



**President: Mr Bronte Smith**  
**Treasurer: Ms Sarah Heath**

**Vice Presidents: Mr David Johnston and Ms Mandy Wilson**  
**Secretary: Ms Charmaine Aldridge**

### MINUTES OF GENERAL MEETING

Tuesday 11 August 2020

Meeting commenced at 1836

**Present:** Ms Mandy Wilson, Mr Bronte Smith, Dr Linda Evans, Mr Stewart Peacock, Ms Catrina Sharp, Ms Meg Middleton, Ms Sarah Heath, Mr David Whiteside, Mr David Johnston, Mr Mark Freeman, Mrs Jaye Ross, Mrs Erin Tonscheck, Mrs Helen Lange, Mrs Marita Ramia, Ms Charmaine Aldridge  
**Via Zoom:** Ms Kimble Thomas, Ms Kym Wright, Ms Joy McClymont, Ms Sue Hurford, Ms Sarah McInnerney

**Apologies:** Mr Jamie Cross, Ms Catherine Butler

### Minutes and Action Item Register of the previous meeting

Mr Bronte Smith welcomed everyone to the Meeting and noted apologies.

The minutes of the meeting held on 14 July 2020 were previously circulated and available on the college website. Action items were addressed, refer to register.

Mr David Johnston moved, and the motion was seconded by Ms Catrina Sharp 'that the Minutes of the meeting held on 14 July 2020 be taken as read and confirmed.' Carried

### Correspondence

**In** nil  
**Out** nil

### Presidents Report: Mr Bronte Smith

The President advised that a very successful Fathers Long Lunch was held on 31 July, with over 100 attendees. The funds raised will be an important contribution and lasting legacy to the Foundation.

### Treasurer's Report: Ms Sarah Heath

Ms Sarah Heath provided an update regarding the current cash account balance for the P&F Association being \$51,277.26. In addition, she drew attention to the fact that as \$10,655 is still owed to the Principal's Emergency Fund, the current cash available is \$40,622. She raised the point that due to Covid-19 and the subsequent restriction in fund raising activities, the P&Fs contribution to the Projects Committee may be very 'lean' this year. A decision will need to be made in the coming months as to the level of funding that will be made available.

Changes have now progressed to enable progression to MYOB as the preferred accounting system for the P&F, which will save considerable ongoing expenses (due to the cost of Xero).

Ms Heath, on behalf of the P&F Executive, thanked Mr Mark Freeman and Ms Colette Whell for their assistance and guidance in recently meeting with them to provide an understanding of the P&F and its governance arrangements.

The Treasurer has reviewed the P&Fs Constitution and recognised that it was adequate and as such, had no comment in relation to any required changes. She noted that we need to re-establish our relationships with the P&F sub committees as the Constitution requires sub-committees to provide a progress report and present a statement of receipts and expenditure at P&F General Meetings.

**Action:** P&F Secretary to write to Presidents of relevant subcommittees (SOFA, Friends of Boarding) to touch base and ask that communication through to the broader P&F be re-established.

Sarah raised the possibility of benefiting from Government grants as they become available and whether the P&F has made application for same in the past or if there was interest in monitoring this in the future.

**Action:** Ms Kym Wright to take the lead on monitoring any applicable funding rounds for the P&F, noting that any applications would need to be endorsed by the College Business Manager (Mr Mark Freeman) before proceeding.

As previously raised, the P&F Association will proceed with a change of banking provider, to mirror that of the college.

To that end, Ms Sarah Heath moved, and the motion was seconded by Ms Mandy Wilson 'that the P&F Association change their banking provider from Heritage Building Society to Westpac Banking Corporation and that the agreed signatories for the account be Mr Bronte Smith, Ms Sarah Heath, Ms Charmaine Aldridge and Ms Colette Whell'. Carried

**Action:** Ms Sarah Heath to liaise with Westpac to coordinate change over of accounts

There was further discussion about the Projects Committee and how this interacts with the broader school community. All agreed that there are excellent fundraising efforts undertaken by the whole community but that perhaps it is not publicised as well as it could be.

**Action:** Ms Sarah Heath to meet with Mrs Jaye Ross to further discuss the processes around the "wish list" each year

#### **Board of Directors Report: Mr David Johnston**

Nil

#### **Friends of Junior School: Mrs Erin Tonscheck**

Mrs Erin Tonscheck provided an update regarding FOJS and the Fairholme Spring Festival, confirming that Junior School students will pay \$25 for a showbag, allowing them to access the chocolate wheel, bottle stall, facepainting, games, photo booth, fairy floss and lunch.

#### **Principal's Report: Dr Linda Evans**

Dr Evans advised that she has today written to the Premier regarding the issue of borders and boarding parents unable to move between NSW and Queensland due to the current restrictions. Ms Kym Wright thanked Dr Evans for her support, on behalf of boarding parents and the wider school community. To that end, Ms Wright advised that she would contact Ms Libby McPhee to write to the Premier on behalf of the Friends of Boarding.

Mrs Jaye Ross confirmed that day families are able to take those NSW boarders out for a day and to that end, the school will provide further correspondence to the school community to raise awareness of the issue.

Dr Evans commended all involved in the successful Fathers Long Lunch and also confirmed that the next Fairholme Girl for a Day event is at capacity (27 August).



