10.50/month. Rob Watson shared his professional advice suggesting that QuickBooks is not his recommendation and that Xero would be better suited to our organisation. Ross Smith stated that Xero is the most expensive option at this stage.

George Hyde suggested that Ross and Rob work together to investigate the best system for us and present options at the next meeting in February 2017.

Hugh Christie moved a motion that the association endorses the executive to implement the most cost effective and efficient accounting system to manage our finances. Moved: Hugh Christie, Seconded: Meg Anderson. **CARRIED.**

Lionel Morrel asked that prior to purchasing any software that the suitability be checked by our Auditor.

**UPDATED ACTION:** Ross Smith work together with Rob Watson to source a cost effective and efficient accounting software program to manage our finances. Once a system is sourced, Ross Smith to contact our auditor to check its suitability prior to purchase.

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

Sarah Foster informed the meeting that she had received one quote back from a clothing supplier for school dresses and was waiting for another quote. Sarah informed the meeting that at this stage there was no urgency as dresses had been purchased for 2017 and that she would present these at the next meeting.

Meg Anderson asked if the school association could be asked to look at uniform policy options to make it more culturally inclusive.

**UPDATED ACTION:** Sarah Foster to follow up second quote for uniforms and present this at February 2017 meeting.

**UPDATED ACTION:** Paul Vandenberg to contact the school association regarding consideration of uniform policy to make it more culturally inclusive.

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

Emmy Brient informed the meeting that Term 1 is the preferred option for the Cocktail Party preferably after week 3 and before week 6. Emmy stated that she would need to consider this in line with mandatory reporting requirements for the school.

**UPDATED ACTION:** Emmy Brient to investigate mandatory reporting requirements for early 2017 and report back.

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

Ross Smith informed the meeting that he had assessed the stairs at the oval and he believed they still required further work which would not be possible prior to Carols on Oxford.

Suzie Somann-Crawford highlighted that there were some exposed tree roots at the Oxford street entrance which may pose a risk to users of the oval. Lucy Robbins stated that as the OH&S representative she would look into this.

**UPDATED ACTION:** More work to be scheduled for the stairs on Tasma Street

**UPDATED ACTION:** Lucy Robbins to assess tree roots near Oxford Street entrance and ensure their safety.

**PREVIOUS 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.

Paul Vandenberg has tabled a report and asked that members report back at the next meeting after they have had time to read it.

**UPDATED ACTION:** Members to read report and report back to next meeting.

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

Emmy Brient presented on Sarah's behalf and stated that Sarah apologised however she had purchased equipment already as she had found suitable equipment which the school required at a discounted price which required immediate purchasing. She is asking for a co-contribution from the P&F to assist in this purchase. More details under *Requests for funding*.

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

Ross Smith provided Lionel with the most recent Protek report and the last three monthly inspections. Lionel Morrell highlighted that there were three items which required attention on this report including exit lights and the fire extinguisher and questioned whether these had been dealt with. Ross Smith assured Lionel that the lights had been dealt with and Lucy Robbins stated that the fire extinguisher had been checked.

Lionel Morrel stated that he was disappointed that this report was dated 2014 and was concerned that no report had been provided since then. Ross Smith stated that he would check

with Protek whether we require a further maintenance report and see that this is completed if necessary.

**UPDATED ACTION:** Ross Smith to contact Protek to see whether we require a further maintenance report and ensure this is completed if necessary.

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

Ross Smith informed the meeting that Tree Wise Men had trimmed the tree and also a large limb from the blackwood tree. Tree Wise Men suggested that there were more trees on the oval that would require attention in the future. Michael Douglas questioned why this company was used and mentioned that he knew of another company which would be available if need be. Ross Smith stated that we have used Tree Wise Men a number of times as they are very knowledgeable and familiar with our oval space. No further action required.

George Hyde suggested that if a large amount of work was required to be done on the oval trees that we obtain a couple of quotes.

