

East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 20th of September 2017.

Meeting opened at 6:56pm

1. Present/Apologies:

- a) **Present:** Paul Vandenberg (President), Derek Le Merchant (Treasurer), Sarah Foster (Vice-President), Leigh Anthony (Secretary), Ross Smith (Executive), Libby Glover (Executive), Claire Robertson (Executive), Michael Lowe (Executive), Michael Douglas (Executive), Lea Watson (Executive), Emmy Brient, Lucy Robbins, Rachel Brown, Julia Hoffner, Tam Gardner, Ross Somann-Crawford, Jacinta Ellis, Keith Ellis, Suzie Somann-Crawford.
- b) **Apologies:** Saskia van Heek, Alvaro Ascui, Krista Preece, Amanda Gutwein-Burke, Felicia Butler, Suzanne Terry, Clare Mawdesley, Rosemary Brain, Jodie Lowe, Angela Phyland, Jess Downie, Caroline Davies.

2. Capital Works Project update

Paul Vandenberg provided an update to the Capital Works Project. Paul stated that because the Capital Works Project now no longer requires the Land Swap to proceed, that this item will be renamed the 'Land Swap Update'. Paul reported that the P&F had received correspondence from the DoE of their commitment to the Land Swap and that the DoE are working with the Crown layers on valuations and the specific boundaries of the land swap.

Ross Smith reported that the Project Working Group has received finalised plans for the Capital Works Programme that are receiving final ticks and that a Development Approval will be submitted shortly.

A question was raised from the floor as to why the P&F Executive were continuing with the Land Swap now that it is no longer needed for the Capital Works Project. Paul Vandenberg responded that the P&F Executive still feel that the Land Swap is in the best interests of the P&F, specifically that

- Obtaining the quarter of the oval that currently belongs to the DoE ensures that the open green space used for sports and students is not developed on.
- The Pavilion is now 35 years old. It needs significant investment due to required upgrades and updates to be used by school. Considerable money needs to be spent to upgrade, especially down stairs in the toilets. Paul stated that the DoE estimates the cost of these upgrades to be at least \$200,000.
- Paul also stated that the DoE are in the best position to perform these upgrades.

Jacinta Ellis stated the Executive need to provide a business case for this and one hasn't been provided. Jacinta stated that members have only had collective word of the Executive that it is in the best interest of the P&F to continue with the Land Swap. Jacinta stated that she feels that the income from the Pavilion has made the P&F well off.

Paul Vandenberg responded that the lease payments from the DoE shouldn't substantially change as the DoE will need to lease the area of land being swapped to the P&F, and that the Pavilion does not make the P&F much money through private hire.

Derek Le Merchant stated that maintenance of the Pavilion costs the P&F approximately \$14,000 per year, plus electricity, insurance and annual surveys. Paul agreed to provide members with before and after figures for the Pavilion due to the Land Swap.

A question was raised from the floor of what are we going to do with the funds we have banked? Paul responded that we have money there but the saving was done well before the Land Swap as part of the Master Plan. Paul stated that If we don't need the money for the upgrades on the Pavilion then it should be spent on re-development of the oval and surrounds in the context of the Master Plan, such as a community garden, adventure playground or outdoor gym equipment.

Paul stated that current funds are being held to for potential upgrades to the Pavilion, and without this need they can be freed up for other projects.

Jacinta asked why include the whole Oxford Street frontage? It needs a business plan. Don't think in swaths. Jacinta stated she wants a thorough business case presented which considers all aspects and options.

Paul agreed with Jacinta that a business case should be made, but the Oval is more "valuable" to the P&F as we need to hold this for the students. Financial value is only one aspect.

Jacinta stated she wants the Executive to be inclusive and get assistance from the membership to do a full business case, which should have a risk assessment.

Michael Lowe stated he wants a full review with all information and that should include the removal of the Land Swap with full disclosure.

Paul responded that the membership has approved the Land Swap and that financials will be provided to membership. We will provide details of the whole agreement to the membership and provide a risk assessment/impact analysis.

