

East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 2nd of August 2017.

Meeting opened at 7:06pm

1. Present/Apologies:

- a) **Present:** Jess Downie (President), Ross Smith (Treasurer), Sarah Foster (Vice-President), Paul Vandenberg (Secretary), Leigh Anthony (Executive), Angela Phyland (Executive), Libby Glover (Executive), Claire Robertson (Executive), Angela Rose-Eadie, Derek Lindsay, Lea Watson, Clare Mawdesley, Richard Talbot
- b) **Apologies:** Jenny Lerner, Jodie Lowe, George Hyde, John MacLaine, Lucy Robbins, Michael Douglas, Michael Lowe, Rachel Brown, Emmy Brient, James Fell

2. Capital Works Project update

Jess Downie provided an update to the Capital Works Project. She reported the process is ticking along and the Project Working Group meet every second Tuesday. The Project Working Group is made up of Jess Downie (P&F), Ross Smith (School Association), Peter Heathcote (DoE), school reps and the architect. The Land Swap Proposal is currently back with the Minister awaiting final approval before bringing it back to P&F. Several concepts have been presented to Project Working Group. The Minister has to approve the preferred options. This will then come back for P&F approval in agreement form. Jess reported that the School Association is feeding into Master Planning Group. They are looking at the balance of what can be achieved considering the School priorities and budget. Jess stated that the process has been frustrating.

Lea Watson asked when would the membership see the actual plans? Jess responded that there will be one preferred plan and the P&F won't vote on a range of plans. The position of the P&F is that getting the Land Swap Proposal approved is our objective.

Angela Rose-Eadie asked what are we voting on? Jess responded that there will be one plan that will have the development concept and exact detailed plans and what are the exact land swap arrangements.

Jess confirmed that the vote to execute the agreement for the Land Swap Proposal requires a 75% yes vote. Jess also confirmed that the Land Swap and proposal for the build will be one vote.

Jess reported that negotiations are centred on what will be required for the Land Swap and the concepts. Whole oval is most beneficial.

Angela Rose-Eadie asked how much longer is the process going to take? Ross Smith responded that we hoped to have the drawings for the AGM. He reported that many drawings were considered by the Project Working Group and that a lot of work had been done to consider what was best for the school, P&F and the community.

Jess stated that they (the Project Working Group) do seek our opinions on what is being proposed.

Angela Rose-Eadie asked if the Executive would forward the document before presenting concepts at AGM. Jess responded that this was a good idea. Ross Smith stated that the architects will do it for us.

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 7th of June 2017. Moved: Leigh Anthony, Seconded: Angela Rose-Eadie. **CARRIED.**

4. Business arising from previous minutes:

Actions noted in the previous minutes:

PREVIOUS ACTION: Lucy Robbins to contact Fairbrothers to accept quote for \$1,645 + GST. Work to be conducted during holidays.

Paul Vandenberg read an email from Lucy Robbins from the 20/6/17, in which she said that the quote provided were for the wrong stairs (the ones in front of the Pavilion), and that the work would be significantly more expensive due to the stairs being used for public access, and the area was not closed off. Fairbrothers estimated a ballpark figure of \$7,000 to build a steel and concrete replacement, and that an engineer would need to assess the stairs first.

Discussion ensued on whether or not by closing the gate would result in the stairs not being for public access.

Clare Mawdesley suggested getting rid of the steps.

Paul Vandenberg suggested get another opinion and getting quotes. Ross Smith suggested asking Nick the landscaper.

UPDATED ACTION: Paul Vandenberg to get two quotes for replacement of the Tasma Street entrance stairs and report back to P&F.

PREVIOUS ACTION: Jess Downie to form a committee with Michael Douglas and Rachel Brown and Leigh Anthony to work on constitutional changes for the 2017 AGM.

Jess Downie reported that she has had communication with Michael and will talk further.

UPDATED ACTION: Jess Downie to form a committee with Michael Douglas and Rachel Brown and Leigh Anthony to work on constitutional changes for the 2017 AGM.

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

Jess Downie reported that this is on the backburner for the time being.

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 send a follow up email to members regarding the working bee on the 18th of June. Indication of who might be bringing a trailer. Paul to work with Ross Smith to provide a list of what is needed to be done and what to prepare.

Paul Vandenberg reported that the working bee was very successful, and further working bees will be organised.

UPDATED ACTION: No further action required.

