

# East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 7<sup>th</sup> of September 2016.

Meeting opened at 6:50pm

## 1. Present/Apologies:

- a. Present: Jess Downie (President), Sarah Foster (Vice-President), Ross Smith (Treasurer), Paul Vandenberg (Secretary), Leigh Anthony (Executive), Angela Phyland (Executive), Libby Glover (Executive), Claire Robertston (Executive), Lionel Morrell, Jacinta Ellis, Keith Ellis, Paula Huett, Krista Preece, Suzie Somann-Crawford, Lucy Robbins, Rachel Brown, Clare Mawdesley, Elizabeth Mahnken, Greg Bradfield, Julia Hoffner, Jenny Lanzer, Michael Douglas, Libby Glover, Angela Rose-Eadie, Sonja Ambrose, Ross Somman-Crawford, Tim Whiteley, Lea Watson, Sophie Flanagan, Lorna Farquhar, Paul DeRuyter, Tammie Gardner, Cathy Maartensz, Meg Anderson, Rebecca Viney, Robin Russell, Jane Gaetani-Black, Alvaro Ascui, George Hyde, Alicia Bushby, Alicia Bushby, Michael Bernachi, Pat Rathmore, Hugh Christie, Emmy Brient, James Fell, Sian Hirst.
- b. Apologies: Michael Lowe, Gina McKendrick, Jodie Lowe, Felicia Butler

2. **Minutes of Previous Meeting:** Jess Downie called for the minutes of the previous general meeting dated the 3<sup>rd</sup> of August 2016 to be confirmed as a true and correct record. Moved: Sarah Foster, Seconded: Ross Smith. **CARRIED.**

3. **Business arising from previous minutes:** Lionel Morrell queried the item of business arising and not having been sent the minutes of the previous meeting for which he did not attend. He asked why the minutes were not being sent to general membership. Jess Downie confirmed that the minutes are sent to those that attended the meeting and apologies for that meeting. Jess confirmed that requests for minutes should be made to the President. This was further discussed in **General business.**

A question from the floor was asked as a carryover from previous minutes (June) on the definition of a 'friend'. Jess Downie advised the meeting that this is a work in progress for the further definition of a friend. Jess also indicated the concept of a financial contribution to be a member was also being considered. She re-iterated it is the intention of the Executive to make decisions on these matters. Ross Smith indicated that a glossary coming for defining terms for the constitution.

**ACTION:** Executive to continue working on the constitution glossary and definition of friend.

Suzie Somann-Crawford asked a question regarding the rejection of applications for membership, and for what reasons why they were rejected, and whether contact had been made to the rejected applicants. Ross Smith responded that two applications were rejected for not meeting objectives criteria. Jess Downie responded that the applicants were contacted, but would check correspondence.

**ACTION:** Jess Downie to check correspondence with rejected applicants.

Ross Smith reported that obtaining accounting software was part of audit process.

**ACTION:** Ross Smith to continue investigation into accounting software.

Elizabeth Mahnken asked about an online application form for membership. Paul Vandenberg responded that the decision was taken by the Executive to use a paper based version for the recent land vote, but going forward an online application form would be established.

**ACTION:** Paul Vandenberg to establish an online membership application form on the website.

4. **Financial report:** Ross Smith presented the financial report for the month ending 31<sup>st</sup> of August (attached). Moved: Ross Smith. Seconded: Jess Downie. **CARRIED.**

It was stated that the financial report will be distributed to attendees with the minutes. Discussion ensued on why the financial report and minutes were not distributed to all members, not just those that had attended the meeting. Jess Downie stated that this had been the previous long-standing practice, and that both attendees and apologies were sent the minutes and financials. Lionel Morrell requested a permanent apology whilst member. This was granted by the President. This was further discussed in **General business.**

5. **Correspondence:**

- a. Rae and Partners. Invoice for \$660 + GST for providing an independent chairperson for overseeing the land vote.
- b. Life Member letters.

6. **Business arising from correspondence:** None.

7. **Pavillion/oval:**

- a. No co-ordinator report.
- b. Ross Smith reported on the collapse of the bank behind Pavilion due to recent heavy rains that required fixing. Jess Downie raised the question on whether there were any damaged basketball hoops. It was confirmed from by Sarah Foster that these were on the outside basketball courts.
- c. There was clarification on cleaning and maintenance by Jess Downie following a question from the floor. She stated that it was the school's responsibility, but the P&F has organised and paid for this previously. She stated that there were ongoing discussions with school and this may be best managed by school. Emmy Brient stated that the building was owned by P&F but leased by the Education Department and not part of the staff allocation for the school. There was a question from the floor on the maintenance of the grounds. Jess Downie responded that it was ultimately a P&F asset. There was further discussion around who is responsible for cleaning and maintenance given lease arrangement, also considering the hire of Pavilion outside of school hours. Ross Smith confirmed that the Education Department has a five-year lease signed in 25/2/2015, and it has a CPI increase built in. Ross Smith confirmed there is no annual review of the lease after a question from

the floor. Jess Downie stated that the P&F has voluntarily donated the cleaning of the Pavilion.

8. **Clothing Pool:** Sarah Foster presented the clothing pool report. Sarah stated that ordering of summer uniforms for 2017 was underway. She stated that the current supplier would like dresses made offshore, and that she has said no for this period. She made the suggestion to look for alternative supplier with local manufacture. Jess Downie indicated it was okay to seek alternative supplier. A motion was put forward for this. Moved: Jenny. Seconded: Clare.