Jacinta stated that the decision was made for the Land Swap before DoE decision. Elephant in the room. Needs consideration. Paul responded that he feels it has been made clearer now that the building is now off the table. The Land Swap is now purely about the land areas and the Pavilion, not a build of classrooms and what that might look like.

Suzie Somann-Crawford stated that it needs to be a membership decision

Jacinta Ellis moved a motion that: **A business case and impact/risk assessment be provided by the Executive to address the issues around the land swapped proposed.** (should be internally produced and just putting the case. Relatives not actuals)

Seconded by Derek Le Merchant. **CARRIED.**

Ross Smith highlighted that costs and figures for the Pavilion and its income and costs that have already been presented.

Michael Lowe queried the valuation in the swap deals offered. One gave a loss to the P&E of \$100K and the second was over \$200K. Have these numbers been tabled.

Ross Smith stated we need to be focused on the costs and return for the current details. He said we need to be sure it doesn't leave the hands of the school and the kids rather than getting hung up on which piece of land owned and more valuable. He also said we need to consider the benefit of the funds for the community that we have been holding pending on upgrades and updates to the Pavilion.

Paul Vandenberg stated that the land would be swapped to Crown Land if it goes ahead but managed by the ELPS, and as far as we are aware the costs for the Swap will be worn by DoE. Paul also stated that the Land to be swapped is of the same size. These are of the same value according to the valuation obtained by the P&F, and the difference is the value of the Pavilion.

Ross Somann-Crawford asked is it possible for new committee to list the in and out correspondence so that the membership can query what is going in and out of Executive?

Paul Vandenberg responded that the Agenda was sent out early in the month, and correspondence received between the agenda going out and the meeting is currently included.

Ross Somann-Crawford responded he is happy to have a cut-off date. Ross was concerned some emails that had not been dealt with. Leigh Anthony responded that these are conversations in the Executive's opinion, and not correspondence.

Paul Vandenberg stated that conversations should not necessarily entered as correspondence unless requested. If an email is received and it is an official letter all of these are entered as are the responses.

ACTION: A business case and impact/risk assessment be provided by the Executive to address the issues around the land swapped proposed.

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 2nd of August 2017. Moved: Paul Vandenberg. Seconded: Ross Smith. **CARRIED.**

4. Business arising from previous minutes:

Actions noted in the previous minutes:

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

Paul Vandenberg reported that he had asked Continental Builders to look at the steps and provide advice. John Szejka from Continental Builders lives close by and knows them well. He inspected them and contacted Greg Green Building Surveying who advised that even though the steps are on private land, they are there to provide access to the oval. John has said that they can't just be repaired, and will need re-building and would need to conform to standards, i.e. concrete with tactile treads, handrails, etc.

Hi Paul,

Further to our discussions with our building surveyor it is a requirement that any works carried out to the existing stairs be in accordance with the relevant codes and standards.

We have estimated a new set of concrete stairs in the same location with handrails each side, tactile indicators top and bottom and stair nosings would be \$16,000.00 plus GST. We have also allowed a concrete path from the top of the new stairs to the top fence line.

We suggest you also allow \$4,000 plus GST for all documentation and certification of the works including inspections.

Trusting this satisfies your current requirements.

Please contact me should you have any queries.

Regards

John.

John suggested that we rope off the steps immediately with a notice that the steps are closed. John said that if someone injured themselves using the steps, that we could be liable for not providing access of adequate repair and standards. He went on to suggest we remove the steps completely if not replacing them.

Paul stated that he is seeking approval from the Executive to obtain written advice from Protek (\$650) as a Building Surveyor.

Paul Vandenberg put forward a motion that: **The steps at the Tasma Street entrance be roped off and Protek contracted to do a survey and provide written advice to the Executive on the requirements for a rebuild of the steps.**

Seconded, Derek Le Merchant. **CARRIED.**

UPDATED ACTION: The steps at the Tasma Street entrance be roped off and Protek contracted to do a survey and provide written advice to the Executive on the requirements for a rebuild of the steps.

