

## **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 7:30pm on **Wednesday, March 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), Claire Robertson (Executive), Lea Watson (Executive), Sarah Foster (Vice-President), Derek Le Merchant (Treasurer), Emmy Brient, Michael Brain, Lorraine Whitmore, Clare Mawdesley, Toby Gardner
- II. **Apologies:**  
Keith Ellis, Jacinta Ellis, Rosemary Brain, Jodie Lowe, Libby Glover, Lucy Robins, Meg Anderson, Angela Rose-Eadie

2. P&F Accounts

Statement read and added to correspondence. This will be put on the Web Site. We were targeted. The moneys have been returned to the account and the issue was with the bank and the them not following their security procedures and not with the P&F security.

3. Land Swap update.

- a. No update while DOE is concentrating on the Appeal and the approval of the DA. Mediation is the 16<sup>th</sup> of March, and 9<sup>th</sup> of April is the hearing.

4. Minutes of previous meetings.

**Proposed Leigh Anthony, Seconded by Michael Lowe and Accepted .**

5. Business arising from previous minutes.

- a. Paul Vandenberg to report to the meeting on the progress of the constitutional changes.
  - i. Jess sent through the changes at 4pm on the 7/3. Once we have had a time to go over them we will present to the meeting for potential of presentation at the AGM.
- b. Working Bee to finish second Soccer Goals – 18/3 at 1-4pm.
  - i. It has been advertised. Hoping for nice weather. Trailers and chainsaw would be nice.
- c. Engage a sign writer to update the signs on the oval
  - i. Will be organised but it hasn't been done as yet.

- d. 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. Will be organised but it hasn't been done as yet.
- e. 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. Will be organised but it hasn't been done as yet.
- f. Derek organising some risk management and a yearly budget.
  - i. Derek has sent a list of possible risks to the association and has sent to the executive for input. Very broad range. Will be gone over at the next Exec meeting.
- g. Cocktail Party
  - i. 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.
    - Currently have 6 paying tickets out there.
    - Not looking good as ½ the tickets have gone to Exec members.
  - ii. Needs about 30-40 people to go ahead.
  - iii. Leigh to call cater and ask how many days out can we change the numbers.
  - iv. Posters to put up and some Flyers to hand out.
- h. Removal of Trees from the Oval
  - i. Toby Gardner has expressed some concern that many of the trees adjoining his property were going to be cleared. Concerned that they were being cleared for building works. The Arborist wasn't given any guidelines but asked to go around all of the trees and give recommendation.
 

There is a recognition that this affect Toby's property and we are open to remedying the situation by looking at planting new trees that are fast growing. This isn't a prelude about building on the area.
  - ii. Paul to email frank to see if we can setup a site visit and look at a stage approach and some re-planting.
- i. AC for Classrooms
  - i. 2 quotes received form the School. ELPS was asked to pick the quote that they thought most beneficial and P&F will match the \$'s.
- j. New Life Members Board
  - i. Hasn't been taken further ... leave on the agenda.
  - ii. Lorraine indicated that back in 1999 the P&F looked for the boards and these couldn't be found back then either.

## 6. Financial report.

COMBANK talking to Derek on 2<sup>nd</sup> EFTPOS machine.  
 \$'s have been returned as per item 2 in the meeting.  
 Clothing pool has been ticking over well.  
 Budget for next meeting will have a budget variance.

Given the issues with the fraudulent transactions in the last 2 months we are going to be a bit more careful and less forthcoming with printed material.

**Move to be accepted : Derek - Seconded : Sarah Carried**

7. Correspondence.

- a. Resignation of Libby from the Executive
- b. Annual report for association dates have been missed.

8. Business arising from correspondence.

- a. Derek addressing the Annual report and will get the paperwork back ASAP.

9. Pavilion/Oval

- a. Election held there but Ross raised that he had never seen a payment come through for any election hire.
- b. co-ordinator report - None from Meg
- c. cleaning, maintenance. – Still needs a quarterly check. We noticed a leak in the water. Being fixed.

10. Clothing pool.

- a. Stretched Knit Scott. Needs a try out.

11. Fundraising.

- a. Cocktail Party

12. Requests for school funding.

- a. Brett has a funding request pending for Water Drinking Fountains/Refill stations.

13. School report.

- Reminder that school photos are coming up, and we are now in week 5.
- Some events needed to be run prior to carnival. Had to be done so that all of the events left to be run could be fitted in on the day. Carnival on the 14<sup>th</sup> and tabloid sports the following week.
- Bilingual teacher assistant being send on camp with the children now.
- Additional staffing – literacy and intervention, EAL
- 100% in school uniform.

14. General business.

None

15. Closure. 8:02pm. Next Meeting Wednesday 4<sup>th</sup> of April.