

**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 14 July 2020

Meeting commenced at 1803

**Present:** Ms Charmaine Aldridge, Mr Bronte Smith, Mr David Johnston, Ms Catrina Sharp, Ms Catherine Butler, Ms Sarah Heath, Ms Mandy Wilson, Dr Linda Evans, Mr Stewart Peacock, Mrs Marita Ramia, Mr Jamie Cross, Mr David Whiteside, Mr Darren Lewis, Ms Louise Hamilton, Ms Keryn Macdonald

**Apologies:** Mrs Jaye Ross, Ms Rebecca Cherry, Mr Mark Freeman

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

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

Ms Catrina Sharp moved, and the motion was seconded by Mr David Johnston 'that the Minutes of the meeting held on 9 June 2020 be taken as read and confirmed.' Carried

The Action item list was addressed, with most actions marked as complete. Ms Sarah Heath will make enquiries regarding the detailed funding report for the 2019 Spring Fair, so this will remain pending. Mrs Marita Ramia is continuing to investigate costings for the coffee van.

#### Correspondence

**In** Nil  
**Out** Nil

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

Dr Evans advised that the college is thrilled to be able to welcome the boarders back on campus and are continuing to support all students as the leadership team navigates 2020.

#### Senior School Report: Ms Catrina Sharp

Ms Catrina Sharp advised that all girls are back, with staff very mindful that some students have not been physically on site since mid March. To that end, the wellness team are establishing ways in which the students can be supported to make this transition back to campus.

Ms Sharp advised that staff are trying as much as they can to bring back some familiar activities for the students, whilst managing distancing requirements such as house meetings and Assembly. The College continues to plan valedictory celebrations and Presenting Fairholme – albeit in potentially very different ways for this year.

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

Ms Catherine Butler briefed the attendees on the Mission Australia Youth Survey, that students will be completing, noting that a report will be furnished at the end of the calendar year.

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

Mr Stewart Peacock advised that end of term reports were issued in the first week of holidays, but are now currently being updated to include the final end of term results. Parents will be advised when these are available. Subject preference requests will be sent out shortly for 2021, and Mr Peacock said that it was pleasing to see such strong numbers for next year. Mr Peacock and staff are mindful of equity and fairness in 2020 assessment and continue to consider those challenges through the lens of the Presenting Fairholme awards.

In 2021, two new senior subjects will be available – hospitality and sport and recreation. These new subjects have been established based on surveys and feedback from the students. There continues to be a strong interest in business subjects, and to that end, Introduction to Financial Literacy will be compulsory in year 8 in 2021. Mr Peacock advised that while the suite of subjects offered at Fairholme is targeted at meeting student needs, some clashes will be unavoidable.

### **Presidents Report: Mr Bronte Smith**

The President advised that the P&F 2020 Cocktail Party has been confirmed for 23 October 2020 and will be sponsored by Warrego Water Services. Mr Bronte Smith advised that he conducted a site inspection of the venue (Preston Peak), and was suitably impressed. Mrs Marita Ramia has sent out a date claimer, noting that this will be part of the Spring Festival activities. Mrs Karen Hayward is also working on ideas for the Spring Festival week with a virtual gallery a possibility. The President advised that he is continuing to work on auction ideas for the Cocktail Party event, with the focus on a small number of quality items.

The Fathers Long Lunch has now sold out and Mr Billy Moore has been confirmed as the guest speaker.

### **Treasurer's Report: Ms Sarah Heath**

Nil

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

Mrs Marita Ramia advised Fairholme Girl for a Day is progressing well with one day already booked out - there are a small amount of places available for those students seeking to attend Fairholme Junior.

### **Spring Fair: Ms Louise Hamilton**

Ms Louise Hamilton provided an update on sponsorship and the acquisition of prizes for the Boarder Cent Sale. The attendees thanked Ms Hamilton, and Ms Keryn Macdonald for their support and selfless giving of their time to ensure that the Fairholme community is still able to come together and celebrate the usual Spring Fair period, in a different way.

Mrs Marita Ramia confirmed that the Fashion Parade will not be proceeding this year. Mr Bronte Smith asked that the Boarder Cent sale tickets go on sale on line as soon as possible. The Aquathon will still proceed this year.

**Fairholme Friends of Boarding: Mrs Libby McPhee**

Nil

**Board of Directors Report: Mr David Johnston & Mr Jamie Cross**

Nil to report at this stage – Board has remained focussed on management of the pandemic.

**General Business:**

**Governance**

There was some discussion around ensuring that parents and the Fairholme community are aware of how their contribution to supporting the P&F makes a difference in the school. This is particularly in view of the projects committee and the allocation of funds for projects each year that enhance the student experience. To that end, the attendees agreed that it was timely to “revisit” the P&F governance arrangements with a view to ensuring a level of transparency for the community, as well as for future incoming executives.

**Action:** P&F Executive to meet with Business Manager (Mr Mark Freeman) to review governance arrangements and develop a plan moving forward.

**2020 Meeting Times**

Given the different Covid-19 operating environment, there was a request for the P&F meetings to commence earlier, if possible. This was discussed with representatives of FOJS and it was agreed that for the remainder of 2020, P&F meetings would commence at 6:30pm, to allow for FOJS to meet from 6:00-6:30pm and then attend the P&F meeting, if desired.

**Action:** Mrs Marita Ramia to ensure that community is aware of the new time, and advise President if any other arrangements regarding room availability etc are required.

The meeting concluded at 1848.



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

Meeting Date	Action	Responsible Officer	Due Date	Status
14 July 2020	Advertise new time for P&F meetings (6.30pm)	Mrs Marita Ramia	30 July 2020	
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	Completed- (Sunday 24 October 2021)
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	In progress – meeting scheduled for 23/7/20 with P&F Executive and Business Manager
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	Pending
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