Michael Lowe asked if we should rebuild the steps, or should we consider selling the Tasma Street block? Paul Vandenberg responded that it probably doesn't matter as the land on where the steps are would most likely be retained by the P&F. Paul also stated that the Fairbrother estimate was in same ball park and the Executive may need to come back to members on how to proceed.

Ross Somann-Crawford asked can we include in the swap? Paul responded that possibly yes.

Suzie Somann-Crawford asked why had it taken so long since first raised? Paul responded that there was some confusion with Fairbrothers about which set of steps were being rebuilt that caused some delay. Paul also said that the Executive wanted all the information in writing and we didn't want a bad look with Tasma Street residents of suddenly blocking off the steps without notice.

Jacinta Ellis commented that the Executive shouldn't expect them (Tasma Street residents present at the meeting) to notify the Tasma Street residents and the P&F should consider a letter drop.

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.

Paul Vandenberg reported that the substance of the changes to the constitution had been presented at the AGM. The changes will go to the Constitution Committee, then to members for consultation before calling a Special General Meeting to pass a Special Resolution to accept the changes.

UPDATED ACTION: Paul Vandenberg to report to the meeting on the progress of the constitutional changes.

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

Paul Vandenberg reported that this is on the backburner for the time being.

Ross Somann-Crawford stated that the Minister for Education had stated in Parliament that the ELPSP&F were exempt.

UPDATED ACTION: Paul Vandenberg to notify TASSO of changes in Executive.

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

Paul reported that this has been done and the School Fair Committee had met on the 6th of September.

Michael Douglas reported that:

- Have had a meeting with 5 people. Hoping to recruit more bodies and wants to get to about 8 people.
- Committee were looking at 7th of April, but looking at changing to a date before Easter. Moving to 24th of March.
- Handover document is awesome. Lucy Hyde has volunteered to assist as has Ross Smith.
- A number of roles have been defined. Asked for newsletter item to be sent out to drum up bodies.
- Been trying to get hold of council for approvals for food and permits. Looking at leveraging the stuff that Ross Smith already has.
- Need to be mindful of the space and the impact it will have on the Capital Works and the Fair.
- Looking for a point of difference to encourage the general public to attend. Wanting suggestions. Don't limit ideas to the norm. Look to theme the event with the special event.
- Propose a purpose for the funds raised to be spend on.

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

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

Paul Vandenberg reported that the School Fair Committee had been notified of the date of the 24 March 2018 for the School Fair.

No further action required.

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

Ross Smith and Michael Douglas reported that no further work had taken place, but were going to do some further work soon. Continue as standing item.

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.

Derek Le Merchant presented the financial reports for month ending 31/8/2017.

Derek moved that the meeting accept the financial reports. Seconded: Paul Vandenberg.

CARRIED

6. Correspondence.

Paul Vandenberg reported on correspondence of note received since the previous meeting.

1. Letter received from Todd Williams, Acting Director of Facility Services, Department of Education on the 25/8/2017.
2. Letter to Todd Williams from the ELPSP&F President on the 4/9/17.

7. Business arising from correspondence.

Paul Vandenberg stated that the letter from Todd Williams confirms the DoE's commitment to progressing the Land Swap Proposal even though the proposed construction is to be on DoE owned land.

The letter sought agreement from the P&F Association on three points.

1. The boundaries for the land swap.
2. The exchange is a straight swap and that no other monies will be exchanged.
3. The land being exchanged will be adhered to existing titles

Paul reported that at the Executive meeting on the 31/8/17, the assembled Executive members decided that the original boundaries proposed in the Land Swap Proposal were the preference. This includes the Tasma Street entrance being included in land transferred to the DoE, and the cricket nets being included in land transferred to the P&F.

Paul also reported that the Executive also agreed that no monies would be exchanged, and that the land would be adhered to existing titles held by the P&F. This was communicated by letter to Todd Williams on the 4/9/2017 by Jess Downie.

Suzie Somann-Crawford asked what about taxes and duties? She stated here amazement it hasn't been considered.

