

EAST LAUNCESTON PRIMARY SCHOOL PARENTS & FRIENDS ASSOCIATION Inc.

Minutes of the General Meeting of the ELPS Parents & Friends Association Inc. held on **Wednesday, August 7th, 2019** at East Launceston Primary School.

Meeting opened at 7:01pm

1. Present/apologies.

Present: Paul Vanden Berg (President), Ross Smith (Executive), Nathan Johnston, Lea Watson (Executive), Sam Bucknell (Secretary), Sarah Foster (Vice President), Lucy Robbins, Caroline Williamson (Executive), Emmy Brient, Kristy Fairbairn, Sam Henstridge.

Apologies: Rosemary Brain, Clare Mawdesley. Leigh Anthony (Treasurer), Clare Robertson (Executive).

2. Land Swap/ Capital Works Project update.

- No communication for the past 2 months from the DoE.
- Emmy Brient provided an update to the works, an artist has visited for features and landscaping is in the design phase.
- The works for the lift has commenced in and around the lower carpark area and these works may be 6 to 8 weeks in duration.
- The builders have indicated that around 1 week has been lost to poor weather. They will provide an updated schedule soon.

3. Minutes of previous meetings.

- Move to accept Meeting Minutes from the July 3rd, 2019 General Meeting: Sarah Foster. Seconded Caroline Williamson: . **CARRIED**

4. Business arising from previous minutes.

- a) New Life Members Board. Sarah is still trying to locate older minutes.

5. Correspondence.

- Request for use of oval for cricket club. A lady has contacted the P&F regarding using the oval as their home ground. Little detail was provided and so the application has not progressed. Paul noted that previously, a cricket club misused the pavilion and there were other issues around the hiring of the oval and the pavilion. Paul asked whether the P&F is interested in hiring the oval to a cricket team, bearing in mind that this would stop others from using the oval at the same time.

Action: Paul to respond to the lady, and to ask for additional information so that the P&F can properly assess their enquiry about hiring.

- Various other bills/ remittances

6. Business arising from correspondence

- No business arising from correspondence.

7. Financial report.

Ross Smith presented the financial report.

The invoice is to be prepared for the DoE and adjusted for CPI accordingly.

Caroline queried whether the P&F had a dedicated accountant. Ross noted that Powell were appointed as the auditing accountants. Caroline suggested that an accountant should be engaged to tidy the account and correct. Kristy Fairbairn kindly offered to assist.

Move to have the financials checked and adjusted for historical errors before audit:
Caroline Williamson Seconded Paul Vanden Berg. **CARRIED.**

8. Pavilion/Oval.

- a) Co-ordinator report – no report.
- b) Cleaning, maintenance. Paul thanked Lucy for arranging to fix various items with the pavilion. The various items have now been attended to – doors, locks, hinges, closers, etc.

9. Clothing pool.

Still no volunteers to assist Sarah. Help between 2:45- 3:15 on Wednesday and Thursday afternoons is needed.

Caroline offered to help set up an online document/ roster for helpers. Lucy offered to provide another notice in the school newsletter.

10. Fundraising.

- a) **Social Committee Report** - No report.

- b) **Movie Night** Due to timing with the new building, a general P&F evening on the oval may work better (Sausage Sizzle etc.) to coincide with the opening of the new classrooms.
-To be reviewed at the next meeting.

- c) **Cocktail Party** Caroline has met with Sally Alps- Friday 20th Sept may work 6/6:30 start to 10:00pm. Around \$50pp suggested ticket sales with \$35.00pp costs for Alps & Amici.

- d) **2020 School Fair** – Need to investigate an event planner.
-Sam to enquire with a friend who is an event planner.
-To be reviewed at the next meeting.

11. Requests for school funding.

The P&F executive approved the following requests after the last meeting

- i. Decodable texts \$10,000.00
- ii. Library Books \$5000.00
- iii. Grade 6 Canberra Trip \$5000.00

Emmy provided some clarification around what the requests were used for. The Canberra Trip \$20.00 to \$30.00 will be reduced/ refunded for the Grade 6 trip. Additionally, some students that could not have gone for financial reasons, have been substantially subsidised and are now able to go.

The other requests for decodable texts and library books are greatly appreciated and the funds have been allocated to the proposed items already.

Lucy provided a request to assist with the Grade 2 swimming program.

A copy of request provided as annexure to the minutes

Caroline made comment on the general nature of the current request forms. She noted that the requests provide little detail and enquired with Lucy and Emmy whether the school would mind if the P&F provided a new request form. Lucy and Emmy indicated they would be happy for the P&F to do this.

The forms will require greater detail around the requests – e.g. cost breakdowns, quotations, etc. and will hopefully ease the process for both the P&F and the school.

12. School report.

Emmy Brient presented the School report.

- Children are current walking via Abbott Street to get to the oval.
- The Supervised Activities program before/ after school is going well with 13 to 15 students at the moment.

13. General business.

AGM proposed for Monday 23rd September at 6:30pm.

- Notice in Examiner Saturday by 31st Aug
- Life member nominations

Emmy Brient has put forward Julie Briggs for nomination for life membership. The nomination was supported unanimously.

14. Closure. Meeting closed at 8.25 pm.

Next Meeting Wednesday 4th September, 2019.

Annexure 1 – School requests



East Launceston Parents & Friends Association

Purchase Submission Form

| | |
|--|---|
| Staff/Student Name: | Paul Kelly |
| Request Description: | Funding for Grade 2 Swimming Program Term 4 2019 Launceston Aquatic Centre Hiring of pools and Swimming Instructors |
| Approximate Cost: | \$2,000.00 |
| Date of Submission: | 07/08/19 |
| Principal Response for Request: | |
| Action taken by P & F | |
| Authorised by: | AP: |
| | Principal: <i>[Signature]</i> |
| | SBM: <i>[Signature]</i> |
| | Date: 7/8/19 |

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