

## 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 7:05pm on **Wednesday, February 7, 2018** at East Launceston Primary School.

### AGENDA

#### 1. Present/apologies.

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

#### 2. Land Swap update.

- a. Official Letter received from Todd Williams. This has been entered to Correspondence. Department indicated that the Department was waiting for the Building proposal to be accepted before they sent this letter.

#### 3. Minutes of previous meetings.

Jacinta asked that it be noted that she had some concerns about some of the line items from previous minutes. She felt that she had been attributed with makes certain points that she did not think that she had made. She indicated via email that should would not be able to be at the meeting this evening but she would come back to the Secretary with her points as soon as she could.

**Motion to Delay the previous minutes until Jacinta has listed her amendments or queries. 7 days will be allowed for this otherwise the minutes will be passed as ratified - Proposed Leigh , Seconded by Sarah and carried.**

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

- a. Removal of Tasma Street Steps
  - i. They were removed by Matt's Dingo Service. Did a good job. Still roped off while we are waiting for grass seed to take. – No further action.
- b. Paul Vandenberg to report to the meeting on the progress of the constitutional changes.
  - i. Emailed Jess and asked how things were going. Jess indicated in December that she was looking at it in the new year. Will follow up again.

- c. School Fair Committee to provide regular updates for presenting at P&F meetings.
  - i. No further action. Refer to Correspondence.
- d. Ross Smith and Michael Douglas to organise for more work to be done on preparing the soccer goals for nets to be erected.
  - i. 1<sup>st</sup> Goal is done and the nets up at one end. Ross has suggested a working bee to sort the last one out. Once ground back then Ross will paint. A Couple of trees also need to be sorted on the bank. Paul has proposed Sunday the 18<sup>th</sup> of March – 1-4pm. Send out request for helpers on School Bag, News Letter and to Membership.
- e. Engage a sign writer to update the signs on the oval
  - i. Not done over holidays. School did put some up on Basketball court. Still needs to be done and leave on agenda.
- f. Leigh to find the list that was used last year for Carols on Oxford
  - i. Couldn't find old list so built a new list. We now have a carols spreadsheet to add too in future. No further action.
- g. Sarah to look at pricing for new School sports tops as a request for funding.
  - i. All ordered. 150 ordered. No Further Action.
- h. Building surveyor to be engaged to gather a list of building works that need to be completed urgently on the building. This has been approved by the Exec. The preference is that this be done over school holidays.
  - i. Not completed as yet. We will try and time for next Holidays.
- i. 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.
  - i. Not completed as yet. We will try and time for next Holidays.
- j. Derek organising some risk management and a yearly budget.
  - i. Derek has had a 1<sup>st</sup> pass at the Risk Register. Some of the items listed are Injury, Fraud, Social Risk with environmental impact or neighbour issues, getting people to step up. Derek is keen to get an additional eye run over the draft to get a different view.
  - ii. Budget is a comparison between Previous 2 years figures to set a new budget. Looking to present this at next meeting once it has been ratified by Executive.

Keep on Agenda

## 5. Financial report.

Presented by Derek. Sheet with a quarterly view as well as a YTD. Derek will also make sure that there is a balance sheet as well for next meeting Oval Maintenance Costs Down but Building Maintenance up.

Sarah and Derek to meet and get a 2<sup>nd</sup> bank account for the Clothing Pool and possibly a second EFTPOS machine.

**Move to be accepted : Paul - Seconded : Leigh A Carried**

6. Correspondence.

- a. Resignation of Michael from Executive and the Fair Committee
- b. Quote for the remediation of trees on the Oval from Australian Tree Care - \$5500-\$7700 inc GST.
- c. Notification of intent for funding request form School for Air Conditions for Junior School.
- d. Removal of Tasma Street Steps
- e. Letter from 17 Tasma Street asking about the Tasma Street block.
- f. Letter from Todd Williams DoE with regard to Land Swap.

7. Business arising from correspondence.

- a. Resignation of Michael from Executive and the Fair Committee
  - i. Motion to defer the fair look at replacing this fund raiser with a Cocktail party. Keep the same date of the 24<sup>th</sup> of March. RSVP 9<sup>th</sup> of march, Early bird Special 28<sup>th</sup> of February, aim for same pricing as last time. Leigh to talk to cater again. Claire to do Invitation Derek to do event-bright, Paul to do Facebook– **Moved Leigh, Seconded Sarah - Carried**
- b. Quote for the remediation of trees on the Oval from Australian Tree Care - \$5500-\$7700 inc GST.
  - i. 7 trees have been identified for removal. They have alluded to them as dangerous. This is a bit of a public safety issue.  
Motion to accept the quote for removal and book them in - **Moved Leigh, Seconded Derek – Carried**
- c. Letter from 17 Tasma Street asking about the Tasma Street block.
  - i. Gist of the letter was to look at using it as a location as a community garden. We feel this is a good idea and it addresses the local residents the ability to secure the area. Could also be a bit of an homage to the history of the oval and it could also be named. Funds are currently being held for the Building, if these don't need to be used then we would be keen to move with this.
- d. Notification of intent for funding request form School for Air Conditions for Junior School.
  - i. Formal request submitted. Looks like costs could be up toward \$20k. It was asked if there is the possibility of this funding request augmenting DoE funding or if it would be in isolation. It would be in addition. Lucy to get formal quotes.  
Motion to supply funding for AC for Prep and Grade 4 areas - **Moved Leigh, Seconded Paul – Carried**

8. Pavilion/Oval

- a. co-ordinator report - None supplied
- b. cleaning, maintenance. – No Issues with cleaning or maintenance. Need to do quarter building check.

9. Clothing pool.

- a. Sarah's suppliers have changed the format of the Hats. The toggles are on the top of the hats now.

10. Fundraising.

- a. Fair deferred and replaced with a Cocktail party

11. Requests for school funding.

- a. Approval for funding for Sports tops. No further Action.
- b. AC for Buildings for Prep and Grade 4 Areas - Lucy to get formal quotes. Approved for spend up to \$20k by meeting.

12. School report.

- Great Christmas break. Great start to the new year!!
- Schoolbag worked really well for the notifications around the Baton relay. The Whole relay went really well.
- Looking at the possibility of turning the Bus Zone into a drop and go.
- Planning approval has been approved by Council (7-4), and Paul and Ross both spoke really well at Council Meeting. The council meeting was quite animated, and there is a feeling that this has possibly divided the school and community. Last day for objections is the 8/2/18
- Feedback around traffic Lights asking for traffic issues in the area.
- Paula H has been offered an acting AP role at Riverside High.
- 2 new teachers – Sharron G in year 2 and Sam Millwood on year 6.
- Hayley Lutteral on Long Service and will be back this year.
- School Photos in Week 6
- Athletics Comp in week 6
- Tabloid Sports in Week 7

13. General business.

- a. Membership currently sitting at about 87 members.
- b. Should look at doing a new Life Member Board.

14. Closure. 8:45pm. Next Meeting Wednesday 7<sup>th</sup> of March.