

## **EAST LAUNCESTON PRIMARY SCHOOL PARENTS & FRIENDS ASSOCIATION Inc.**

Notice is hereby given that a meeting of the ELPS Parents & Friends Association Inc. will be held at 7:00pm on **Wednesday, December 6, 2017** at East Launceston Primary School.

Meeting opened at 7:12pm.

### **1. Present/apologies.**

- I. **Present:** Paul Vandenberg (President), Leigh Anthony (Secretary), Libby Glover (Executive), Ross Smith (Executive), Michael Lowe (Executive), Lucy Robins, Emmy Brient, Suzie Somann-Crawford, Keith Ellis, Jacinta Ellis, Sam Bucknell, James Fell,
- II. **Apologies:** Claire Robertson (Executive), Derek Le Merchant (Treasurer), Michael Douglas (Executive), Lea Watson (Executive), Sarah Foster (Vice-President), Rosemary Brain, Ross Somann-Crawford, Jodie Lowe, Rachel Brown

### **2. Land Swap update.**

Paul Vandenberg stated that Todd Williams was contacted on the 30/11/17. A response was received on the 5/12/17 from Todd that “will have something by the end of the week”.

Paul also stated that a “Information for Members” document is to be tabled in Business Arising. This was approved by Executive on 30/11/17 to be tabled in the General Meeting.

Paul also stated that a request had been received from the School Association for the P&F Executive to publicly support the Land swap through both our membership channels. Paul stated that at the Executive Meeting on the 30/11/17 the Executive passed a motion of support for Kinder Cluster and also passed a motion to use website/email/Facebook channels to communicate support from Executive for Kinder Cluster to members.

Michael Lowe made a statement that he has changed his mind around the land swap. Main reasons are that there is a lot of work that needs to be done and this is better for the DOE to provide. Thought the \$100k transfer of funds is hard to accept, but understands needs that it needs to happen. Those that oppose it must be prepared to assist with the development and refurb of the Pavilion if they need to oppose it. Those reason are paramount is his decision.

### **3. Minutes of previous meetings.**

- a. Ordinary General Meeting on 1st of November 2017
- b. Jacinta Ellis asked who the \$100k advantage in pricing was in favour of according to the Government valuation as noted in the November minutes? Paul Vandenberg

- stated that it was in favour of the DoE. They would gain a value of \$100K to their assets. Jacinta asked that this be amended in the November minutes. Paul agreed.
- c. Jacinta asked that her concerns re the taking of minutes (format and accuracy) from email conversations be considered. Paul said these had been passed onto the new Secretary.

**Paul Vandenberg called a motion to accept the minutes as a true and accurate record of the meeting. Seconded: Ross Smith. CARRIED.**

#### **4. Business arising from previous minutes.**

- a. **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 information document has been produced based on the facts and figures that the P&F currently has. Paul presented the document. Questions from the floor are below:

- i. Suzie Somann-Crawford asked if the Executive felt that reason to continue the land swap was responsible as stated in the Information sheet. Paul Vandenberg responded that the Executive felt it was responsible.
- ii. Suzie asked how many quotes had been received to confirm the costs for upgrading the toilets in the Pavilion. Paul responded that the Executive had estimated costs based on DoE project costs. Suzie asked Why there wasn't at least one quote obtained by the P&F. Paul responded that the P&F had previously received estimates. Suzie voiced her disappointment that the P&F had let it run to rack and ruin. Paul responded that the building is 30 years old and that it isn't just this Executive that are responsible for this. A lack of spending since building had resulted in its current state. Jacinta asked if a commitment has been sought from the DoE that they will keep and upgrade the Pavilion. Jamie Fell re-inforced that the DoE would not commit to anything that they didn't own. If they owned it, they would very quickly need to move forward with it by spending money on upgrades to standard.
- iii. Jacinta pointed out that Crown land can be appropriated by Treasury. Paul stated that the P&F has an undertaking from DoE that this would not be developed for anything other than school purposes. Suzie ask how long the promise is for? Paul responded that we haven't got a draft agreement yet. Keith pointed out Treasury can do what they need with crown land, it isn't the DoE's call. Jacinta indicated that Youngtown Primary was in a position were land was handed to a developer, and this was without the school's approval. Jacinta asked if the DoE could be asked to state in writing that NO development would happen, and that it span whole of Government not just DoE. Paul indicated that a request for a caveat over the land can be put in place.

- iv. Suzie asked if requests for funding to update the Pavilion had been applied for via a community grant. Paul responded that it had a couple of times in the past and that in each instance it had been rejected.
- v. Jacinta asked if there was a screen or something to be built to separate kinder cluster from the oval in-case of more formal cricket. It was pointed out that cricket wouldn't be played during school hours, and that there was a 1.5m high fence around the Kinder Hub.
- vi. Jacinta asked what would be replacing the playground that is being built over. Ross Smith indicated that \$'s would be allocated to replace the playground but no decision on where. It will depend on what land is owned by DoE. There was an indication that there could be multiple playgrounds in the area, and that the P&F can contribute to building playgrounds on DoE land, but not vice-versa.
- vii. **Paul Vandenberg put forward a motion to accept and distribute this document to the membership. Seconded: Libby Glover. CARRIED.**
- viii. Jacinta requested it be placed on record that a unilateral decision out of session had been taken regarding a motion that had been passed by the membership without consulting with the membership to change the motion in September's General Meeting that a *Business Case* be prepared. It was committed that one would be provided and this has not happened. Paul stated that a *Business Case* document was not appropriate as these are generally used when seeking approval for a project to be accepted and undertaken. In this case the approval has already been granted by the members through the vote. The *Information for Members* document was felt to be more appropriate for this situation and the audience to whom it is for.

