

# East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 1st of November 2017.

Meeting opened at 7:07pm

## 1. Present/Apologies:

- a) **Present:** Paul Vandenberg (President), Sarah Foster (Vice-President), Leigh Anthony (Secretary), Ross Smith (Executive), Claire Robertson (Executive), Lea Watson (Executive), Lucy Robins, Emmy Brient, Rachel Brown, Angela Rose-Eadie, Ross Somann-Crawford
- b) **Apologies:** Derek Le Merchant (Treasurer), Michael Lowe (Executive), Michael Douglas (Executive), Rosemary Brain, Keith Ellis, Jacinta Ellis, Krista Preece, Suzie Somanon-Crawford, Libby Glover (Executive)

## 2. Land Swap update

Paul Vandenberg provided an update to the Land Swap. Paul stated that he had met with Todd Williams on the 10/10 and had productive discussions. Paul and Todd discussed points for the Land Swap sent to Todd Williams by email on the 22/9 (entered as correspondence) with further clarification of boundaries on the 29/9 (also entered as correspondence).

Todd Williams replied with written responses on the questions posed on the 23/10 stating the DoE's agreeance to the requests. The Executive met on the 24/10 and agreed to ask the DoE to proceed with drafting the initial agreement based on our satisfaction with the responses. This was communicated to Todd Williams on the 25/10.

Question : Ross Somann-Crawford asked if Tasma Street entrance was on the land for swap. Paul confirmed that Tasma street was not on the listed land to make sure that land was equal.

## 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 20th of September 2017. Moved: Paul Vandenberg.  
Seconded: Lea Watson. **CARRIED.**

## 4. Business arising from previous minutes:

Actions noted in the previous minutes:

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

Paul Vandenberg stated that the business case was being prepared. Derek Le Merchant has been preparing the figures to be included. The business case will be presented at the December meeting now that we have confirmation of details from the DoE. We were wanting in writing from the DoE confirmation of the questions that have now been provided. Action to be left for presentation at the next meeting.

**PREVIOUS 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.

Paul Vandenberg reported that the steps have been roped off, and that Protek were contracted to provide a survey of the steps and written advice. The report has been received (entered as correspondence) on the 27/9. The recommendations in the report were:

1. Consider removal of the stair and provide a sign directing pedestrian access around to the Oxford Street entrance;
2. If the stair is to be replaced, obtain a detailed design that will show compliance with the BCA (to commercial requirements, but not accessibility requirements), as the basis for the obtaining a fixed price quotation to remove the existing and construct a new stair.

**UPDATED ACTION:** Any decision on the rebuild on the Tasma Street steps to be put on hold until after the outcome of the land swap.

**Actions:** Stairs have been roped off.

Paul also stated that the bank where the steps are, is included in the land swap parcel to go to the DoE and they are aware of the issues with the steps. If land swap goes ahead the steps and a portion of the bank would go to the DoE. DoE have confirmed that they understand this and that they are willing to take on this responsibility. Ross Smith asked if the stairs were a requirement of the school. Emmy confirmed that they were now.

**Motion:** To put on hold a decision on the step till after the Land swap has been finalised.  
Seconded: Rachel Brown: **CARRIED**

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

Paul Vandenberg reported that a letter was sent to the Minister of Education on the 28/9 seeking a formal exemption for the ELPSP&F being considered as a school association in reference to the Education Act 2016 (entered as correspondence). An acknowledgement was received on the same day. A follow up email was sent on the 24/10 seeking an update on its progress. TASSO both letter and response were also sent a copy of the letter. We have received a confirmation from the minister that we are not subject to the changes.

**ACTION:** Close this point, no further action required.

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

Waiting for details for the details of this from Jess. These changes will need a vote. Paul highlighted that the possibility of this happening in 2017 is unlikely. This will have an impact on membership. Part of this is a cost for membership. This could not be applied retrospectively. Members that have signed before the vote would not incur a membership and those that sign after the vote would. A call will be put to members letting them know that this will be happening and that a pack has been prepared for the student enrolment for the new year as well. The process for existing members without a student will be web and paper based.

A request has also been made by Emmy that the P&F develop our own emblem and not the school's. The question has been asked if it could be thrown open to the Grade 6 students to see if they could come up with something? Emmy indicated that she would put it to the grade 6 teachers.

**Action:** to be further updated next meeting.

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

Paul Vandenberg reported that this was done on the 21/9. **No further action required.**

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

Paul Vandenberg reported that the committee were looking at a feature event. There was a suggestion that a helicopter might be used for an Easter egg drop. We are looking at Noise and Wind issues that could be a factor. We confirmed that the helicopter is looking to be provided for free. Key point is that it is being considered, and a letter drop will be made asking if there are issues. If there is positive feedback then the committee will access if it is doable. There is a consideration that Drone might also be able to be used.

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

**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 reported that another coat has been done and more could well be done this weekend so that nets can be put up. This is weather dependant.

**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.

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

Paul Vandenberg reported that this had been done on the 22/9. It has been suggested that the P&F update signage around the oval to specifically say 'no dogs at any time'. Ross Somann-Crawford asked what his standing is for asking people to remove dogs. Is there a mechanism to tell and force people to move dogs on? A general member could let Police know so that police could ask people to leave. P&F can't be liable if general members confront people around dogs.

There is no power to fine people. As the Exec we can ask people to leave and it becomes a trespass matter.

Emmy indicated if there were people on the oval inside school hours that she would have the power to do something about people having dogs on the oval due to Education Policy.

**Motion:** Engage a sign writer to update the signs on the oval. **Moved:** Sarah Foster. **Carried**

## 5. Financial report.

Derek Le Merchant presented the financial reports for month ending 30/9/2017 and 31/10/17.

