



**President: Ms Janelle Fletcher
Mr Keith Saunders**

**Vice Presidents: Mr Bronte Smith and Mr David Johnston
Secretary: Ms Charmaine Aldridge**

MINUTES OF GENERAL MEETING

Tuesday 11 February 2020

Meeting commenced at 7.00pm

Present: Ms Charmaine Aldridge, Mr David Johnston, Mr Jamie Cross, Mrs Jaye Ross, Ms Rebecca Cherry, Mrs Marita Ramia, Ms Nicole Bourne, Mrs Amanda Lewis, Mrs Erin Tonscheck, Ms Keryn Macdonald, Ms Kate Anderson, Ms Louise McCormack, Ms Mandy Wilson, Ms Catrina Sharp, Ms Cath Butler, Mr Stewart Peacock, Dr Linda Evans, Mr Bronte Smith, Ms Janelle Fletcher

Apologies: Ms Kirsty Ostwald, Mr Keith Saunders

Minutes and Action Item Register of the previous meeting

Ms Janelle Fletcher welcomed everyone to the first P&F meeting of 2020, and advised that due to a scheduling conflict, the remainder of the meeting would be chaired by Mr Bronte Smith.

The minutes of the meeting held on 12 November 2019 were previously circulated and available on the college website.

Mrs Marita Ramia moved, and the motion was seconded by Mr David Johnston 'that the Minutes of the meeting held on 12 November 2019 be taken as read and confirmed.' Carried

The action item register was addressed and it was noted that there was one outstanding action regarding Spring Fair Funds, raised by SOFA. Mr Bronte Smith will follow up with Ms Kit Johnson.

Correspondence

In

1. Invoice from the Party Hut for Spring Fair Consumables – to be forwarded to the Treasurer, Mr Keith Saunders, for immediate attention
2. A note of thanks to the P&F from Ms Maggie Grigg for the generous sponsorship of the Nancy Shaw Prize for Head Girl in 2019

Out nil

Principal's Report: Dr Linda Evans

Dr Evans briefed the group regarding the Fairholme Big Weekend on 20-23 February 2020. Dr Evans encouraged all to attend the Principals Welcome Function on Friday 21 February at 6pm – RSVPs are requested before 16 February.

Senior School Report: Ms Catrina Sharp

Ms Catrina Sharp advised that the Year 12 students are settling in very well and all girls enjoyed the House Day.

Leadership Committees

From March through to August representatives from the leadership committees will provide a short update at P&F meetings. It is anticipated that the students will present their leadership committee vision, activities (to date and planned), an overview of what the committee members value about contributing to their particular aspect of College life and respond to any questions.



The proposed schedule is:

10 March: Communication, Culture

12 May: Environment, Innovation

9 June: Junior School, Middle School

14 July: Ministry, Pastoral Care

11 August: Restorative Practice, Teaching & Learning, Wellness

Middle School Report: Mrs Jaye Ross

Mrs Jaye Ross advised that the Projects Committee should meet prior to the next P&F to allocate the P&F funding across the school for the 2020 calendar year. To that end, Mrs Ross will send the appropriate date claimer and information to the committee members: Ms Catrina Sharp, Mrs Erin Tonscheck, Mrs Helen Lange, Mr Bronte Smith, Ms Kirsty Ostwald, Mr Mark Freeman, Ms Charmaine Aldridge.

Mr Bronte Smith and Mr David Johnston are to confirm with Mr Keith Saunders the funding allocation in 2020.

Head of Ministry and Mission: Ms Catherine Butler

Ms Cath Butler advised that the Whole School Family Worship Service will be held as part of the Fairholme Big Weekend in the New Chapel at 5.15pm on Sunday 23 February. All are welcome.

The well being coaches have commenced and the P&F will continue to be updated as these roles develop.

Head of Teaching and Learning: Mr Stewart Peacock

nil

Junior School Report: Mrs Erin Tonscheck

nil

Presidents Report: n/a

Fairholme P&F Long Lunch 2020: The key social event for the P&F for 2020 will be a long lunch, at Preston Peak Winery on 14 June 2020. Buses will transport guests to and from the venue and Ms Marita Ramia and Mr Bronte Smith are continuing to work on sponsorship, prizes and a guest speaker.

Treasurer's Report: Mr Keith Saunders

nil

Communications and Marketing Report: Mrs Marita Ramia

Mrs Marita Ramia encouraged all to attend the Whole School Twilight Picnic as part of the Big Weekend – superb food will be provided by East Street Kitchen, however this must be pre ordered.

**Friends of Junior School (FOJS) Report:**

The Junior School is preparing for the swimming carnival and class ambassadors for all class levels are now being finalised.

Fairholme Friends of Boarding: Mrs Libby McPhee

Mrs Libby McPhee provided a written report and asked that Holme bake arrangements be discussed for the upcoming swimming carnival. The FOB representative is Ms Kirsty Ostwald.

Mrs McPhee supplied the following update:

On the first day back for 2020 the Friends of Boarding assisted with Ambassadors for new parents. All parents willingly gave of their time and were very happy to assist new parents and hopefully have forged some worthy contacts for their years ahead at the college. All the ambassadors look forward to hopefully catching up with their families again at the swimming carnival.

On behalf of the Friends of Boarding I would like to wish the P & F all the best for 2020 and look forward to working together with you to the parental space for the benefit of the College.

Thank you to any outgoing P & F Committee members and welcome to any new committee members. I look forward to meeting many of you at the Principals drinks on Friday 21st February, 2020.

Board of Directors Report: Mr Jamie Cross, Mr David Johnston

Nil

Mr Mark Freeman advised that planning for stage one of the Masterplan implementation has now commenced, with construction estimated to begin at the end of this year.

General Business: nil**Swimming Carnival 2020**

Mrs Marita Ramia will send out a global email requesting donations of baked goods and the gift of time for barista and stall duties. Mr Bronte Smith will liaise with the Treasurer regarding securing a float for the stall.

Spring Fair 2020

Ms Keryn McDonald will commence planning and sponsorship proposals within the next weeks for the 2020 Spring Fair. To that end, it was requested that Mr Bronte Smith and Mr David Johnston contact the Treasurer to ensure a detailed report can be furnished regarding takings from the 2019 Spring Fair. This information will enable possible disinvestment of some stalls to be reinvested in other new or expanded stalls for 2020.

Annual General Meeting (AGM)

The Fairholme P&F AGM will be held at the next scheduled meeting date of 10 March, followed by the ordinary meeting. All welcome.

The meeting concluded at 7.33pm.

Action Item Register – Fairholme P&F Meetings 2020

Meeting Date	Action	Responsible Officer	Due Date	Status
11 February	Contact Treasurer to secure a float for the Swimming Carnival Holme bake and coffee stall	Mr Bronte Smith	14 February 2020	
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	
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	
11 February 2020	Liaise with Project Committee and send date claimer to allocate funding	Mrs Jaye Ross	9 March 2020	
8 October 2019	Contact the Treasurer and Ms Kit Johnson regarding the SOFA Spring Fair Funding enquiry	Mr Bronte Smith	12 November 2019	