

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, May 2, 2018** at East Launceston Primary School.

The meeting was opened at 7:05pm

AGENDA

1. Present/apologies.

- I. **Present:** Paul Vandenberg (President), Michael Lowe (Executive), Ross Smith (Executive), Lea Watson (Executive), Emmy Brient, Lucy Robbins, Olivia Skirving, Rebecca Viney, Fiona Duggan, Sam Bucknell
- II. **Apologies:** Sarah Foster (Vice-President), Leigh Anthony (Secretary), Derek Le Marchant (Treasurer), Claire Robertson (Executive), Rosemary Brain, Jodie Lowe

2. Healthy Literacy Project – UTas.

Kira and Dr Casey Mainsbridge spoke to the assembled members about the Health Literacy Project being run by the University of Tasmania.

2 workshops with ELPS teaching staff are planned for May/June.

ELPS Parent Focus Groups will follow.

3. Land Swap update.

Paul Vandenberg provided an update to the Land Swap. Paul reported that he had written to Todd Williams asking that the Land Swap agreement be drafted in time for a vote at the AGM in September. It has been nearly 18 months since the vote to negotiate a Land Swap and there has been little action from the DoE.

4. Minutes of previous meetings.

Paul Vandenberg moved that the minutes of the previous meeting be accepted.

Seconded by Sam Bucknell. **CARRIED.**

5. Business arising from previous minutes.

- a. Paul Vandenberg to report to the meeting on the progress of the constitutional changes.

Paul reported that the constitutional changes merged into current the constitution and sent to the members of the Executive for comment. Paul provided a summary of the changes, namely:

- i. Addition of the Glossary definitions.
- ii. Addition of the Interpretations. Includes a specific note that where the constitution is silent, refer to the Associations Act and Model Rules.
- iii. Address of the Association Office.
- iv. Addition of the Purposes of the Association.
- v. Addition of statement that members must pay fees to be a member, and the Secretary will maintain a register of members, and who can access the register.
- vi. Addition of Fees, and that the Committee can vary the fees for the next year without a Special Resolution.
- vii. Addition that members must adhere to Code of Conduct (added as an Annexure)
- viii. AGM must be within 3 months of EOFY.
- ix. For the Exec, Staff Members cannot be elected to the Exec.
- x. Office Bearers for the SA can't be office bearers of the P&F.
- xi. Added that if an Exec can't be elected, the appointment of an independent administrator, and rules around the selection of such a person.
- xii. Addition of disclosure of interests
- xiii. Change to the quorum rule to say at least 2 office bearers must be present of a minimum of 4 at all meetings.
- xiv. Made it clearer about the terms for leasing and selling/swapping land.
- xv. Added under what circumstances the Association can be wound up to make it clearer.
- xvi. Changes in terms to use the Glossary terms, specifically the word 'Committee'.

Paul moved a motion that the Constitution changes be progressed by seeking legal advice on the proposed changes. Seconded: Lea Watson. **CARRIED**

b. Working Bee to finish second Soccer Goals

Paul reported that the re-scheduled Working Bee for Sunday the 22/4/18 from 1pm to 4pm was abandoned due to lack of members attending. Paul, Sarah and Clare were the only members who attended, and due to a lack of people and ability to run power to the soccer goals the Working Bee was abandoned.

Ross Smith to advise date of next Working Bee.

c. Engage a sign writer to update the signs on the oval

No action on this item 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.

Ross Smith had agreed to contact a building surveyor to obtain the list of items at the previous meeting. No action on this item 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.

No action on this item as yet.

- f. Derek organising some risk management and a yearly budget.

Derek Le Marchant was not present at the meeting, so this was presented. It was noted that Derek has been doing work on both a risk register and a budget.

- g. Removal of Trees from the Oval

Paul reported that arborist had undertaken maintenance work on some of the trees on the oval surrounds. The work was carried out during the school holidays.

- h. Air conditioners for classrooms

Lucy Robbins reported that the air conditioners were installed over the school holidays and wiring will be completed ASAP. The school will invoice the P&F for 50% of the total cost.

- i. New Life Members Board

Paul reported that Sarah Foster has been to the archives office in Hobart and reviewed the archives to find the Life Members from previous meeting minutes and a list was being prepared.

- j. Request for School Association to review uniform colours

Ross Smith reported that this will be discussed at the next School Assoc. meeting.

6. Financial report.

Paul Vandenberg presented the Financial Report in Derek's absence. Paul moved that the Financial Report be accepted. Seconded by Ross Smith. **CARRIED.**

7. Correspondence.

There were no items of correspondence.

8. Business arising from correspondence.

No business arising from correspondence.

9. Pavilion/Oval

- a. co-ordinator report – Paul stated that Megs indicated there was nothing to report
- b. cleaning, maintenance. – Ross Smith had previously agreed to inspect the issue and report back to the Executive. Ross reported that a plumber is addressing toilet leak etc. Lucy Robbins reported that a damaged window facing out to Oval was replaced.

10. Clothing Pool.

As Sarah Foster was absent from the meeting there was no Clothing Pool report.

11. Fundraising.

Cocktail Party - Paul reported that he does not yet have a figure from Derek on how much was raised at the Cocktail Party.

Mother's Day Stall – Happening on the 11th of May. Advertising has been done on Facebook and Skoolbag. Lea Watson reported that parent help is required for stall set up, sales & packing up.

Paul Vandenberg attended the Entertainment Book launch last night and hardcopies/online copies will be available soon. This will be posted on fb.

12. Requests for school funding.

There were no funding requests.

13. School report.

Emmy reported that as term had just begun there was no school report.

14. General business.

Fiona Duggan (ABC Advisory Council Member) & Rebecca Viney (STEM teacher) spoke to the assembled members about the ABC Star Gazing World Record attempt to be held on Wed May 23 on the ELPS Oval. Students will create paper lanterns in STEM for a lantern walk on the evening. Classroom teachers will cover astronomy etc in the lead up.

It is proposed that families arrive from 6:30pm to register for the event. ELPS P&F will promote via fb and organise licencing. The P&F will provide BBQ equipment, gazebo etc for community groups to fundraise. The event will finish at 8:30pm. More details to follow on fb/Skoolbag App.

15. Closure. 8:25pm. Next Meeting Wednesday 6th of June.