

# East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 8<sup>th</sup> of February 2017.

Meeting opened at 7:06pm

## 1. Present/Apologies:

### a) Present:

Jess Downie (President), Sarah Foster (Vice-President), Ross Smith (Treasurer), Paul Vandenberg (Secretary), Angela Phyland (Executive), Meg Anderson, Clare Mawdesley, Rachel Brown, Lucy Robbins, Michael Douglas, Rob Watson, Angela Rose-Eadie, Alvaro Ascui, Alison Mackenzie Hose, Suzie Somann-Crawford, Ross Somann-Crawford, Michael Lowe, George Hyde, Toby Gardner, Tammie Gardner, Sian Hirst

b) **Apologies:** Claire Robertson (Executive), Libby Glover (Executive), Leigh Anthony (Executive), Rosemary Brain, Christina Brown, Suzanne Terry, James Fell, Lea Watson, Jodie Lowe, Hugh Christie, Emmy Brient, John McLaine

## 2. Capital Works Project update

Jess Downie provided an update to the Capital Works Project. The outcome of the vote was in favour of entering negotiations based on the land swap proposal. The DoE has advised they are still considering the option and that the option is still going through the levels of the DoE. Jess also stated the requirement for a 3<sup>rd</sup> vote to execute an agreement. She thanked all members for their patience and for their participation. Jess stated that she will pass on information to members as it comes to hand.

## 3. Minutes of Previous Meeting:

Paul Vandenberg called for the minutes of the previous meetings to be confirmed as a true and correct record.

- a. Special General Meeting on 30<sup>th</sup> of November 2016. Moved: Paul Vandenberg, Seconded: Rachel Brown. **CARRIED.**
- b. Ordinary General Meeting on 7<sup>th</sup> of December 2016. Moved: Paul Vandenberg, Seconded: Meg Anderson. **CARRIED.**
- c. Meeting for Voting on Special Resolution on 21<sup>st</sup> of December 2016. Moved: Jess Downie Seconded: Sarah Foster. **CARRIED.**

## 4. Business arising from previous minutes:

Actions noted in the previous minutes:

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

Paul Vandenberg reported that this has been done, and one feedback has been received so far. The glossary will be finished by next meeting.

**UPDATED ACTION:** Paul Vandenberg to put a closing date for feedback on constitution glossary on the website.

**PREVIOUS 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.

Ross stated that Rob Watson has provided information and the accountant is happy with both options being considered. Ross stated that there should be consideration for a MYOB version with stock control to assist with the Clothing Pool.

**Action stands for next meeting.**

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

Sarah Foster reported that a second quote had been asked for and received. She now has two quotes, one from Midford (mainland based), and one from Tas Uniform Emporium (Tasmanian based). She reported that the prices are similar; \$52 for summer dress; \$44 from Midford. \$52.50 for TUE, and are similar to current prices. She stated her preference was to go for local manufacture (Tasmanian Uniform Emporium).

Meg Anderson stated that we should go for Tasmanian supply.

Sarah provided background that the order for summer uniforms was placed with Uniform City (current provider) August, and she was contacted in January to ask when were they needed. Uniform City would like to move production to China.

Sarah moved a motion to change provider to Tasmanian Uniform Emporium. Unanimous vote yes. **CARRIED.**

**UPDATED ACTION:** P&F to engage Tasmanian Uniform Emporium for supply of school uniforms.

**PREVIOUS ACTION:** Paul Vandenberg to contact the School Association regarding consideration of uniform policy to make it more culturally inclusive.

Paul Vandenberg reported that the School Association had been contacted, and he was assured it would be considered at their next meeting.

Lucy Robbins reported that Audrey in the office is making them currently.

**No further action required.**

**PREVIOUS ACTION:** Emmy Brient to investigate mandatory reporting requirements for early 2017 and report back for a date for the Cocktail Party.

Emmy Brient was not present. There was clarification that mandatory reporting was for the school, not P&F. Rachel Brown to follow up with staff.

**Action to stand for next meeting.**

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

Paul Vandenberg reported that no more work had been completed on the stairs.

Suzie Somann-Crawford stated that it looks like someone had previously backfilled the stairs, and it is now washing away.

Ross Somann-Crawford questioned the safety of the current stairs and that something needed to be done.

Paul Vandenberg stated that the stairs would need to adhere to building standards, and will probably require handrails, and changes to rise and fall.

Lucy Robbins said that the school will investigate and will report back to the P&F.

Ross Somann-Crawford stated that work on the stairs needed to be performed by a qualified person.

**UPDATED ACTION:** School to report back to the school on state of stairs and required work to be done.

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

Lucy Robbins reported that the school is getting an arborist to check all trees.

