

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, July 4, 2018** at East Launceston Primary School.

The meeting was opened at 7:02pm

AGENDA

1. Present/apologies.

- I. **Present:** Paul Vandenberg (President), Sarah Foster (Vice-President), Derek Le Marchant (Treasurer) – Partially Attended, Ross Smith (Executive), Lea Watson (Executive), Lucy Robbins, Suzie Somann-Crawford, Ross Somann-Crawford, Claire Mawdesley
- II. **Apologies:** Michael Lowe (Executive), Leigh Anthony (Secretary), Claire Robertson (Executive), Emmy Brient, Keith Ellis, Jacinta Ellis

2. Financial report.

Due to Derek needing to leave the meeting early, this item was moved up the agenda.

Derek noted that there were some donations to the school that were still in train, particularly the air conditioners and recent funding requests not addressed.

Derek also noted an increase in oval maintenance due to the recent tree maintenance.

Derek moved that the Financial Report be accepted. Seconded by Paul. **CARRIED.**

3. Land Swap update.

Paul Vandenberg provided an update to the Land Swap. Paul reported that the DoE had said that “(The) Land exchange has gone to the Minister for Education for approval, together with a letter to the Crown Lands Minister seeking approval. (The) Crown Lands Minister has delegation to approve under the Crown Lands Act and the Land Acquisition Act.”

A right of carriageway (for mower access) has been requested for Tasma Street block by the DoE for guarantee of access. This has been agreed to.

Ross S-C raised concerns about location of the replacement playground. Paul stated that the replacement playground would be located on the Oxford Street bank if the land swap goes ahead, or near the existing cricket nets if it does not. The replacement

playground must be built on DoE owned land, and the location is dependant on the land swap.

Ross S-C asked about the items included in the Oval Masterplan. Paul discussed the potential community garden on Tasma Street entrance and that an offer was made by #16 to purchase entrance. This is not being considered by P&F.

Suzie & Ross S-C expressed disappointment that the kinder build will encroach upon the oval. Paul reassured her that this is not the case. There was some discussion regarding the Kinder Hub DA process which is not a matter for consideration by the P&F.

4. Minutes of previous meetings.

Paul Vandenberg moved that the minutes of the previous meeting be accepted.
Seconded by Lucy Robbins. **CARRIED.**

5. Business arising from previous minutes.

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

Paul presented the draft ELPSP&F Constitution with all changes to the meeting. Paul suggested the next step was to make it available to members and seek comment.

Paul moved a motion that the Constitution be made available to members and seek comments. Seconded: Lea Watson. **CARRIED**

- b. Working Bee to finish second Soccer Goals

Ross Smith to advise date of next Working Bee from May meeting. Possible date in Sept/Oct when weather improves.

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

No action on this item as yet. Ross S-C mentioned that the sign is not on P&F land, but on Ed Dept land. Paul noted that the sign has been there for a number of years, and will be removed soon with the Kinder Hub build.

- d. Building surveyor to be engaged to gather a list of remedial building works (guttering, toilets) that need to be completed urgently on the pavilion building.

This has been approved by the Exec. The preference is that this be done over school holidays.

Suzie S-C expressed disappointment that regular maintenance had not been carried out. Paul stated that \$100,000 - \$200,000 spend was required to bring Pavilion to standard that a reasonable person would expect be available for student and community use.

Paul also stated that the Pavilion is a \$18,000 (approx.) / year liability to P&F. The P&F want a well-used, great condition, community utilised building, and the best way to achieve this is to transfer ownership to the DoE.

Paul stated that the core business of the P&F is fundraising for the school.

Suzie S-C asked can we charge more for the use or increase bookings of the Pavilion. Ross Smith mentioned that maximum of possibly \$5,000 additional income through increased hire fee/utilisation. Paul stated that as a community used building, charging more wasn't helping the groups who use the facility.

Suzie S-C raised concern about cost of works on the Pavilion pre-land swap. Paul said that P&F need to meet basic, urgent maintenance only.

Ross Smith had agreed to contact a building surveyor to obtain the list of items at the previous meeting.

Ross said that surveyors Protek & Greens asked to quote on urgent works incl. repairing retaining wall. Urinal and down pipe to be repaired in 2nd week of school holidays.

- 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. Paul suggested next school hols.

No action on this item as yet. See above.

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

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

- g. Air conditioners for classrooms

Lucy reported that three have been installed and four more in school holidays.

h. New Life Members Board

Sarah Foster to follow up on her return from leave.

j. Request for School Association to review uniform colours

Ross Smith said this was discussed at the School Association meeting. A survey went out to parents and carers. Good response 65% approx. responded. Initial survey will be acted upon.

6. Correspondence.

There were no items of correspondence.

7. Business arising from correspondence.

No business arising from correspondence.

8. Pavilion/Oval

- a. co-ordinator report – Paul had nothing to report.
- b. cleaning, maintenance. – Ross Smith had previously reported that a plumber is addressing toilet leak etc.

9. Clothing Pool.

Sarah had nothing to report. Claire Mawdesley to take Sarah's role

10. Fundraising.

Movie Night – Movie Night was a success. The Social Committee did a great job. Commitment was made to donate to the Examiner Winter Relief Appeal. However, the P&F is a charity in itself and future fundraising to be for the school. \$550 donated to ELPS & ELPS donated to the Appeal.

Suzie S-C asked about the process for fundraising requests. This will be discussed later in meeting.

Paul to ask social committee for regular reports on fundraising meetings.

11. Requests for school funding.

There are two requests for school funding.

The first is for a contribution for software licences for e-learning programs (Mathletics, Reading Eggs, English Stars) of \$5,000. It was requested that this be an annual contribution.

The Executive rejected the submission due to software licences not being a tangible asset to contribute to. The Executive would rather contribute to another request that may free up the school funds for this purpose.

The second request was for replacement white goods in the school canteen for use by the Healthy Elpys Program of \$2,000, namely fridge and ovens.

The Executive felt that the funding request was low, and that the P&F would like to contribute more to this program than requested. The Executive approved a funding request of up to \$5,000 for (better quality/commercial grade) replacement white goods for the canteen for the Healthy Elpys Program.

12. School report.

As Emmy was absent there was no school report.

13. General business.

Website and Facebook page. Caroline Williamson is now the admin for the Facebook page and the website. Caroline has lots of experience running social media for Harvest Market and is familiar with Joomla (the website platform). Caroline has been provided with access to these communication channels. She has been posting for the last couple of weeks.

Annual General Meeting has been set for the Wed 26th of September at 6pm, followed by the September General Meeting at 7pm. There is no October meeting (school holidays).

Claire Mawdesley raised the purchase of cable covers \$200/cable. Paul to follow up with Caroline.

Entertainment book sales continuing.

14. Closure. 8:15pm. Next Meeting Wednesday 1st of August.