

President: Ms Janelle Fletcher  
Treasurer: Mr Keith Saunders

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

### MINUTES OF GENERAL MEETING

Tuesday 12 November 2019

Meeting commenced at 6.30pm

**Present:** Dr Linda Evans, Mr Jamie Cross, Mrs Marita Ramia, Ms Cath Butler, Mrs Helen Lange, Mrs Erin Tonscheck, Ms Janelle Fletcher, Mr David Johnston, Mrs Jaye Ross, Ms Kate Anderson, Ms Keryn McDonald, Ms Charmaine Aldridge

**Apologies:** Ms Catrina Sharp, Mr Mark Freeman, Mr Bronte Smith, Mr Stewart Peacock, Mr Keith Saunders

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

The minutes of the meeting held on 8 October 2019 were previously circulated.

Dr Linda Evans moved, and the motion was seconded by Ms Keryn McDonald 'that the Minutes of the meeting held on 8 October 2019 be taken as read and confirmed.' Carried

#### Correspondence

**In** A cash sum from Ms Helen Hollands (Spring Fair) was received and passed on to Dr Linda Evans to Mr Mark Freeman for receipt

**Out** nil

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

Dr Evans thanked Keryn McDonald for being the "go to person" at the Spring Fair and acknowledged Ms McDonald's significant contribution to the college.

The college cricket team is heading to Townsville this week and the Head Girls for 2020 have now been announced. In terms of staffing, Ms Brooke Choice has been appointed as a replacement for Ms Bridget Baker and Ms Sarah Ballinger has been appointed as science teacher. Ms Rochelle Butler will join the college as a maths teacher, and interviews are currently underway for a new english teacher.

#### Senior School Report: Ms Catrina Sharp

nil

#### Middle School Report: Mrs Jaye Ross

Mrs Jaye Ross advised that middle school girls are busy with the assessment period.

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

Ms Cath Butler advised that the Thanksgiving Service and Carols is scheduled for 24 November and will take place on the oval or Assembly Hall, depending on the weather, and all girls are expected to attend. Three new wellness coaches have now been appointed and the President asked that this remain on the agenda for the P&F in 2020 to discuss how the P&F can contribute to supporting the wellbeing of the student cohort.

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

nil

**Junior School Report: Mrs Erin Tonscheck**

nil

**Presidents Report: n/a**

Ms Janelle Fletcher thanked Ms Keryn McDonald for all her superb efforts as Spring Fair coordinator, as well as Ms Louise Hamilton for sponsorship duties.

The President noted that Presenting Fairholme was another excellent evening and the guest speaker was a highlight.

**Treasurer's Report: Mr Keith Saunders**

nil

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

A function will take place on 27 November at 5pm in the Daisy Culpin courtyard to thank all the P&F volunteers.

**Friends of Junior School (FOJS) Report: n/a**

Ms Kate Anderson advised that the Junior School survey results have been reviewed and that the key theme was the importance of the feeling of community within the college.

**Boarder Support Group: n/a**

**Supporters of Fairholme Arts (SOFA): n/a**

**Friends of Sport (FOS): – n/a**

**Board of Directors Report: Mr Ian Anderson, Mr Jamie Cross**

The Chair of the Fairholme Board, Mr Ian Anderson, advised that the Master Plan has now been endorsed and provided a sneak peak – Mrs Marita Ramia is working to get this information on the College website. Mr Anderson indicated that the first stage of the master plan will commence in 2021 and that the focus of this first stage will be on building capacity. Mr Anderson said that the consultants went into great depth and detail in the preparation of the Master Plan which is why it took nearly twelve months to complete.

Mr Jamie Cross said that there were no further updates at this stage, and the Board is currently preparing budget estimates.

**General Business: nil**

The meeting concluded at 7.05pm.

### Action Item Register – Fairholme P&F Meetings 2019

Meeting Date	Action	Responsible Officer	Due Date	Status
8 October 2019	Contact the Treasurer regarding the transfer of Spring Fair Funds to SOFA to confirm if this has occurred in the past	Mr Bronte Smith	12 November 2019	
10 September 2019	Contact Spring Fair Convenor for update regarding PCG rostering and briefing for Facilities Team	Ms Janelle Fletcher	8 October 2019	Completed –discussed at 8/10 meeting
13 August 2019	Prepare a reminder for the next school newsletter noting that the Fairholme P&F Meeting Minutes are available online	Mrs Helen Lange Mrs Marita Ramia	16 August 2019	Completed
13 August 2019	Prepare correspondence on behalf of the P&F as commendation to Ms Arlie Hollindale on the development of the Fairholme Health Hub	Ms Charmaine Aldridge Ms Janelle Fletcher	16 August 2019	Completed
13 August 2019	Prepare letters of thanks to Mr Ben Gouldson, Mr Danny Clifford and Kym Wright for their contribution to the success of the Athletics Carnival	Ms Charmaine Aldridge Ms Janelle Fletcher	16 August 2019	Completed
13 August 2019	Provide an update on the status of the Fairholme Master Plan at the next P&F meeting	Mr Jamie Cross Mr David Johnston	10 September 2019	Completed
14 May 2019	Support for a well being initiative on behalf of the P&F (as part of the Wellbeing survey)	Ms Janelle Fletcher	8 October 2019	To remain on agenda for 2020
11 June 2019	Prepare correspondence on behalf of the P&F as commendation to Mr Rod Egerton for his support and development of the Stringout event	Ms Charmaine Aldridge Ms Janelle Fletcher	12 June 2019	Completed
11 June 2019	Arrange presentation by Ms Arlie Hollindale for next meeting, in addition to possible tour of hospital training facility (Greta Centre)	Ms Janelle Fletcher Dr Linda Evans	13 August 2019	Completed
11 June 2019	Arrange notification to parents regarding donations and support for the Athletics Carnival	Mrs Marita Ramia Ms Janelle Fletcher	19 June 2019	Completed