

East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 8th of March 2017.

Meeting opened at 7:02pm

1. Present/Apologies:

- a) **Present:** Jess Downie (President), Sarah Foster (Vice-President), Ross Smith (Treasurer), Paul Vandenberg (Secretary - Chair), Claire Robertson (Executive), Leigh Anthony (Executive), Angela Phyland (Executive), Rachel Brown, Lucy Robbins, George Hyde, Ross Somann-Crawford, Jodie Lowe, Hugh Christie, Kristy Fairbairn, Lea Watson, Angela Rose-Eadie, Nick Allen, Michael Brain, Rosemary Brain, Jennifer Larnier, Maria Mischs, Keith Ellis, Richard Talbot
- b) **Apologies:** Libby Glover (Executive), Tim Whiteley, Christina Brown, Michael Douglas, Alvaro Ascui, Michael Lowe, Jane Gaetani-Black, Emmy Brient, Rob Watson, Caroline Davies, Suzie Somann-Crawford

2. Capital Works Project update

Jess Downie provided an update to the Capital Works Project.

Jess said that land swap is the Department's preferred option however they are dealing with concerns raised by the Friends of East Launceston Oval (FELO). Jodie Lowe asked about the concerns expressed by FELO and Jess Downie stated that the Education Department will respond in full to FELO and then respond to the ELPS P&F.

Jess stated that if the Department decide to go ahead with the land swap, they will provide a document with all details on the exchange of land and hopefully more detailed drawings which will enable better vision for members. Following this, The P&F will have a vote.

George Hyde asked whether a potential conflict of interest was present by members of the P&F who were also members of FELO? In response, the Executive asked any FELO members to declare their conflict of interest directly to the Executive. George expressed his distaste of the roadblock provided by FELO members even though as a group we have voted positively for the land swap.

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. Ordinary General Meeting on 8th of February 2017. Moved: Paul Vandenberg, Seconded: Lucy Robbins. **CARRIED.**

4. Business arising from previous minutes:

Actions noted in the previous minutes:

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

Paul Vandenberg reported that a closing date had been set and advertised on the website for the 1/3/2017. Feedback form now removed. Executive have reviewed feedback and an amendment has been made. Amendment is the addition to the definition of “**Others**” means community members *living in the School catchment area as defined by the DoE*, who must demonstrate a real and current connection to the School.

UPDATED ACTION: No further action

PREVIOUS ACTION: Ross Smith to 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 Smith informed the meeting that MYOB Essentials has been chosen for the accounting software. Ross stated that he had done the free trial and that our accountant was happy with the choice. Ross stated that he would be setting the software up next Wednesday 15th March with assistance from accountant.

UPDATED ACTION: No further action

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

Sarah Foster informed the meeting that she had met with the TUE and they would be in contact again in the middle of the year when dresses would require ordering.

UPDATED ACTION: No further action.

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

Paul Vandenberg reported the school had suggested the 24/3/17. The P& F Executive decided that the date was too close to organise and asked for a further date after Easter to be suggested.

UPDATED ACTION: A date after Easter to be decided on between executive and school. Ross Smith reminded the meeting that 14 days is required to obtain a liquor licence.

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

Paul Vandenberg reported he had received a note from the school that they agreed the stairs needed repairing after an inspection.

UPDATED ACTION: Lucy Robbins to check school standards for stairs. The P& F will engage a builder to inspect the stairs and for said builder to provide a quote for work required. The meeting discussed the probable need for handrails.

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

Paul Vandenberg reported that the school had provided the following information:

- The tree roots that some members were concerned about above the play fort are quite exposed. Mark (maintenance) will tidy up the loose ones but it is not a direct walking path so it doesn't pose a trip hazard for people using the paths
- There is another tree root system on the left-hand side of the pavilion as you are looking out to the oval and there is a bit of a stump there which actually looks as though it is holding the bank together a bit so if removed unsure what will happen.

UPDATED ACTION: No further action.

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 he had not received anything from Ross Somann-Crawford.

Paul stated that due to the P& F meetings being held at the start of the month, it may be difficult for the Treasurer to prepare reports for distribution prior to the meeting.

Ross Somann-Crawford informed the meeting that he has created a similar member's area at "eastlanceston.com/epf/". Users need to put in a username and password to access the information. Ross suggested that such a member's area would require some time for setup however maintenance would be minimal after this.

Ross also suggested another option which would require the setup of a Yahoo group to which people would have to apply to become members. Paul expressed his apprehension at the thought of controlling further social media.

The meeting noted some problems associated with today's trial run with the financial report. Paul stated that he would continue to work on a better system for distribution.

UPDATED ACTION: Paul to continue to work on a better way to distribute the financial reports.

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

Ross Smith stated that a building surveyor has been asked to provide a price. He will be inspecting tomorrow. The meeting suggested that perhaps the surveyor may also have a look at stairs on the oval.

Ross stated that the maintenance report had been completed with only some minor issues.

- Back wall near bank needs to be fixed.
- Some locks are loose which will require a locksmith.

UPDATED ACTION: Surveyor to also look at stairs and provide report.

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

Paul Vandenberg said all changes are to be done at once including adding the Glossary to the Constitution. He said we should aim for amendments to the constitution for AGM, including membership fees. All amendments could be discussed at a special meeting prior to the AGM in a timely fashion.

Paul stated that all memberships from 2016 have been rolled over to 2017.

UPDATED ACTION: The Executive to continue to work on constitutional changes ready for 2017 AGM.

