

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

Minutes of the General Meeting of the ELPS Parents & Friends Association Inc. held at 7:00pm on **Wednesday, November 7, 2018** at East Launceston Primary School.

### **Items**

1) Present/apologies.

Present: Paul Vandenberg (President), Sarah Foster (Vice-President), Leigh Anthony (Treasurer), Ross Smith (Executive), Lea Watson (Executive), Claire Robertson (Executive), Lucy Robbins, Emmy Brient, Sam Bucknell

Apologies: Caroline Williamson (Executive)

2) Land Swap update.

Paul Vandenberg presented the Land Swap update. Paul said that the issues with the titles have been resolved:

- Title documents have been updated to correct name of the Association.
- Title documents have had the notification of the mortgage removed.

This has been passed to the DoE.

3) Minutes of previous meetings.

- Moved to accept Meeting Minutes from the September 2018 General Meeting: Leigh Anthony. Seconded: Ross Smith. Carried

4) Business arising from previous minutes.

a) Working Bee to finish second Soccer Goals – Decided to do this over the school holidays in January. Paul Vandenberg presented two quotes for artificial turf to be put down in the soccer goals. One quote for \$10.5K and the other \$18K. The measurements are quite different, so Paul said he will take measurements and provide these to the providers.

b) Building surveyor to be engaged to gather a list of urgent, basic maintenance building works that need to be completed.

- Ross Smith tried to engage Greens but they have not answered.
- Call has been made to Protek and they will be doing this in two weeks' time.

c) New Life Members Board

- Sarah Foster has the names. Looking to find the board that we have and to update with the new names.
- Lucy Robbins to go looking for the Boards again.

- d) Request for School Association to review uniform colours.  
- Ross Smith reported that there is a School Association Sub Committee that has been formed and there will be no immediate changes. A waterproof jacket will be included, and the aim is for the uniform to be inclusive and unisex. No further action required.
- 5) Correspondence.  
- 27/9/18 – Letter from Department of Justice confirming the acceptance of the updated Constitution.  
- 23/10/18 – Letter from Rae and Partners confirming changes to titles have been made.  
- 31/10/18 – Email from Geoff Powell with Auditors Report attached.
- 6) Business arising from correspondence  
- Ross Smith will do the ANCA submission now that we have the Auditors Report. Paul Vandenberg put a motion that Powell's Accounting be engaged to be the auditor for next Association year. Seconded: Leigh Anthony. Carried.
- 7) Financial report.  
Leigh Anthony stated that there was no Financial Report to present as access to Xero has been suspended due to it being linked to Derek's subscription. Paul suggested that we engage Powell's to help fix this up. Lea Watson offered the services of Rob Watson to assist.  
Leigh also reported that there have been some issues getting him sorted with the banking. Paul and Ross can authorise payments, but Leigh does not have access to this function. Ross has downloaded the forms to be filled out to sort.  
Due to the treasurer@ email account not being monitored there have been a number of invoices that have been received but not paid. These will be paid ASAP.  
Financial Reports for July to November will be presented at the December meeting.
- 8) Pavilion/Oval.  
a) Co-ordinator report – No report.  
b) Cleaning, maintenance. – No issues.
- 9) Clothing pool.  
Sarah Foster presented the Clothing Pool report.  
- Next year's clothes have been ordered.  
- Payments to be made in Feb 2019.  
- 75 hats have been ordered.  
- Need to send invoice to school for payments taken by the school while the P&F EFTPOS machine was down.
- 10) Fundraising.

- a) Social Committee Report
  - No formal report.
  - Rainbow Run was cancelled for a number of reasons. Gazebo was already ordered and paid for, so it will remain as an asset of the P&F but be available to the school at any time as per the first gazebo.
- b) Entertainment Book
  - Nothing to report.
- c) Christmas Cakes
  - Baking day was successful, and the cakes have arrived.
  - Lucy Hyde has been in contact regarding payment for the cakes and ordering. Original suggestion was to use Event Brite, but this is more catered for events rather than products. Claire Robertson suggested using BigCartel which she has used before. We'll need a PayPal or Stripe account to link to this. Paul to talk to Lucy and Derek (who offered to assist) about this.
- d) Carols on Oxford
  - Tuesday the 18<sup>th</sup> of December 6-8pm.
  - Using food vans rather than BBQ. Caroline to assist in organising. Charge a stall fee to food vendors. Ideally like a mix of cheap and gourmet.
  - P&F to do soft drink and alcohol sales. Ross to organise liquor licence.
  - No ice cream van.
  - Picnic hampers still okay. No glass or BYO alcohol.

#### 11) Requests for school funding.

- Lucy Robbins provided 2 requests for funding. Both were for the Jamie Oliver Learn Your Fruit and Veg Program. One for Year 3 of \$125 and one for Year 4 of \$1410 (\$15 per student). Paul Vandenberg noted that this is inline with providing funds for extra curricular programs that have a teaching and learning focus outside of the normal school curriculum, and he was happy to support it. Claire Robertson noted a conflict of interest as she is involved with the program. It was moved by Paul to accept the funding request in full. Seconded by Leigh Anthony. Carried.

#### 12) School report.

Emmy Brient provided the school report.

- HealthLit Expo was reported as very successful.
- Whole school events are very challenging due to space.
- Six students in top 1% of NAPLAN testing results.
- Esk Band is coming up. 87 students involved.
- 66 kinder enrolments for next year. Now closed and there is a waiting list.
- AEU are forcing workplace bans which are making life a little difficult for teachers.
- A number of teachers are transferring from ELPS due to transfer policy.
- Building work to start on top basketball court in December, Oxford St in January.

#### 13) General business.

- Grade 6 presentations. Paul Vandenberg noted that the school was asked to survey

Grade 6 parents at the September meeting. Emmy responded that this was not done and that the school had not received any complaints about the timing. It has been scheduled for 9:30am on the 5/12/18 as some parents had indicated that the morning was better than the afternoon. Teachers were not in support of an evening ceremony. Emmy noted that some students would not be able to attend if it was an evening presentation. Paul asked if a Funding Request had been prepared. Lucy responded no it hadn't, but Paula Hewett may not have been aware of the need. Lucy and Emmy would submit the request to Paul ASAP.

- Paul Vandenberg requested that those present help to fill the Secretary role that is currently vacant. Lucy Robbins said she would put it in the Skoolbag app.

14) Closure. 8:26pm.

Next Meeting Wednesday 5th of December.