

East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 5th of April 2017.

Meeting opened at 7:05pm

1. Present/Apologies:

- a) **Present:** Jess Downie (President - Chair), Ross Smith (Treasurer), Paul Vandenberg (Secretary), Claire Robertson (Executive), Leigh Anthony (Executive), Angela Phyland (Executive), Libby Glover (Executive), Anna-Louise Hills, Lea Watson, Richard Talbot, Lucy Robbins, Rachel Brown, Michael Douglas, George Hyde, Tina Brown, Sam Bucknell, Meg Anderson
- b) **Apologies:** Sarah Foster (Vice-President), Angela Rose-Eadie, John McLaine, Suzie Terry, Caroline Davies, Krista Preece, Clare Mawdesley, Derek LeMerchant, Keith Ellis, Alvaro Ascui, Rosemary Brain, Michael Lowe, Jodie Lowe, Emmy Brient, Rob Watson

2. Capital Works Project update

Jess Downie provided an update to the Capital Works Project. She reported that the Land Swap Proposal is currently with Minister and we are awaiting the outcome. The advice received from Todd Williams (DoE) was to sit tight. Jess raised that there would be benefit from members of the P&F to send letters of support to the Minister. She said there have been misconceptions about process. Jess will inform the Minister by writing a letter.

George Hyde asked should we provide a proforma for a letter to members? Jess responded that yes, that was a good idea. A proforma will be put on website. Paul Vandenberg will send out an email to all members updating them on the Land Swap Proposal. Jess to make template.

ACTION: Jess Downie to create proforma template for members to use to write to the Minister

ACTION: Paul Vandenberg to send out email to all members updating progress on the Land Swap Proposal.

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 March 2017. Moved: Paul Vandenberg, Seconded: George Hyde. **CARRIED.**

4. Business arising from previous minutes:

Actions noted in the previous minutes:

PREVIOUS ACTION: A date after Easter to be decided for the Cocktail Party between Executive and school.

Rachel Brown put forward two possible dates; June 2 and May 26. Jess Downie said she won't be here for the May date, and so it was suggested the date of June 2 would be suitable.

UPDATED ACTION: At the May meeting determine date for either May 26 or June 2 for Cocktail Party.

PREVIOUS 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.

Lucy Robbins said she thought it was with the P&F.

Ross Smith reported that the Building Surveyor looked at stairs. The surveyor noted that because the steps are deep and wide that no handrail was required, but recommended one hand rail though. It was noted that the P&F need to get a builder or landscape designer to do the work. And that we need to get quotes. There was a discussion about materials to be used; concrete or treated pine. It was decided to get a quote for both. Lucy Robbins will put an item in school newsletters to ask for builders.

UPDATED ACTION: Lucy Robbins to advertise for builders to quote through school newsletter. Executive to obtain quotes for remedial work to stairs.

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

Paul Vandenberg reported that the distribution of financial reports with a password security was improved. It was agreed at the meeting that this was sufficient security.

UPDATED ACTION: No further action required.

PREVIOUS ACTION: Surveyor to also look at stairs and provide report during maintenance inspection.

This was dealt with in a previous action.

UPDATED ACTION: No further action required.

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

Jess Downie that we were slowly working on this. Paul Vandenberg suggested we form a small committee of Executive and General members to drive the changes. This was agreed to by the assembled members.

UPDATED ACTION: Paul Vandenberg to call for expressions of interest from members to form a P&F committee for work on constitutional changes for 2017 AGM.

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

Jess Downie reported she had been in touch with TASSO and they were working on it.

UPDATED ACTION: Jess Downie to provide regular meeting reports on obtaining an exemption from Education Act regarding the removal of incorporation of school associations.

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

Ross Smith reported that there had been \$2040 in sales. The costs to the P&F were \$1185, leaving a profit of \$855. The profit will be donated to the CJ Austen Gofundme campaign.

UPDATED ACTION: Donation of \$855 to be made to the CJ Austen Gofundme campaign.