Suzie Somann-Crawford stated that the situation is dangerous and has been like it for long time.

**UPDATED ACTION:** School to report on assessment of tree roots following arborist inspection.

**PREVIOUS ACTION:** Members to read Report on Feasibility of Members Only Area of the ELPS P&F Website and report back to next meeting.

Paul Vandenberg reported that the main issue of having a members-only area of the website is that the membership database and the website are two completely unrelated entities, and the database has no method of communication membership details like currency of membership and login details to the website. He reported that the recommendation is to put passwords on sensitive documents such as Financial Reports and to email the password with the link to the document.

Alvaro Ascuí stated that email the password and the document together was not great as it can be easily relayed.

Paul Vandenberg agreed, but stated that some level of security was better than none.

Ross Somann-Crawford said he has some ideas how a better level of security could be achieved and will provide information for Paul Vandenberg to review and consider.

**Action to stand for next meeting.**

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

Ross Smith reported that Protek were not engaged to do report in August. He has requested quotes from two building surveyors for a maintenance report.

**UPDATED ACTION:** Ross Smith to provide an update to Association on obtaining a maintenance report at next meeting.

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

Ross Smith reported that he had fixed the door.

**No further action required.**

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

Paul Vandenberg reported that Chris Bonner was undertaking the watering of the oval.

**No further action required.**

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

Jess Downie reported that membership fees do not change liability of members. She reported that it was discussed at Executive Meeting whether to charge membership fees. She reported that it will require an amendment to constitution and therefore must go to a Special Resolution. She also noted that other improvements need to be made to the Constitution and these should all be done at once.

George Hyde asked what the fee may be?

Jess responded that payment of a membership fee would not be compulsory for parents of enrolled students. Other members would pay fee, of probably \$10.

**UPDATED ACTION:** Executive to draw up a proposal for membership renewals and fees and present this to the membership.

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

Jess Downie reported that this is an issue for the Association. She reported that the new Education Act has requirements for school associations. TASSO has sought legal advice on our behalf. She reported that the act refers to School Associations and not specifically Parent and Friends Associations. She stated that ELPSP&F falls outside of the scope as we are an independent association, not a sub-committee of the School Association. She stated we have two options if it is determined that ELPSP&F does fall under the scope of the legislation;

- a. Remaining independent and taking out references to school. She stated that this will affect insurances and we will have no liability cover from the DoE.
- b. Become a sub-committee of the School Association. This is not preferred as we are a land owner, and the assets would be transferred to the DoE.

Jess said that we will engage with the DoE and the Minister says he is supportive of associations like us. Advice received by the Executive is that we may not be affected and that the legislation is silent on the matter.

Ross Somann-Crawford stated that this was discussed in parliament, and that ELPSP&F was specifically mentioned, and that ELPSP&F is not effected by the legislation.

Jess Downie responded that nothing formal had been received from the DoE that we're not affected.

Michael Lowe asked has act passed and are there regulations to go with the Act?

Jess responded that yes, the Act had passed, but doesn't know if there's any regulations.

**UPDATED ACTION:** President to look for regulations for Act, and report back to membership.

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

Paul Vandenberg reported that actions from previous meetings were now included in agendas.  
**No further action required.**

## 5. **Financial report.**

Ross Smith presented the updated November financial report. Christmas cakes were lumped with clothing pool in the previous report. They are now separated, but the totals remain the same.

Ross Smith then presented the financial reports for months ending 31/12/2016 and ending 31/1/17.

It was noted the contribution the Christmas cakes had made, and that a thank you should be sent to Manu bakery for the use of their kitchen.

Ross Smith reported that he has spoken to bank about EFTPOS terminal fees. He said the current charge of \$60 per month was because we're so small.

Meg Anderson asked if we had considered other financial institutions.

Ross responded to say others were initially looked at, but it might be worth considering.

Meg responded to say we have large chunk of money with the bank, and we should get a better deal.

George Hyde asked if there were any parents of students who are bankers?

Ross responded that he didn't know.

Michael Lowe asked how much goes through the EFTPOS machine each month?

Ross responded at least \$2000. Average always under \$3000, so fees are fixed.