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

Paul Vandenberg said there were no regulations yet, and the Act is not enacted until 2020.

Jess Downie stated she will continue to try to get a formal exemption in association with TASSO. Jess stated that the Regulations regarding the act have not been published. Hugh Christie suggested that in his experience, regulations would not be generated until closer to the enactment of the legislation.

UPDATED ACTION: Jess Downie to continue to work with TASSO on obtaining a formal exemption from Education Act regarding removal of incorporation of school associations.

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

Claire Robertson reported that this had been done, and was waiting for Jess to print it and sign with a small card. Claire will also laminate the certificate.

UPDATED ACTION: No further action

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

Paul Vandenberg reported that Rebecca Woodland had been emailed to let her know that discussions had been suspended until after the land swap is finalised. No further response received.

UPDATED ACTION: No further action

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

Paul Vandenberg reported that the Wine Sale was underway to raise funds for CJ Austen. Paul thanked Lucy Hyde and Angus Peel for their assistance. Paul reported that unfortunately Roy passed away on Sunday. The Wine Sale finishes on the 17/3, and the contribution will be made soon after. Paul will report back on the amount raised.

UPDATED ACTION: Paul Vandenberg to report back to members on funds raised for Wine Sale at next meeting.

PREVIOUS 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.

Jess Downie stated the Executive doesn't believe a RWVP card is required, and that members are exempt under 'engaged in an activity for less than 7 days in a calendar year', but the Executive suggest that all members who wish to volunteer should obtain a RWVP volunteer card.

There are many exemptions which Jess is going to give to Paul Vandenberg to publish.

UPDATED ACTION: No further action.

5. **Financial report.**

Ross Smith then presented the financial reports for months ending 28/2/2017.

Move to accept financial reports: Ross Smith. Seconded: Sarah Foster **CARRIED**

The meeting wishes to acknowledge the kind donation received from Natasha White.

6. **Correspondence.**

Correspondence was received from (in order of receipt):

- a. Letter from John Green (solicitor) regarding expulsion of member 5 by the Executive (8/2/17).
- b. Further letter from John Green regarding expulsion of member 5 by the Executive (14/2/17).
- c. Letter received from Michael Lowe regarding valuations (5/3/17).
- d. Email received from Toby Gardner regarding progression of land swap proposal (7/3/17).

Move to accept correspondence: Paul Vandenberg. Seconded: Jennifer Larner. **CARRIED**

7. **Business arising from correspondence.**

Paul Vandenberg reported the following:

- a. The letter received from John Green disputed that member 5 was guilty of conduct detrimental to the interests of the Association and asked for the expulsion to be withdrawn.

A formal response was sent to John Green from the Secretary saying that there was a process of appeal if the member disputed the charge.

- b. The second letter received from John Green acknowledged our reply and that member 5 had declined the appeal option, but still disputed the charge.
- c. The letter from Michael Lowe conjectured that the property valuation commissioned by the P&F was erroneous, and that the property valuation commissioned by FELO was correct. The Secretary replied to Michael that the Government will likely get their own valuation done, in addition to the other two, and that all valuations will be considered in negotiations with the DoE.
- d. The letter from Toby Gardner questioned why the DoE are yet to confirm that they are progressing with the Land Swap Proposal. The Secretary responded by saying we are waiting on Minister, and that the DoE is responding to concerns raised by FELO. Once the concerns of the FELO group have been addressed, the DoE intends to present the land swap as the preferred option to the Minister.

1. Pavilion/Oval

1. Co-ordinator report

Paul Vandenberg reported that Meg Culhane (Pavilion Co-ordinator) indicated there was nothing to report except that she noted that she was receiving many bookings.

It was noted that there will be a fumigation of the Pavilion due to evidence of rats on 10/3/17.

Ross Smith has been fixing locks.

Executive agreed to purchase a new fridge for Pavilion. Ross Smith and Leigh Anthony to choose and collect.

2. Cleaning and maintenance.

Nothing to report.

2. Clothing pool.

Sarah Foster informed the meeting that she was intending to purchase a new cupboard which would cost around \$250.00 from money obtained from second hand clothing sales.

Sarah provided two variations of green "woollen" jumpers that TUE sell. Sarah to investigate the materials further.

3. Fundraising

- a. Cocktail Party – A date will be decided for the Cocktail Party before the next meeting. Proceeds to go towards the Grade 6 camp.
- b. Hot Cross Buns – Angela Phyland said she has rung Manu and Exeter Bakery and is waiting for costs. Proceeds to go toward the Chaplaincy Funding. Lucy Robbins to put a Pre-notice in Newsletter.

- c. Ice Creams – Left over ice-creams from the Carols. It was discussed to sell them after the athletics carnival from the canteen. Ross Smith to do float and find out prices and give Lucy Robbins price signs.
- d. Entertainment Book – Sam Lee is still a parent at the school. Jess Downie to contact James or Sam. The committee thinks it would be good idea.

4. Requests for school funding.

Paul Vandenberg reported there had been no requests for school funding received.

5. School report.

Rachel Brown reported that the school has some new teachers and new systems in place and everything is going well.

6. General business.

George Hyde raised the issue of bike racks down by the Abbott Street entrance is often full. George stated that there is room for another bike rack next to the existing one. Scooter racks may also be required. Lucy Robbins to assess the area and the school will look into it.

7. Closure: Meeting closed at 8.23pm

8. Next Meeting: Wednesday the 5th of April at 7:00pm at ELPS.