**UPDATED ACTION: No further action required**

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

Paul Vandenberg stated that the Executive decided on 30/11/17 that steps will be removed over school holidays and the area remediated. Prices are being sought for this.

**UPDATED ACTION:** Executive to obtain quotes for removal of Tasma Street Steps and remediation of area, and undertake this during the school holidays.

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

Paul stated that he had been in contact with Jess Downie who was preparing the constitutional changes. Jess has indicated that they will be ready in the new year.

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

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

Paul Vandenberg has been in contact with Michael Douglas, but there isn't a current update for the moment until next year.

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

- e. **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 the nets should be up on the eastern goals before Christmas. Western nets should be before school returns.

**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.

- f. **PREVIOUS ACTION:** Engage a sign writer to update the signs on the oval

Paul Vandenberg stated this is currently on hold.

**UPDATED ACTION:** Engage a sign writer to update the signs on the oval

- g. **PREVIOUS ACTION:** Leigh to find the list that was used last year for Carols on Oxford.

Leigh reported he had found a list but without quantities. Building a new list now.

**UPDATED ACTION:** No further action required

- h. **PREVIOUS ACTION:** Paul to contact Entertainment book to let them know he is the new contact person for this at ELPS P&F

Paul Vandenberg reported that Jess Downie had done this and they are up to date.

**UPDATED ACTION:** no further action required

- i. **PREVIOUS ACTION:** Sarah to look at pricing for new School sports tops as a request for funding.  
Paul stated that this was approved and a suggestion that the Christmas Cake funding be put towards this. Prices are currently being looked at.

**UPDATED ACTION:** Sarah to look at pricing for new School sports tops as a request for funding.

Jacinta Ellis asked why the P&F shouldn't be allowed to use the ELPS logo? Paul Vandenberg responded that we are an incorporated body and not a School Association as defined by the DoE, or part of the DoE. The suggestion from the school was we should not use that logo because of this. Paul stated that we are looking at engaging a marketing person to look at this and current branding. Emmy Brient indicated that it doesn't necessarily need to be removed but remodelled.

## **5. Financial report.**

Paul Vandenberg presented the Profit and Loss statement for November 2017 provided by Derek Le Merchant.

**Paul moved a motion that the financial report for November 2017 be accepted.**

**Seconded:** Leigh Anthony. **CARRIED**

## **6. Correspondence.**

- i. Letter sent to LCC Alderman from Paul Vandenberg on 4/12/2017 voicing support for the Kinder Cluster Build.

## **7. Business arising from correspondence.**

There was no business arising from correspondence.

## **8. Pavilion/Oval**

- i. Co-ordinator report
  - a. Megs asked if something can be done about the lock and the entrance door. Indication was that this would be happening.
- ii. Cleaning, maintenance.
  - a. Locks tightened and to look at getting a builder/surveyor in to do report so that we can list a set of requirements for maintenance.

## **9. Clothing pool.**

There was nothing to currently report.

## **10. Fundraising.**

Carols on Oxford: Call to action will be going out for volunteers. Potentially look at a roster, but hard to manage. We will be calling for people to assist with jobs.

## **11. Requests for school funding.**

There were no requests for school funding

## **12. School report.**

Emmy Brient acknowledged that *Visual Presentations* from the students on the learning for the year needed to be better communicated that it could happen out of business hours as well as during school time.

Looks like an extra Grade 4 class in the temporary accommodation next year.

Emmy talked about the Grade 6 Presentation evening. Key driver was that year 6 students couldn't come to an evening session, and that they would like Grade 5 students to be involved. The concerns of the Executive were noted, and an indication was that this would be looked at closer in the future.

Carols will have a stage rather than the bleachers as there was a feeling that the seats were unsteady.

Student Leaders: Only 10 students will be nominated, but 30 students presented. Commitment from senior staff that an outlet for leadership would be found for all that want to pursue it.

## **13. General business.**

- a. Paul Vandenberg reported that the Executive had decided that a building surveyor to be engaged to gather a list of building works that need to be completed urgently on the building. The preference is that this be done over school holidays.

- b. Paul also reported that the Executive had decided that contractors to be sought to fix the retaining wall behind the Building. This is a public Liability risk. The preference is that this be done over school holidays.
- c. Paul also reported that Derek Le Merchant was investigating risk management for the P&F and preparing a yearly budget.
- d. Suzie Somann-Crawford expressed concern that the Executive donate their time and are busy people. She felt that there should be a possibility that the if the roles couldn't be carried out from a time point of view then look at finding people that could assist. Jamie Fell pointed out that things like grant applications could be done by people outside the executive if they stepped forward.

#### **14. Closure.**

Meeting closed at 8:30pm. Next meeting Wednesday 7<sup>th</sup> of February 2018.