Move to accept financial reports: Ross Smith. Seconded: Jess Downie. **CARRIED**

**ACTION:** Send Manu Bakery a thank you for their assistance and use of their kitchen for Christmas cakes.

## 6. **Correspondence.**

Correspondence was received from (in order of receipt):

- a. Letter from Rebecca Woodland (16 Tasma Street) regarding the possible acquisition of the Tasma Street entrance block from the P&F (9/12/16).
- b. Requisition for an Ordinary General Meeting from Derek Le Merchant (13/12/16).
- c. Further correspondence regarding requisition for an Ordinary General Meeting from Lionel Morrell (18/12/16).
- d. Letter from Ian Cameron (life member) via Lionel Morrell regarding previous requisition for an Ordinary General Meeting (20/12/16).
- e. Valuation Report prepared for Friends of East Launceston Oval (FELO) by Ross Somann-Crawford (22/1/2017).

Move to accept correspondence: Paul Vandenberg. Seconded: Meg Anderson. **CARRIED**

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

- a. It was suggested by Jess Downie that any discussions around the possible acquisition of the Tasma Street entrance by Rebecca Woodland be put on hold until after the land swap proposal was finalised.

Michael Lowe suggested that the P&F should do something with the land in question once the dust settles. He suggested that the P&F should take control of the property or sell it.

Ross Somann-Crawford stated that there has been conflict with the Launceston City Council and TasWater over the land.

**ACTION:** Paul Vandenberg to contact Rebecca Woodland and notify her of the suspension of discussions until after the land swap proposal was finalised.

- b. Paul Vandenberg outlined the requisition for the Ordinary General Meeting. A requisition for an Ordinary General Meeting was received from Derek Le Merchant on the 13/12/2016. The meeting was requested by 15 signatories. Part of the reasons for the requesting the meeting

was to put a motion that an additional vote be required to execute an agreement for the transfer of land resulting from negotiations. The Executive met with Ross Hart on the 14/12/16 who confirmed the requirement for such a vote. This was communicated to Derek, who agreed that the motion was unnecessary and redundant on that advice. The meeting was not scheduled or advertised on that basis.

- c. Paul Vandenberg then stated that further correspondence was received from Lionel Morrell on the 18/12/16 requesting that the ordinary general meeting was still necessary, and requested it to be held on the 20/12/16, the night of Carols on Oxford. Lionel was contacted that as the request was for an ordinary general meeting, all members must be given fair and reasonable notice of the meeting as it had not been advertised. Fair and reasonable notice was indicated to be 7 days. The meeting was not scheduled.
- d. Paul Vandenberg stated that the letter from Ian Cameron, life member and past President of the P&F, expressed his disappointment that the ordinary general meeting was not going ahead, as well as other concerns regarding the land swap proposal and vote on the special resolution. Ian's points were addressed in an email back to him.
- e. Jess Downie reported that she had received a valuation on the Pavilion from Ross Somann-Crawford on behalf of the Friends of East Launceston Oval (FELO) group (who state they are a sub-committee of the Tasmanian Ratepayer's Association) which was obtained without the permission of the Executive. Jess stated that the P&F Executive won't be providing it to members, as the Executive didn't instruct the valuer. She suggested that anyone wanting a copy of the report to contact FELO for a copy, as the report was commissioned by FELO.

Ross Somann-Crawford stated he commissioned report. Ross went on to say he was not against the P&F and his main concern is preserving greenspace.

Jess stated that Andrew Cubbins (valuer) said that it was Lionel Morrell who commissioned the report.

Jess asked if all members of FELO members of the P&F

Ross responded that no, not all members of FELO are members of the P&F.

Jess stated that the Executive would have agreed to valuation if requested and that the Executive have no issue with another valuation report being obtained. She stated that the request should have gone through the Executive. Jess stated that the issue at hand is the steps gone through to obtain the valuation.

Rob Watson asked why didn't the valuers seek permission for the valuation from the Executive.

Jess responded that it's not appropriate to conduct the valuation without the owner's permission, and that the Executive weren't approached.

Michael Lowe asked if it is legal to get a valuation without the owner's permission?

Jess responded that it is a grey area.

Michael asked if the initial valuation by Preston Rowe Paterson indicated a \$100K benefit in favour of the DoE?

Jess responded that yes, that's the indication of the report. She also said that we've come a long way from the donation concept.

Ross stated that he was not saying that he was representing P&F when commissioning the report.

Jess responded that she was not insinuating that. She indicated that there was a potential conflict of interest in commissioning the report, and that good faith would have been an initial request from FELO to the P&F.

Jess asked Ross why wasn't the Executive approached initially?

Ross replied that it was because of a hostile Executive.

Jess responded that the Executive had been very accommodating to community members of the Association and were not hostile.

## **8. Pavilion/Oval**

### **1. Co-ordinator report**

Paul Vandenberg reported that Meg Culhane (Pavilion Co-ordinator) indicated there was nothing to report.

### **2. Cleaning and maintenance.**

Ross Smith reported that Mark (cleaner) is back on duty, and there is no outstanding maintenance.