**CARRIED**

**ACTION:** Sarah Foster to investigate alternative supplier of school dresses with local manufacture.

Sarah Foster reported the clothing pool going well. Potential volunteers to see Sarah.

9. **Fundraising:** Jess Downie stated that the Christmas Cakes were underway. The question was raised by Jess Downie if we should hold a Cocktail Party as a fundraiser event? Sarah Foster suggested holding it in the first term 2017 as a welcome for parents. Ross Smith asked for the school to indicate the best dates in the school calendar. George Hyde requested that there should be a specific Cocktail Party fundraising goal. Lionel Morrell asked if something on the Oval Masterplan had potential as a fund raising goal. Jess Downie responded that the Oval Masterplan is on hold while the land issue is open. It was suggested from the floor that the Fort in purple playground be considered for funding from the Cocktail Party. Leigh Anthony suggested air conditioning for upper level classes. Hugh Christie raised that there is a strategic planning process for School Association potentially being developed which could affect P&F planning. George Hyde put forward a motion to put the options to teachers and conduct a poll on the website what to fund. Seconded: Leigh Anthony. **CARRIED.**

**ACTION:** Executive to ask the school on potential fundraising goals for the Cocktail Party. When received a poll will be put on the P&F website to gauge membership preference.

There was a question from the floor on the state of disrepair of the steps at the Tasma Street end of oval. Ross Smith said he would investigate.

**ACTION:** Ross Smith to inspect steps at Tasma Street end of oval and advise Executive on the state of disrepair and further action required.

There were no requests for funding from the school.

10. **School report:** Emmy Brient presented the school report. She firstly thanked the P&F for contribution of funds towards the Kindergarten air conditioning and the Grade 6 Canberra trip, as well as for books and readers. She acknowledged the work of past P&F members and welcomed the new executive. Emmy also congratulated the new P&F life members. Emmy highlighted the great Naplan results achieved by year 3 and 5 ELPS students. The goal was to have 30% in top band and we achieved higher. Emmy highlighted the extracurricular activities being undertaken by students such as the Tournament of Minds, Maths Relay, Tasmanian Science Talent Search, Maths Investigation, basketball, devil's assembly, Canberra trip and other excursions. Emmy reported that 100% of parent help had completed their Working with

Vulnerable Children (WWVC) accreditation. It was noted that this is now a requirement for whenever parents are assisting the school and would be a requirement for parents helping with P&F activities such as the school fair. Emmy also reported that Mr and Mrs Briggs were on long service leave and returning in Term 4. Emmy reported that AST3 (Advanced Skills Teacher Level 3) positions will be advertised in October. The allocation for current numbers is 3 Assistant Principals and 5 or 6 Advanced Skills Teachers. She reported that this is an Education Department initiative. Emmy reported that notification of teacher transfers will be happening soon. Next year ELPS is on the transfer list for long service (10+ years) transfers. Emmy reported that they have formed a Queechy alliance with other feeder schools (Punchbowl, Ravenswood, Waverley and Norwood) to establish transition relationships and moderation across the feeder schools. The next meeting of the alliance will be the 20<sup>th</sup> of October. Brett Hay is the 5,6,7 co-ordinator.

11. **General Business:** A question was raised from the floor regarding the appropriateness of a permanent apology. Lionel Morrell explained the apology was only for meetings that he cannot attend, and not an intention to not attend meetings. He explained that the reason for requesting a permanent apology was so that he could receive the minutes and financial report for all meetings whether he attended or not. The question was then raised around the accessing and distribution of information such as minutes of previous meetings. Elizabeth Mahnken suggested a members-only section of the website should be the goal. Paul Vandenberg explained that the P&F had only recently installed a membership database, and the only method available previously of distributing minutes was to collect the email addresses of those present at the meeting. Moving forward the P&F now have a complete list of members and their email addresses and it would be possible to distribute minutes and financial reports to all members. Jenny Lanzer moved a motion that unratified minutes be emailed to all members and copies also to be left in the ELPS office. Secunder: Elizabeth Mahnken. **CARRIED**

**ACTION:** Unratified minutes to be emailed to all members before the next meeting.

A question was asked from the floor regarding having Facebook page moderated. Paul to take over Facebook page from Michael and explore options.

**ACTION:** Paul Vandenberg to investigate moderating the Facebook page for comments.

Jacinta Ellis asked a question regarding the viewing of the legal advice given to the P&F over the land vote. Jess Downie replied that correspondence is presented in meeting and the protocol for viewing correspondence be by request to meet with Secretary and President by appointment. Jess Downie also noted the P&F need to be careful with legal advice around disclosure and public availability. Lionel Morrell stated that members should be permitted to view documents. Hugh Christie requested that breaking member privilege should have membership revoked. Lionel Morrell asked is a general member allowed to attend an Executive meeting? Jess Downie responded that no a general member is not allowed to attend an Executive meeting, but will clarify.

**ACTION:** Jess Downie to clarify if a general member is allowed to attend an Executive meeting.

12. **Closure:** Meeting closed 8:08pm.
13. **Next Meeting:** 12<sup>th</sup> of October at 7:00pm at ELPS.