5. Financial report.

Ross Smith then presented the financial reports for months ending 31/3/2017.

Move to accept financial reports: Ross Smith. Seconded: Rachel Brown. **CARRIED**

6. Correspondence.

Paul Vandenberg reported there had not been any Correspondence was received since the last General Meeting.

7. Business arising from correspondence.

As there was no correspondence there was no business arising.

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 tap washers were being replaced. He also reported that the school had requested a cleaning out under Pavilion. It was suggested by Ross that a working bee to be held to clean out under Pavilion?

ACTION: Executive to organise for a working bee to clean out under the Pavilion

9. Clothing pool.

Due to Sarah Fosters absence at the meeting there was no report on the Clothing Pool.

10. Fundraising

- a. Cocktail Party – see previous action item.
- b. Hot Cross Buns – Angela Phyland and Meg Anderson reported there had been some frustration with suppliers, but Manu bakery had volunteered. Angela reported that we are receiving the wholesale price. of 80c and are selling them for \$6.80. Meg reported that there are lots of forms in. Meg raised the question of whether we should over order for late sales? Jess said no, as we could be left with the buns at the end. Paul Vandenberg to send email to everyone for orders. Ross suggested that EFTPOS orders be done in one hit so they can be separated from the Clothing Pool sales. Meg agreed to do this. A question was raised about collecting payment online. Paul reported that websites collecting credit card information need to be PCI DSS compliant. It was suggested that the P&F investigate setting up a PayPal merchant account for online payment.

ACTION: Paul Vandenberg to send email to all members on the 6/4 for Hot Cross Bun orders.

ACTION: Paul Vandenberg to investigate costs and practicality of setting up a PayPal merchant account.

- c. Entertainment Book – Jess Downie reported she has the Entertainment Books. She stated that it was an easy fundraiser for the P&F. Lucy Robbins reported it was difficult to chase up books not coming back, but Entertainment Books seem okay with this. Discussion ensued around the value of the digital version, rather than the printed book George Hyde suggested that the P&F say that we strongly recommend the digital version. Paul Vandenberg to find Entertainment Book landing page for P&F and send email to members and put on website.
ACTION: Paul Vandenberg to find Entertainment Book landing page for P&F and send email to members and put on website.
- d. Trivia night – A date for the Trivia Night was discussed. Due to the lateness of the Cocktail Party it was decided to hold it in 3rd term. A date will be set after the Cocktail Party has been run.
- e. School Fair – April 2018. EOI for volunteers for committee. It was decided that at the next meeting to set the date for the School Fair.

ACTION: Paul Vandenberg to send an email to all members asking for expressions of interest for members of the School Fair committee.

ACTION: At May meeting set date for the School Fair for 2018.

11. Requests for school funding.

Paul Vandenberg reported there had been no requests for school funding received. Rachel Brown and Lucy Robbins confirmed there were no requests.

12. School report.

Rachel Brown reported on the days for school goals. Fancy hair for fair, boardies for best etc.

Rachel presented a photographic presentation of the significant events so far this year. These included; Athletics carnival (3-6), Tabloid sports day (K-2), LSSSA, Next Gen, Hollybank excursion, Brixhibition (40 entries), Gifted and talented day, Grade 5 camp to Port Arthur.

She reported that planning for the Canberra trip was well underway, and that staff were developing a STEM national unit.

13. General business.

Paul Vandenberg raised the possibility of purchasing and putting up nets on the soccer goals on the oval. Rachel Brown also suggested that the goals need pegging to ground. Rachel said she will investigate specifications for nets from a school perspective. Paul Vandenberg to get quotes. George Hyde noted that they need to be heavy duty.

ACTION: Rachel Brown to research specifications for soccer nets for schools.

ACTION: Paul Vandenberg to get quotes for soccer nets.

14. Closure: Meeting closed at 8:00pm

15. Next Meeting: Wednesday the 3rd of May at 7:00pm at ELPS.