

EAST LAUNCESTON PRIMARY SCHOOL PARENTS & FRIENDS ASSOCIATION Inc.

Minutes of the General Meeting of the ELPS Parents & Friends Association Inc. held at 7:03pm on **Wednesday, December 5, 2018** at East Launceston Primary School.

Items

1. Present/apologies.

Present: Leigh Anthony (Treasurer), Ross Smith (Executive), Lea Watson (Executive), Claire Robertson (Executive), Lucy Robbins, Emmy Brient, Sam Bucknell, Clare Mawdesley, Libby Glover.

Apologies: Paul Vandenberg (President), Sarah Foster (Vice-President), Caroline Williamson (Executive).

Prior to the meeting Leigh Anthony had offered to chair the meeting in Pauls absence. Paul had gratefully accepted the offer.

Sam Bucknell has nominated himself to fill the casual vacancy for the Secretary position. The Executive Committee voted unanimously by email correspondence to accept the nomination and the vacancy has now been filled. DoJ will be notified post the meeting.

2. Land Swap update.

Paul Vandenberg provided the following update prior to the meeting. The DoE have now received a draft agreement from Crown Law. They are currently reviewing it and clarifying details with Paul. Once the DoE are satisfied the details are correct from their perspective, we will be provided with the draft to do the same. It's imagined there may be a fair amount of negotiation before the agreement then proceeds to getting legal advice.

3. Minutes of previous meetings.

- Moved to accept Meeting Minutes from the November 2018 General Meeting: Leigh Anthony, Seconded: Claire Robertson. Carried

4. Business arising from previous minutes.

a) Working Bee to finish second Soccer Goals – Previously decided to do this over the school holidays in January.

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

- Ross Smith reported that Protek did the survey two weeks ago. Approx \$480.00 quoted. The report is to be received imminently. To be followed up at next meeting.

- c) New Life Members Board
 - Lucy Robbins has found the board.

5. Correspondence.

No formal correspondence. Emails received from Lucy Robbins re. broken marquee bags to be returned. Sarah Foster is liaising with supplier for replacements.

Sophie Flanagan has purchased some items for the Christmas cakes. She has emailed to advise that she is happy to not receive any reimbursement. Her donations for the cakes are gratefully accepted.

6. Business arising from correspondence
- No business arising from correspondence.

7. Financial report.

Leigh Anthony presented the Financial Reports for July to November.

Leigh is gradually working through setting up Xero and has recognised assistance from Ross Smith in getting the reports up to date. Leigh Anthony indicated that Caroline Williamson has offered to help set up Xero further.

Leigh has noted revenue and expenses for 2018 appear to be low, in comparison to 2017, due to there being no 2018 School Fair, as well as some other events.

Leigh has noted some discrepancies with the transaction account possibly due to the accounts not being reconciled at 30 June 2018. The savings account is reconciled with the current bank balance.

Moved to accept Financial Report: Leigh Anthony, Seconded: Clare Mawdesley. Carried

8. Pavilion/Oval.

- a) Co-ordinator report – No report.
- b) Cleaning, maintenance. – No issues.

9. Clothing pool.

Clare Mawdesley stated that the clothing pool is stocked and ready for next year.

Clare Mawdesley, Claire Robertson & Leigh Anthony discussed potential to have website to assist in clothing sales, similar to the Christmas Cake sales website. This would take pressure off the clothing pool during busy times. Could either be pre-ordered and paid for, or used within the clothing pool room as a secondary point of sale.

10. Fundraising.

- Social Committee Report
- No formal report.

- a) Entertainment Book
 - Nothing to report.
- b) Christmas Cakes
 - Orders and payments have been done through BigCartel site. Half of the cakes have now been sold, with expenses roughly covered at this staged.
- c) Carols on Oxford
 - Tuesday the 18th of December 6-8pm.
 - Many thanks to Caroline Williamson for organising this.
 - Using food vans rather than BBQ. Charging a stall fee to food vendors. Meat Bread Cheese have confirmed and are also going to run a sausage sizzle as part of their stall. They are going to sell the sausages for \$3 but donate \$1 from every sausage sold to the P&F on top of their stall fee. Host has confirmed. Bolani has confirmed. One more stall needed. Small Grain have confirmed also.
 - P&F to do soft drink and alcohol sales. Ross to organise liquor licence.
 - Claire Robertson has offered to speak to a contact at Coca Cola regarding soft drinks.
 - No ice cream van.
 - Picnic hampers still okay. No glass or BYO alcohol.

Libby Glover has asked in general that the P&F advertise more what the fundraising is to be used for – e.g. the Christmas Cakes.

11. Requests for school funding.

-Lucy Robbins has raised the question whether the P&F could run and support a morning tea in 2019 for Grade 6 student leaders, and for any leaving teachers. Lucy has stated that she will formalise the request in writing. Emmy Brient talked further to the idea.

-Claire Robertson suggested Christmas Cakes may be provided to the staff to have at a morning tea to say thank you from the P&F.

-Lucy Robbins has indicated that the oven, fridge & food processor are on their way for healthy ELPYS.

12. School report.

Emmy Brient provided the school report.

- Year 6 Leavers Assembly, thank you to Leigh Anthony and Ross Smith for attending
- Thank you to the P&F for all donations.
- Busy period with visual reports.
- Picnics underway next week.
- Year 6 leavers dinner.
- Construction fencing has been put up around the playground, everyone looking forward to seeing the works get underway.

- Noted the delays in the capital works, in comparison to other schools that had received funding.

Leigh Anthony asked about notes on written reports and union action. Emmy indicated that unfortunately the comments will stay off the reports.

Leigh Anthony queried data left on Grade 6 laptops. Emmy Brient indicated that each student would receive a USB stick with all of the student work provided to them. A buy-out scheme for the laptops was envisaged but has not been implemented.

13. General business.

- Claire Mawdesley will look at the cakes for morning tea, with Claire Robertson, with card etc.
- Claire Mawdesley will also look at send-off gifts for teachers.
- Paul Vandenberg had previously presented two quotes for artificial turf to be put down in the soccer goals. The measurements were quite different, and Paul measured the box areas needed as 6.4m x 6m and he has provided these to the providers. Synthetic Grass Solutions Tasmania have quoted \$7,800 (ex GST) for both boxes. Tassie Artificial Turf quoted \$10,800 (inc GST). To be referred back to Paul, to make a decision based on the providers' experience, etc.

14. Closure. 8:19pm.

Next Meeting Wednesday 6th of February.