

# **MINUTES OF THE FAHAN PARENTS AND FRIENDS ASSOCIATION**

## **MEETING HELD ON TUESDAY 19 FEBRUARY 2013**

### **Attendees:**

Carl Cazaly (President), Gillian Vosper (Deputy President), Karen Baddiley (Treasurer), Nicole Spence (Secretary), Ian Hamilton, Tony Freeman (Principal), Kathy Foster (Deputy Principal), Edwina Cummings, Laura Bird (both from Fahan Communications and Marketing) Ian Hamilton, Elaine Killey, Kirsten McTaggart,

### **Apologies:**

Susan Hodgman (Deputy Secretary), Andrew Mitchell, Sarah Bushby,

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| Item 1 | <p><b><u>Minutes of the last meeting</u></b></p> <p>The Minutes of the meeting of 20 November 2012 were confirmed to be an accurate record of the meeting.</p> <p>Proposed by Gillian Vosper, seconded by Kathy Foster.</p>  |
| Item 2 | <p>Correspondence In/Out</p> <p>Letter – Meg Denman thanking P&amp;F for Octagon floor mats</p> <p>Letter – Entertainment Book. Fundraising Offer</p> <p>Letter – Hobart City Council –Changes to the Food Act 2003 and Public Health Act 1997 affecting school fair and events.</p> <p>• <b><i>Entertainment Books</i></b></p> <p>The Committee discussed distributing Entertainment Books through the school. Each book purchased by a parent raises \$12 for P&amp;F. Administration required by P&amp;F seems to be minimal. Potential for class reps to distribute the books in year groups.</p> <p><b>R</b> The Committee resolved to trial distributing Entertainment Books at Fahan as a fundraiser in 2013.</p> <p><b>A</b> Proposed by Nicole Spence, seconded Karen Baddiley</p> <p><b>A</b> Nicole to follow up.</p> <p>• <b><i>Changes to rules for food provision at school events</i></b></p> <p>Need to be read in detail to determine impact. Copies to Gillian and Edwina.</p> |
| Item 3 | <p><b><u>Matters arising from the minutes</u></b></p> <ul style="list-style-type: none"> <li>• P&amp;F award at Speech night – keep it on the agenda for end of year. Lumina link.</li> <li>• Chalk toys fundraiser – Christmas 2013. Expand distribution throughout junior school. Fahan admin happy to assist.</li> <li>• Fridge magnets with P&amp;F dates. Edwina has ordered them.</li> <li>• P&amp;F distribution sign-up list. Try clipboards at Sunset under the Sails. Offer summary of P&amp;F news with link to minutes, or full distribution e.g. agendas, minutes.</li> </ul> <p>The Committee welcomed Elaine and Kirsten to P&amp;F.</p>  |

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| Item 4 | <p><b>Principal's Report</b></p> <p>Tony reported recent and upcoming school events and activities including</p> <ul style="list-style-type: none"> <li>• 2013 enrolments are 359 students (K-12 only). Up from 347</li> <li>• Refurbishment of main building is complete. Tours on Friday evening's Sunset event. Classrooms are bigger, lighter and brighter.</li> <li>• Tony welcomed Laura to Communications and marketing. Laura will sometimes attend P&amp;F meetings to keep us informed.</li> <li>• Year 12 results were excellent. 100% of girls attained university entrance scores (41% above 90). 5 year 11 girls with pockets of excellence.</li> <li>• Grade 9 camp this week. Launching Lumina with links to the University, Migrant Resource Centre and Mara House.</li> <li>• IPAD trial has started smoothly</li> <li>• TV screens were installed in junior classrooms with mirroring capabilities</li> </ul> |
| Item 5 | <p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• Karen tabled the Treasurer's Report, Profit and Loss statement, Balance Sheet and the Clothing Pool Report which had been distributed by email prior to the meeting.</li> <li>• She noted the \$4,000 donation to P&amp;F from the Clothing Pool.</li> <li>• Disposable funds of \$43,000. P&amp;F needs to consider this year's donation to the Capital Works Appeal. To be listed as an Agenda item for the March meeting.</li> </ul>  |
| Item 6 | <p><b><u>Communications Report</u></b></p> <ul style="list-style-type: none"> <li>• Edwina introduced Laura Bird from Communications and Marketing</li> <li>• Scholarship day moved forward to March 2013. Print, radio and advertising on the Mercury site (weekly reports on clicks)</li> <li>• Regional promotions will have higher focus this year e.g. Bream Creek and Campbell Town shows</li> <li>• Tote bags – ordered. Arrive April. Not sourced locally as quotes were 3x higher. P&amp;F had agreed to pay for half.</li> <li>• Fahan Aprons – requested by Alumni. Elaine can source these from her business at cost. She will talk to Birgitta about what options she wants (colours, screen printing).</li> </ul>  |
| Item 7 | <p><b><u>Activities Update/Planning</u></b></p> <ul style="list-style-type: none"> <li>• Raffle – Karen has obtained black and white perforated tickets. Deferred whilst discussions continue with Andrew Jones re: prize.</li> <li>• All deferred excepting Sunset under the Sails event this Friday evening.</li> <li>• Action list to be distributed immediately after meeting (attached)</li> <li>• That action list is copied below, documenting discussion.</li> </ul>   |