Ross Somann-Crawford stated that historically the Crown always pushes the costs to the end user. Needs to be clarified. Paul Vandenberg responded that the Executive will get a clarification on this and make sure that this is considered.

Emmy Brient asked does no monies mean no taxes or duties? Paul stated that the Executive will get a clarification. Ross Smith said he was confident that the Government will bear costs and we need to get it in writing.

Ross Somann-Crawford stated that the Executive need to make sure that it is clarified and that no precedent is set.

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:

- 2 doors had been fixed and re-fixed the urinals.
- Derek Le Merchant and Ross Smith will do the monthly check.
- Ross Smith and Derek Le Merchant to clean heat pump filters again.

9. Clothing pool.

Sarah Foster reported that she had decided that due to the large quantity of stock we will move back to a buy as needed model rather than a bulk purchase. It was easier but worried that so much is tied up in stock. She said we may need to look at costs and margins and see if costs need adjusting.

10. Fundraising

- a. Cocktail Party – standing item
- b. Hot Cross Buns – standing item. P&F to invite Manu to have stall at fair.
- c. Entertainment Book – 15 books outstanding. Will get an update on how much it has been earned.
- d. Trivia Night – 20th of October. Ticket sales not roaring. Claire Robertson is going to put a table in the area so that we can sell some tickets and tables. People are talking about it, but not translating into ticket sales. Re-distribute the list of jobs. **Paul Vandenberg to do a Facebook and mail out update.**
- e. School Fair – see item under *Business Arising from Previous Meeting*
- f. Christmas Cakes – Weighing and Measuring and Baking days set and advertised. Lots of people have responded. Looking very positive.
- g. Father's Day stall – Was on the 1st of September. Very successful.
- h. Christmas stall – Market. Sausage sizzle. First week in December. School supportive as long as no work placed on the teaching staff.

11. Requests for school funding.

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

Emmy Brient reported Mrs Stratton asked if there was a possibility of purchasing some outdoor bean bags, board games and craft stuff for an outdoor library area. Requesting \$2,000. Submission form will be sent to Derek Le Merchant.

12. School report.

Emmy Brient reported that next week last week of term. The school has been really busy with the Science Investigation. School has placed 1, 2 and 3rd in Grade 6 and Grade 5. First in Primary STEM.

Next term school will need to use Pavilion for assemblies for a few weeks while Questacon is using the Gilligan Hall.

13. General business.

Paul Vandenberg asked about bike racks for the school. This had previously been raised by George Hyde in the March meeting and the school were going to look into it. Paul noted that with warmer weather approaching that more students will be wanting to ride bikes to school, and having appropriate places to park them safely and securely was important.

Lucy Robbins will scope potential places for additional bike racks. School will make request to P&F for donation for additional bike racks.

The issue was raised from the floor regarding dogs on the oval. Discussion ensued around signage and patrolling.

Emmy Brient stated the grounds keeper starts early to collect dog poo. She also said the school has approached the council to add a disposal bag dispenser, but council had rejected this.

It was indicated that all members can approach people with dogs on the oval, but if something happens we can't accept liability if there was an altercation. Emmy Brient urged members to be brave and respectful and most people take the direction with good grace.

Michael Lowe asked the question about how do we enforce a fine? Paul Vandenberg responded that the P&F can't enforce a fine, and that only the police could issue an infringement.

Michael Lowe asked whether the P&F should consider hiring a security guard to patrol before and after school times to tell people dogs are not permitted on the oval and surrounds.

Jacinta Ellis asked whether the Executive could have a discussion with council about the issue and maybe consider a letter drop in conjunction with an invitation to fair?

Suzie Somann-Crawford suggested adding a post to Facebook and asking to share with friends.

ACTION: Paul Vandenberg to add a post on Facebook and Web page regarding dogs not being permitted on the Oval and surrounds.

Suzie Somann-Crawford asked why during the Working Bee why was a person who was exercising their dog not asked to leave? Michael Douglas replied it was because people were working.

14. Closure: Meeting closed at 8:33pm

15. Next Meeting: Wednesday the 1st of November at 7:00pm at ELPS.