Derek moved that the meeting accept the financial reports. Seconded: Ross Smith. **CARRIED**

## 6. Correspondence.

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

1. Email sent to Todd Williams, Acting Director of Facility Services, Department of Education on the 22/9/2017.
2. Email sent to Todd Williams on the 29/9/2017.
3. Email received by Todd Williams on the 23/10/17.
4. Letter to Jeremy Rockliff MP, Minister for Education on the 28/9/17.
5. Letter received from Jeremy Rockliff MP, Minister for Education on the 30/9/17
6. Protek Report received on the 27/9/17

## 7. Business arising from correspondence.

Paul Vandenberg stated that the Todd Williams has agreed to the following points:

1. The DoE were happy with the proposed boundaries (see map).
2. The DoE will cover the costs associated with the transfer.
3. The lease payments received from the DoE will remain the same after the transfer.
4. The DoE supports the use of the Pavilion for community use. This is up to the school to manage.
5. The DoE will assess the required upgrades to the Pavilion after the transfer.
6. The DoE has obtained a valuation.
7. Commitment that Oxford St bank will not be transferred or sold

Paul stated that the updated boundaries allow for the build of the Kinder Cluster to go ahead as planned. The cricket nets will now be retained by the DoE, and the Tasma Street block retained by the P&F. The areas are of approximate equal size (4000m<sup>2</sup>).

Paul stated that the valuation obtained by the DoE showed a difference in value of the land parcels (including the Pavilion) of \$100,000. The valuation did not give values of each parcel, just the difference. The valuation was obtained by the DoE and permission has not been sought to distribute this outside of the Executive. **The \$100,000 difference would be in favour of the DoE and would reflect the transfer of the Pavilion to the DoE over and above the land package. (amended to November minutes after concerns raised in the December meeting).**

The P&F have also sought as part of the agreement that the toilet facilities will be made available to the P&F during periods where the P&F hire the oval to sporting clubs and the like.

Emmy has indicated that the P&F could continue to use the pavilion for a fund-raising solution and that the policy around this is still being unpacked. Can't comment too much further until the more formal policy is defined. What we could agree is that there is currently a loose agreement that this would be able to move forward with. The school cannot ask for a Fee directly but could ask for a donation. Paul and Emmy to further discuss how this could look moving forwards. We are conscious that the management of the facilities is a volunteer role and this this could be affected in the future. School does not want to compromise the funding stream for the P&F nor access the facility should the swap move forward.

Ross Salmon-Crawford has indicated that any land would be Crown land and as such a commitment from the DoE about not selling or transferring the land could be a moot point. Indicated that a definition around the external hire and control of the Pavilion should be considered. A line should be very clearly drawn and that a set of T&C's be put in place.

## **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 nothing to report.

## **9. Clothing pool.**

Sarah Foster reported that a review of the pricing was done. This was forwarded to Derek for comment. Derek was keen to see a system for reviewing pricing in the future. Sarah felt that moving the price of the bucket hats up to \$10 was appropriate. The Jumpers will need to go up due to change in supplier to keep things local. A new price list will be developed and updated to everyone and to be ready for the Kinder information evening.

## **10. Fundraising**

- a. Carols on Oxford – Date set for Wednesday the 20/12/17. There will be a call for Volunteers for things like BBQ and Setup. Some more helping hands would be good, and

we look to setup a roster. Look at making sure there is a strict no glass policy and make sure that the public know that that is the case. Ross has checked the BBQ's are there and that there is plenty of Gas. Emmy confirmed that staff will continue to help, but asked to note that the staff will also be on duty. Start to alert people on the schoolbag. Sarah said she is willing to help co-ordinate the helpers for the event. Will start some heavy advertising via social media and mailout.

**Action:** Leigh to find the list that was used last year.

- b. Cocktail Party – standing item. Emmy suggested that it is done earlier in the 1<sup>st</sup> term. Look at doing it as a welcome. Concern that it is a too early and not enough time to organise. We will ask if the membership volunteers to look at running this. It would need to be Week 3 term 1.
- c. Hot Cross Buns – standing item. P&F to invite Manu to have stall at fair.
- d. Entertainment Book – No outstanding books. Ross things we may have banked a cheque and we will ask Derek if this has happened. **Action** : Paul to contact Entertainment book to make sure that the point of contact has been changed form Jess.
- e. Trivia Night – Great night. Desert dash was apparently the favourite. Thanks to Claire, Richard, Ross, Lea and Libby. Looks like it was approximately \$2,000 in profit, Derek to confirm. Claire organising letter for the donators.
- f. School Fair – see item under *Business Arising from Previous Meeting*
- g. Christmas Cakes – Weighing and Measuring and Baking days set and advertised. Lots of people have responded. Looking very positive. Change in date and Paul will update the web site for a new Baking and Packing day.
- h. Christmas stall – Market. First week in December. School supportive as long as no work placed on the teaching staff.

## 11. Requests for school funding.

3 Funding requests.

- New set 200 sports tops. Need to be numbered front and back. Sizes to be provided by school. Happy to change design but needs to keep colours. **Action:** Sarah looking at pricing.
- Request that prizes are donated for Student prizes. **Approved**
- Request for end of year ice-creams for the kids for end of year. **Approved**

Executive has approved the submission discussed at last meeting for outdoor furniture.

## 12. School report.

P-ARTS was excellent. Could have done an extra day.

Signs up for new Building project. Also had a letter box drop.

Angela raised what was happening with parking and tickets being issued. A number of issues with people parking in non-parking zones. There are areas being targeted all over every school zone currently. This is not being done by school but at the behest of the council.

**13. General business.**

**14. Closure:** Meeting closed at 8:45pm

**15. Next Meeting:** Wednesday the 6th of December at 7:00pm at ELPS.