PREVIOUS ACTION: Paul to contact all nominations for the School Fair Committee and gratefully accept their assistance. Invite Lucy Hyde for to first meeting.

This has been done and the School Fair Committee and the committee was due to meet on Thursday 29th June 6pm in the staff room at ELPS.

Jess Downie asked if the School Fair Committee can provide regular updates to the P&F at meetings.

UPDATED ACTION: Paul Vandenberg to ask School Fair Committee to provide regular updates for presenting at P&F meetings.

PREVIOUS ACTION: Lucy Robbins to look at school calendar and get back to Executive on a proposed date for the School Fair in 2018.

Paul Vandenberg reported that the school had proposed a date of the 24 March 2018 for the School Fair.

UPDATED ACTION: Paul Vandenberg to communicate to the School Fair Committee that the proposed date for the School Fair was the 24th of March 2018.

PREVIOUS ACTION: Michael Douglas to get nets from Oxley and securing straps from Networld. \$500 max. Goals to be painted at working bee. Paul Vandenberg to email request for assistance for working bee.

Jess Downie stated her thanks to Michael Douglas for organising this. Paul Vandenberg reported that the nets and straps have arrived and that so far one goals has been undercoated. The other goal is yet to be undercoated, and both will require final coats before the nets can be erected.

UPDATED ACTION: Ross Smith and Michael Douglas to organise for more work to be done on preparing the soccer goals for nets to be erected.

5. Financial report.

Ross Smith presented the financial reports for month ending 30/6/2017.

Ross Smith then presented the financial reports for month ending 31/7/2017.

Ross Smith moved that the meeting accept the financial reports. Seconded: Lea Watson.

CARRIED

6. Correspondence.

Paul Vandenberg reported there had there was one piece of correspondence to note received or outgoing in June and July.

Paul Vandenberg read an email from Ross Smith dated the 2/8/2017. The email read:

“As requested by TASSO and the P&F Executive I hereby tender my resignation as Treasurer and from the P&F Executive to ensure that there can be no perceived conflicts of interest with my current position of School Association Chair and member of the Project Working Group. I have been extremely proud to have been involved with the P&F Executive and the outstanding work that they have done since my involvement.

I will continue to provide support for the new treasurer including maintaining payment of accounts and finalisation of the EOY account with the Accountant.

I will of course continue to give support for the P&F.”

7. Business arising from correspondence.

Jess Downie reported that Derek LeMerchant has been nominated as an interim Treasurer to fill the casual vacancy until the AGM in September. Derek had accepted the nomination.

Jess thanked Ross Smith for all his hard work for the P&F.

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 the urinal was currently broken. Ross had a plumber fix it two months ago and the plumber is looking for a new cistern for the urinal and it would hopefully be fixed tomorrow (3/8/17).

Ross also reported he had cleaned heat pump filters. They are much improved. Investigate heat pump maintenance by a service agent.

9. Clothing pool.

Sarah Foster reported that she needs to buy a new cash tin from the second-hand money and new cupboard. She was doing this in the next few days.

Ross Smith asked if the stocktake had been completed. Sarah reported that it had not been done yet, but would be in the next few days.

10. Fundraising

- a. Cocktail Party – The Cocktail Party has been cancelled for this year. To be held early 2018.
- b. Hot Cross Buns – Jess Downie reported she had spoken to Manu about the Easter buns. They were terribly sorry. Packaging was an issue. Manu raised that they were an artisan product and not meant to be light and fluffy and were meant to be eaten on the day. P&F to invite Manu to have stall at fair.
- c. Entertainment Book – 80 books still outstanding.
- d. Trivia Night – Consider after next school holidays. Possibly 20th of October. Check with school.
- e. School Fair – see item under *Business Arising from Previous Meeting*
- f. Christmas Cakes – call out for helpers with view to taking over from Lil Calvert.
- g. Father's Day stall – Claire wants to run this.
- h. Christmas stall – Market. Sausage sizzle. First week in December.

11. Requests for school funding.

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

12. School report.

Due to the absence of Emmy Brient and Rachel Brown there was no School Report presented.

13. General business.

Paul Vandenberg informed the meeting that the date for the AGM has been set for the 20th of September at 6pm and a General Meeting will follow the AGM.

Jess Downie reported she no longer has child at school and will see out as President until the AGM and then re-assess.

14. Closure: Meeting closed at 8:13pm

15. Next Meeting: Wednesday the 20th of September at 7:00pm at ELPS.