In terms of staffing, Dr Carol Hill will be leaving at the end of term and the position has now been advertised. Ms Kirsten Kelly is now teaching humanities and science, and was recently engaged by the Junior School. Dr Evans also gave a brief overview of the current Arts and Sports activities. Dr Evans reminded everyone that 4 September is a Pupil Free Day, a change from previous years.

#### **Senior School Report: Ms Catrina Sharp**

Ms Catrina Sharp advised that the Year 10 students are working on pathways week and the girls are working through their Thrive classes, developing skills for managing a new environment and entering a new workplace

Ms Sharp stated that the Year 12s are going remarkably well considering everything that has happened this year and are showing considerable resilience. The second edition of Flourish has now been published.

#### **Middle School Report: Mrs Meg Middleton**

Mrs Middleton said that the Semester 2 Middle School leaders have been busy with activities and the remainder of the Middle School is focussing on subject selections and ICAS.

#### **Head of Ministry and Mission: Ms Catherine Butler**

Nil

#### **Head of Teaching and Learning: Mr Stewart Peacock**

The Year 10 SET link ups have been occurring via Zoom, and the seniors are preparing for exams. Places in Study without Stress program were exhausted almost immediately, a great result.

#### **Fairholme Junior School: Mrs Erin Tonscheck**

Mrs Tonscheck said that the Preppies have now completed 100 days of Prep and that Term 3 for the Junior School has been great for student focus, particularly around early literacy and numeracy. Andrews Cup is continuing and arrangements are being made for the Junior School Musical, Twilight Concert and Book Week.

#### **Communications and Marketing Report: Mrs Marita Ramia**

nil

#### **Business Management: Mr Mark Freeman**

The Fathers Long Lunch is now in its fourth year, and is building on the success of previous years. Mr Mark Freeman formally thanked Mrs Marita Ramia, Mrs Helen Lange and Mrs Sandra van der Stelt for their assistance in making the day such a success. Early figures suggest that funds raised were nearly triple that of the 2019 event. This was particularly impressive given the impacts of a long and devastating drought, coupled with the Covid-19 situation.

**General Business:**

**Spring Festival**

Ms Kym Wright asked if the Fairholme Spring Festival Facebook page could be promoted amongst parents and the school community.

The P&F President is also sending a communique to the school community regarding the Spring Festival, particularly as it relates to the P&F Cocktail Party on 23 October 2020.

The meeting concluded at 1925.

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Mr Bronte Smith  
**President**  
**Fairholme P&F Association**

**Date:** / /

## Action Item Register – Fairholme P&F Meetings 2020

Meeting Date	Action	Responsible Officer	Due Date	Status
11 August 2020	Meet with Mrs Jaye Ross to further discuss the processes around the "wish list" each year	Ms Sarah Heath	4 September 2020	
11 August 2020	Treasurer to liaise with Westpac to coordinate changeover of accounts	Ms Sarah Heath	30 August 2020	
11 August 2020	Monitor any applicable funding rounds for the P&F, noting that any applications would need to be endorsed by the College Business Manager (Mr Mark Freeman) before proceeding.	Ms Kym Wright	Ongoing	
11 August 2020	Write to Presidents of relevant subcommittees (SOFA, Friends of Boarding) to touch base and ask that communication through to the broader P&F be re-established.	Ms Charmaine Aldridge	30 August 2020	
14 July 2020	Advertise new time for P&F meetings (6.30pm)	Mrs Marita Ramia	30 July 2020	Completed
9 June 2020	Develop Business Plan for coffee van	Ms Sarah Heath Mrs Marita Ramia	14 July 2020	In progress
9 June 2020	Book placeholder at Preston Peak for possible long lunch 2021	Mr Bronte Smith	14 July 2020	Not proceeding
9 June 2020	Book Preston Peak for P&F Soiree Friday 23 October 2020	Mr Bronte Smith	ASAP	Completed
9 June 2020	Progress arrangements and documentation required to change banking provider	Ms Sarah Heath Ms Charmaine Aldridge	30 June 2020	Completed
9 June 2020	Provide advice regarding procedures to change P&F banking provider to Westpac	Mr Mark Freeman	18 June 2020	
10 March 2020	Provide written advice to SOFA clarifying Spring Fair funding arrangements	Mr Bronte Smith Ms Charmaine Aldridge	1 April 2020	Completed
10 March 2020	Follow up design and quotations for new coffee machine and cart/van	Mrs Marita Ramia	1 April 2020	In progress
10 March 2020	Coordinate change of bank signatories to reflect the new P&F executive	Mr Bronte Smith	16 March 2020	Completed
11 February 2020	Contact Treasurer to secure a float for the Swimming Carnival Holme bake and coffee stall	Mr Bronte Smith	14 February 2020	Completed
11 February 2020	Contact Treasurer for detailed report regarding 2019 Spring Fair and furnish same to Ms Keryn Macdonald	Mr Bronte Smith Mr David Johnston	14 February 2020	Completed
11 February 2020	Contact Treasurer to clarify funding amount to be allocated by Project Committee in 2020 and advise Mrs Jaye Ross	Mr Bronte Smith	14 February 2020	Completed



11 February 2020	Liaise with Project Committee and send date claimer to allocate funding	Mrs Jaye Ross	9 March 2020	Completed
8 October 2019	Contact the Treasurer and Ms Kit Johnson regarding the SOFA Spring Fair Funding enquiry	Mr Bronte Smith	12 November 2019	Completed