## 5. **Financial report.**

Ross Smith presented the financial report for month ending 30/11/16.

Ross Smith informed the meeting that from here on he would be splitting the Pavilion and Oval hire finances to enable a better understanding of income and expenses for each.

Ross stated that the income attached to clothing pool included some Christmas Cake sales and that he would split these amounts once he received the receipts.

Michael Douglas suggested reviewing the POS costs for the eftpos machine as he believed this to be quite costly. The executive will review these costs.

Move to accept financial reports: Ross Smith. Seconded: Clare Mawdesley. **CARRIED**

## 6. **Correspondence.**

Correspondence was received from:

- Letter of gratitude received from Julie Briggs for the financial and other support from the P&F for ELPS learning programs such as Healthy Elpys.
- Letter received from Toby Gardner highlighting his belief that teachers are conflicts of interest with regard to the Capital Works program as they are employees of the DoE and that Michael Bernacki may also have a conflict of interest if he involved in the Capital works.
  - Emmy Brient informed the meeting that Michael Bernacki was not involved in the Capital works for ELPS

- Copy of a letter of concern from Michael Lowe regarding the Capital Works to the Education Minister Jeremy Rockliff
- Letter received from Rob Watson regarding the financial considerations for the Capital Works program highlighting the objectives of the P and F.
  - Lionel Morrell stated that the Capital Works is not a discretionary application and therefore it is not open for consultation once work is commenced
- Letter from an anonymous author with a recount of and rebuts to comments made at the meeting held November 30,2016.
  - Lionel Morell objected to this being read due to the anonymity of the sender

Move to accept correspondence: Paul Vandenberg. Seconded: George Hyde. **CARRIED**

## 7. **Business arising from correspondence.**

### Conflicts of Interest

Paul Vandenberg advised the P&F Executive are receiving legal advice on potential conflicts of interest. The Executive will be meeting with lawyers next week. It is the P&F Executives position that all members are eligible to vote, regardless of their vested interest, but are following proper procedure to ensure a legitimate vote.

Hugh Christie asked that any impacts of the conflicts of interest which may be pertinent after the meeting with the lawyer please be actively communicated to members in a timely fashion.

**ACTION:** Executive to seek legal advice on potential conflicts of interest and report back in a timely fashion if any are determined.

### Pavilion works

Ross Smith provided some arbitrary figures for work which will be required to be completed on the Pavilion in the near future including toilet upgrades, deck waterproofing, kitchen leaks.

## 8. **Pavilion/Oval**

### a. **Co-ordinator report**

Meg Culhane indicated there was nothing to report.

### b. **Cleaning and maintenance**

Mark Davenport indicated that the boys were able to access the storage room from the toilet area. Ross Smith indicated that he will get a locksmith to investigate this. Mark also said that the taps in the bathrooms needed new washers and that there were ants running up the pavers.

**ACTION:** Ross Smith to consult Locksmith regarding adjoining door between toilets and storeroom at Pavilion.

Michael Lowe discussed the watering of the oval over the summer period in conjunction with Chris Bonner. Lucy Robbins stated that school groundsmen would be working during this period and Lucy has volunteered their services for this.

**ACTION:** Paul Vandenberg to consult with Lucy Robbins to organise watering of oval during summer.

#### 9. Clothing pool.

Sarah Foster informed the meeting that due to stock shortages, she has decided to order the majority of stock required for 2017 now for the Clothing Pool. Sarah stated that if this did not work for 2017 or the storage area was not large enough for the stock that she would revisit for future years.

#### 10. Fundraising

Carols on Oxford – 20<sup>th</sup> December (5-7pm). Liquor licence has been applied for. Those present at the meeting were asked to consider volunteering their time. The Executive will finalise ordering of items needed for the BBQ and other stalls.

Volunteers were reminded that in order to help at functions where young children would be present such as Carols that they would require a Working with Vulnerable People (WWVP) check.

Paul Vandenberg to include a link to the application form for this on the website.

