



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 8 September 2020

Meeting commenced at 1833

Present: Ms Mandy Wilson, Mr Bronte Smith, Dr Linda Evans, Mr Stewart Peacock, Ms Catrina Sharp, Mrs Meg Middleton, Ms Sarah Heath, Mr David Johnston, Mrs Jaye Ross, Mr Jamie Cross, Ms Catherine Butler, Mrs Helen Lange, Mrs Marita Ramia, Ms Charmaine Aldridge, Ms Keryn MacDonald, Ms Louise Hamilton, Ms Kym Wright, Mrs Mary Watts
Via Zoom: Ms Joy McClymont, Ms Sue Hurford
Apologies: Mrs Libby McPhee, Mrs Erin Tonscheck, Mr Mark Freeman

Minutes and Action Item Register of the previous meeting

The meeting opened with the College prayer.

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

The minutes of the meeting held on 11 August 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 Mandy Wilson, 'that the Minutes of the meeting held on 11 August 2020 be taken as read and confirmed.' Carried

Correspondence

In 1. Note of thanks from the Fairholme Aquatic Swim Team for the P&F support of the electronic timing system at the FAST Aquatic Centre
 2. Fairholme Friends of Boarding Report – September 2020
 3. SOFA Meeting Minutes and Arts Report – June, August 2020
Out nil

Presidents Report: Mr Bronte Smith

The President thanked Dr Linda Evans for her tireless support for the boarders, noting the positive outcome for travel for the holidays announced today.

Treasurer's Report: Ms Sarah Heath

Ms Sarah Heath is continuing to liaise with Westpac to progress the changeover in bank accounts.

The Treasurer thanked Ms Louise Hamilton for her efforts in securing sponsorship for the Spring Festival, greatly appreciated always but especially during this difficult year. Ms Sarah Heath advised that she had met with Mrs Jaye Ross to further discuss the Projects Committee and it is anticipated that some processes will be developed – it was noted that the students could also contribute.

Board of Directors Report: Mr Jamie Cross

The Board has been focussed on the current pandemic situation and until most recently the issues surrounding boarders and their ability to travel home for the holidays. The Board will continue preparation of the 2021 budget.

Friends of Junior School: Ms Keryn MacDonald

Ms Keryn MacDonald provided an update regarding FOJS and planned expenditure into the future, possibly with a rolling refurbishment of classrooms. Focus is currently on the Spring Festival, meal deal and a toy catalogue fundraiser into term four.

Principal's Report: Dr Linda Evans

Dr Evans noted that boarders will be able to travel home for the holidays as a result of the announcement by the Chief Health Officer. Mock exams are underway and next the Year 12 Formal dinner will take place Wednesday 16th September. This year, Presenting Fairholme will be split between Middle and Senior School however the event will be livestreamed.

Senior School Report: Ms Catrina Sharp

Ms Catrina Sharp advised that the Year 10 students are currently on work experience and retreat day for Year 11 will be held at the beginning of term 4.

Middle School Report: Mrs Meg Middleton

Ms Meg Middleton advised that Middle School assessment is now underway and that Middle School leadership positions are being amended from next year to align more with the Senior School. . The Service Committee ran a successful Daffodil Day for entire school.

Head of Ministry and Mission: Ms Catherine Butler

Chapel continues to be conducted on line and there will be no Christmas Carols/community event this year. Operation Christmas Child will still proceed.

Head of Teaching and Learning: Mr Stewart Peacock

Mock exams are underway, and Mr Peacock noted that as per the Fairholme way, the students are highly engaged.

Fairholme Junior School: Mrs Erin Tonscheck

Nil

Communications and Marketing Report: Mrs Marita Ramia

Mrs Marita Ramia said that the comms and marketing team are looking forward to some events next term, invitations and boarder cent sale information is being sent out from 9 September.

Business Management: Mr Mark Freeman

Nil



General Business:

Spring Festival

Ms Keryn MacDonald provided an outline of Spring Festival events:

- Bake Sale – Monday/Wednesday/Friday – pre order and drive through pick up of pastries and baked goods.
- Festival Day will be held on the Friday for the Junior School (bottle stall, facepainting, showbags etc)
- Friday night 23 October and Sunday 25 October – two parent events

All joined in thanking Louise Hamilton for her superb work in securing sponsorship for the events.

Boarder Cent Sale – Ms Kym Wright gave an overview of the 2020 prize packs for the Boarder Cent Sale. Tickets will be available online and flyers will be sent out 9 September. Ms Kym Wright thanked Ms Libby McPhee and Ms Mandy Morgan for their assistance.

Ms Joy McClymont thanked Mrs Jaye Ross for hosting the recent meeting with Year 7 boarder parents and also expressed great appreciation to Linda Evans for her tireless advocacy on behalf of the boarders and their parents.

The meeting concluded at 1910.

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
8 September 2020	Projects Committee procedures	Ms Sarah Heath		
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	Completed
11 August 2020	Treasurer to liaise with Westpac to coordinate changeover of accounts	Ms Sarah Heath	30 August 2020	In progress
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	Hold until 2021
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	Completed
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	Completed
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