Lucy Robbins reported that one of the boy's toilet door locks was broken, and was getting the groundsman to have a look at it.

## **9. Clothing pool.**

Sarah Foster reported that the Clothing Pool had done \$17k of sales over the two book days. Sarah thanked everyone who has assisted with the clothing pool during book sales.

Sarah also reported several hats were returned with broken clasps. She said they may go back to manufacturers.

Lucy Robbins thanked Sarah for her efforts with clothing pool over the book sales days.

Michael Lowe asked how much went through the EFTPOS machine during the book sales days.

Sarah responded that approximately \$3K were cash sales and \$14K from EFTPOS sales.

## **10. Fundraising**



Jess Downie put it to the assembled members what should the P&F focus on for fundraising. Suggestions were the Cocktail Party and a Trivia Night. She also raised the idea of Hot Cross Buns for Easter?

Ross Smith agreed to the Hot Cross Buns idea. He indicated that Exeter Bakery had previously done it for the P&F.

Jess called for volunteers to assist with organising for Hot Cross Bun sales? Angela Phyland and Meg Anderson both volunteered.

Ross Smith suggested Manu Bakery be asked if they would like to assist as they have supported us well for the Christmas Cakes. It was agreed to approach Manu Bakery.

Ross Somann-Crawford asked how many do you get for trivia night?

Jess responded about 120 (12 tables of 10).

Ross Somann-Crawford suggested a casserole night.

Jess responded that it was a good idea, and maybe combine the Trivia Night with it.

George Hyde said that food hygiene issues with council would be a problem for anything that was prepared on site at the school.

Jess responded that this is probably why Trivia Night was previously BYO food.

Meg Anderson suggested platter orders when buying tickets for Trivia Night.

Jess asked what was an appropriate date for trivia night. No date was agreed to.

Meg asked how many ice creams are left?

Ross Smith responded that he didn't know?

Jess asked Lucy Robbins can check how many ice creams are left. Lucy agreed.

Suzie Somann-Crawford suggested a date night where kids come to school and parents go out to dinner or movies.

Jess suggested there may be issues with caring for children at the school out of hours.

Shan Hirst suggested a grandparent's day.

Ross Somann-Crawford agreed that a grandparent's day was a great idea.

Jess responded that a grandparent's day was something for the school to organise.

Rachel Brown said yes, it was a good idea, and something the school would consider.

## **11. Requests for school funding.**

There were no requests for school funding.

## **12. School report.**

There was no principals report. Rachel Brown stated that it had been a great start to the school year.

### 13. General business.

#### Class Representatives

Meg Anderson asked about what was happening with the class representatives raised last year?

Jess responded that it needs to be manageable.

Lucy Robbins said she will follow up with Libby Glover and Clare Robertson.

Jess asked if it could be flagged for inclusion in the Skoolbag app and in newsletters for a call for representatives.

Jess indicated there should probably be one for every class rather than one for each grade.

#### Code of Conduct

Paul Vandenberg reported that a draft Code of Conduct had been created and was on the website for feedback. Some feedback has been received, and this will be reviewed by the Executive.

Michael Lowe said people need to use real names for stuff on the web, that we need to get away from debates during meetings, and we need a strong chair for meetings.

Jess responded by saying that she was conscious of people needing to have their say, and striking a balance was hard.

#### Donation

Paul Vandenberg raised the recent media coverage for Roy Austen (parent of Cody James Austen – grade 6) and his battle with terminal cancer and his go-fund-me campaign to provide for his son on his death. Paul asked assembled members of the Association if the Association would consider a donation to this fund if appropriate.

Michael Douglas said that this may set a precedent for others who may be in a similar situation to seek donations from the P&F.

Jess suggested that maybe a fundraiser event for the cause where the proceeds were donated would be better and an event may be more appropriate than a donation.

Meg Anderson said that media attention for a fundraising event can bring in more donations.

Ross Somann-Crawford suggested the P&F promote the go-fund-me page.

Rachel Brown suggested a wine sale would be a good fundraiser.

**ACTION:** Continue further conversation about a fundraiser event for Roy Austen's go-fund-me cause.

### Working with Children Check

Suzie Somann-Crawford asked whether a Working with Children check was required for anyone to volunteer for P&F activities.

Jess Downie responded that she will follow up whether everyone needs one.

**ACTION:** Jess Downie to check if a Volunteer Working with Vulnerable Persons (Child Related Activity) card was required for all volunteers for P&F activities.

14. **Closure:** Meeting closed at 9:06pm

15. **Next Meeting:** Wednesday the 1<sup>st</sup> of March at 7:00pm at ELPS.