Christmas cakes – there are still some cakes left in the school office. These would be available for sale at Carols and also at voting night.

**ACTION:** Executive to organise supplies for Carols on Oxford and publish WWVP notice on website.

#### 11. Requests for school funding.

##### Icy Poles

The school would like to purchase icy poles for all students for their end of year picnics with an estimated cost of \$600. Moved Leigh Anthony. Seconded Anna Hills. **CARRIED.**

##### Year 6 Prizes

The school have asked for assistance toward Year 6 prize giving with a cost of \$1000. Moved Clare Mawdesley. Seconded Christina Brown. **CARRIED.**

##### Music Equipment

Sarah Stagg has purchased some suitable equipment for the music department and would like some assistance towards the total cost of \$3,447. Paul Vandenberg moved that the P&F fund the entire amount. Moved: Paul Vandenberg. Seconded Christina Brown. **CARRIED.**

## 12. School report.

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

- Swimming Days – looking to put this at Riverside next year due to the size of our group. ELPS won LSSSA this year.
- Talent Quest – some children also performed last night at Grade 6 dinner.
- Transition to High School
- Top 1% Naplan Recognition
- Amplify and Stem – ELPS have been selected.
- Kinder Orientation
- Gold ELPS assemblies – 90 awards
- Grade Picnics
- Year 6 celebration completed. Dinner to follow.
- Julie Briggs retirement invitation – Wednesday 14<sup>th</sup> December 4-6pm.
- Staff movement.

## 13. General business.

### Membership

Membership has reached 500 active members.

Renewal of membership for 2017 was discussed at length.

Suzie Somann-Crawford suggested the introduction of a membership fee and Lionel Morell noted the liability associated with members who do not pay a fee indicating that they have unlimited liability. The meeting decided that further investigation was needed into this and that nothing would be done about membership renewals until this was presented.

**ACTION:** The Executive to investigate liability associated with membership further and report back to the next meeting.

A discussion was had with the possibility of collection of member fees and the current setup for P&F voluntary contributions.

### Education Act

The Education Act is changing and the Executive are seeking legal advice regarding this new act. In addition, TASSO are also seeking advice for us as they have a legal opinion on our behalf.

**ACTION:** The Executive to seek legal advice regarding the new Education Act.

### P&F Cohort Leaders

Libby Glover discussed the idea of P&F cohort year group leaders to provide a link between parents and the P&F. Libby highlighted the benefits of such leaders in reference to fundraising activities, to increase communication and to help engage the early childhood parents. Libby will do some further work on this and present back at the next meeting.

### Censure Motion



George Hyde presented a Censure Motion against Lionel Morrell. George noted that Lionel presented continuing interjections and objections during meetings, his behaviour was discourteous, he threatened legal action and he often derailed meetings when they were heading in a positive direction.

Lionel Morrel responded to suggesting that George's statements were entirely abhorrent, that he was not disrespectful at any time, that his questions always go through the chair and that the proposer of this motion has done all the actions he is claiming against Lionel tonight during this meeting.

Emmy Brient addressed George and said that if the intention of George's motion was to bring members back to the values of the school: safe, fair, respectful and best that she would support his motion.

Motion Moved: George Hyde. Seconded: Michael Douglas. **CARRIED.**

Paul Vandenberg made the following statement: Lionel Morrell, you have been censured by vote of the assembled members of the P&F Association. A censure indicates the assembly's resentment of your conduct at meetings. A censure is a warning. It is the warning voice of suspension or expulsion. Please take due note thereof and govern yourself accordingly.

#### Meeting Agendas

Lionel Morell requested that Actions from previous meetings be listed on the circulated Agendas for upcoming meetings.

**ACTION:** The Secretary to include Actions from previous meetings on Agendas for upcoming meetings.

14. **Closure:** Meeting closed at 10.04pm

15. **Next Meeting:** Wednesday the 8<sup>th</sup> of February at 7:00pm at ELPS.