



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 9 June 2020

Meeting commenced at 1800

Present: Ms Louise Hamilton, Ms Charmaine Aldridge, Mrs Jaye Ross, Ms Catrina Sharp, Ms Catherine Butler, Ms Sarah Heath, Ms Mandy Wilson, Dr Linda Evans, Mr Mark Freeman, Mr Bronte Smith, Mr David Johnston, Mr Stewart Peacock, Mrs Marita Ramia

Apologies: Mr Jamie Cross, Ms Keryn Macdonald

Minutes and Action Item Register of the previous meeting

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

Mr David Johnston moved, and the motion was seconded by Ms Sarah Heath 'that the Minutes of the meeting held on 10 March 2020 be taken as read and confirmed.' Carried

Mr David Johnston moved, and the motion was seconded by Ms Cath Butler, 'that the Minutes of the extraordinary meeting held on 5 May 2020 be taken as read and confirmed.' Carried

Correspondence

In 14 May 2020 – Invoice from Fairholme College being for Presentation Day Prize (\$340)

Out 15 May 2020 - Presentation Day Invoice forwarded to Treasurer for action

Principal's Report: Dr Linda Evans

Dr Evans advised that most students have returned to the college and are doing well. There is still uncertainty regarding the return of boarders in term three as the college awaits direction from health officials.

Senior School Report: Ms Catrina Sharp

Ms Catrina Sharp advised that some positive outcomes have been delivered as a result of the learning from home process, and the appreciation of family time by the students has been significant.

Middle School Report: Mrs Jaye Ross

Mrs Jaye Ross facilitated an on-line presentation by the Year 12 Middle School Leadership Committee. Attendees at the meeting were treated to an overview of the activities that the Year 12 committee students have been delivering to the Middle School students, particularly the Year 7 girls. The attendees appreciated the presentation and are enjoying the leadership committee presentations.

Head of Ministry and Mission: Ms Catherine Butler

nil

Head of Teaching and Learning: Mr Stewart Peacock

nil

Presidents Report: Mr Bronte Smith

The President confirmed that while the Long Lunch has been cancelled, it is anticipated that there may be another date that can be secured with Preston Peak for a cocktail function before the end of the year.

Mr Mark Freeman also advised that the Fairholme Foundation Golf Day has been cancelled.

Treasurer's Report: Ms Sarah Heath

The Treasurer advised that given current arrangements with Heritage are unsuitable in terms of the P&F governance arrangements it is preferable to shift the P&F banking facilities to Westpac, in line with the college. All agreed on this course of action and the Secretary and Treasurer will follow up with Mr Mark Freeman regarding the process for this to commence with Westpac.

Communications and Marketing Report: Mrs Marita Ramia

Mrs Marita Ramia advised Fairholme Girl for a Day will progress next term (in August) under a split arrangement.

Spring Fair: Ms Louise Hamilton

Ms Louise Hamilton provided an update on possibilities and current thinking to pivot college fundraising now that the Spring Fair (in its usual form) will not proceed.

- It has been suggested that during Spring Fair week (19th – 24th October 2020) FOJS will continue to conduct the usual stalls such as holmebake, bottle stall etc, so that the Junior School students can still participate and purchase items. Each stall would take place on a different day during that week. There will be sponsorship available for each stall.
- Mrs Marita Ramia asked if the PCG students could be made available to assist with stalls. Ms Catrina Sharp and Mrs Jaye Ross confirmed that the middle school students could assist however the grade 11 and 12s will not be available due to assessment commitments.
- The Boarder Cent Sale will proceed and will be a key fundraising event for the year.
- The Aquathon will still proceed.
- Other ideas include workshops for adults (pasta making, sewing, Grass Roots Chef, The Source etc), making a Christmas wreath, yoga at sunset on the oval.
- Another option is for a Christmas Fair (perhaps along Palm Avenue) as part of the family carol service.
- Facets – bring artists in to do workshops with students through the day and potentially adults in the evening. Student artwork could be on display during the fashion parade.
- Ms Hamilton will send an email to all families to consider how they would like to support the College – sponsorship, selling tickets etc

The attendees supported the President proceeding with a booking at Preston Peak for a P&F soiree function on Friday 23rd October 2020.

Fairholme Friends of Boarding: Mrs Libby McPhee

Nil

Board of Directors Report: Mr David Johnston

Nil

General Business:

Coffee Machine and Van

Mrs Maria Ramia is continuing to investigate options and all attendees agreed that a college coffee van will be an excellent marketing tool, provided there is a business plan in place. Mr Mark Freeman confirmed that if the P&F purchase the facility, the College will take ownership, noting that the P&F has allocated \$7000 so far this year as part of the projects committee budget.

All attendees agreed to proceed with the acquisition, aiming to have the van in place for the proposed Christmas Markets. The purpose of the coffee van will be to provide barista training for the students, marketing for the college and to break even or make a small profit.

Mrs Marita Ramia will work with the Treasurer to develop a business plan and the group agreed on a budget of \$20-\$25K for the purchase.

The meeting concluded at 18:52.

Action Item Register – Fairholme P&F Meetings 2020

Meeting Date	Action	Responsible Officer	Due Date	Status
9 June 2020	Develop Business Plan for coffee van	Ms Sarah Heath Mrs Marita Ramia	14 July 2020	
9 June 2020	Book placeholder at Preston Peak for possible long lunch 2021	Mr Bronte Smith	14 July 2020	
9 June 2020	Book Preston Peak for P&F Soiree Friday 23 October 2020	Mr Bronte Smith	ASAP	
9 June 2020	Progress arrangements and documentation required to change banking provider	Ms Sarah Heath Ms Charmaine Aldridge	30 June 2020	
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