|              |  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
|--------------|--|--------|--|--------|---|-----|---|---------|--|--------|--|---------|---|------|--|------|---|-------------|-----------------------|---------|----------------------------|------|----------------------------|------|-----|------|-----|--------------|-----|-------|-----------------------------------|
|              | <p><b>SUNSET UNDER THE SAILS</b></p> <p><b>FRIDAY 19<sup>TH</sup> FEBRUARY 2013 – 6.30PM – 8.00PM</b></p> <p><b>P&amp;F ACTION LIST</b></p> <table border="1"> <tr> <td>Elaine</td><td> <ul style="list-style-type: none"> <li>Talk prices for 60 8-piece delivered pizzas with Mario from La Be batches. Feed back to Gillian.</li> </ul> </td></tr> <tr> <td>Nicole</td><td> <ul style="list-style-type: none"> <li>Check drink stocks and relay to Ian</li> <li>Purchase non-beer drinks and serviettes as needed</li> <li>Sign-up sheet for P&amp;F distribution list</li> </ul> </td></tr> <tr> <td>Ian</td><td> <ul style="list-style-type: none"> <li>Purchase beer as needed</li> </ul> </td></tr> <tr> <td>Kirsten</td><td> <ul style="list-style-type: none"> <li>Purchase and bring ice</li> </ul> </td></tr> <tr> <td>Edwina</td><td> <ul style="list-style-type: none"> <li>Microphone and Amp</li> <li>Provide cooler containers for second bar</li> <li>Blank sticky labels and pens for parent name tags</li> <li>Pass on info about tour times to P&amp;F so we can tell helpers</li> </ul> </td></tr> <tr> <td>Gillian</td><td> <ul style="list-style-type: none"> <li>Arrange trestles and extra bins</li> <li>Get key to boarding house store (for glasses)</li> <li>Co-ordinate tuckshop access with Janine</li> </ul> </td></tr> <tr> <td>Carl</td><td> <ul style="list-style-type: none"> <li>Welcome, including thank you to Andrea and Soul Fish and encouragement to sign up to receive P&amp;F highlights emails</li> </ul> </td></tr> <tr> <td>Tony</td><td> <ul style="list-style-type: none"> <li>Tony's welcome to all</li> </ul> </td></tr> </table> <p>If you are available to help set up, come along from 5.00pm. Kid helpers are welcome too!</p> <p><b>Prices</b></p> <table> <tr> <td>Fahan staff</td><td>Free pizza and drinks</td></tr> <tr> <td>Parents</td><td>Free pizza and first drink</td></tr> <tr> <td>Kids</td><td>Free pizza and free waters</td></tr> </table> <p>Prices:</p> <table> <tr> <td>Beer</td><td>\$3</td></tr> <tr> <td>Wine</td><td>\$4</td></tr> <tr> <td>Juice/ Fizzy</td><td>\$1</td></tr> <tr> <td>Water</td><td>50c?? As close to cost as we can.</td></tr> </table> <p>All kids' water is free to keep things simple and fair and to encourage healthy choices. This also applies when adults are getting water for kids. Note: Most water will not be chilled as we don't have the capacity and many people prefer water at ambient temperature.</p> | Elaine | <ul style="list-style-type: none"> <li>Talk prices for 60 8-piece delivered pizzas with Mario from La Be batches. Feed back to Gillian.</li> </ul> | Nicole | <ul style="list-style-type: none"> <li>Check drink stocks and relay to Ian</li> <li>Purchase non-beer drinks and serviettes as needed</li> <li>Sign-up sheet for P&amp;F distribution list</li> </ul> | Ian | <ul style="list-style-type: none"> <li>Purchase beer as needed</li> </ul> | Kirsten | <ul style="list-style-type: none"> <li>Purchase and bring ice</li> </ul> | Edwina | <ul style="list-style-type: none"> <li>Microphone and Amp</li> <li>Provide cooler containers for second bar</li> <li>Blank sticky labels and pens for parent name tags</li> <li>Pass on info about tour times to P&amp;F so we can tell helpers</li> </ul> | Gillian | <ul style="list-style-type: none"> <li>Arrange trestles and extra bins</li> <li>Get key to boarding house store (for glasses)</li> <li>Co-ordinate tuckshop access with Janine</li> </ul> | Carl | <ul style="list-style-type: none"> <li>Welcome, including thank you to Andrea and Soul Fish and encouragement to sign up to receive P&amp;F highlights emails</li> </ul> | Tony | <ul style="list-style-type: none"> <li>Tony's welcome to all</li> </ul> | Fahan staff | Free pizza and drinks | Parents | Free pizza and first drink | Kids | Free pizza and free waters | Beer | \$3 | Wine | \$4 | Juice/ Fizzy | \$1 | Water | 50c?? As close to cost as we can. |
| Elaine       | <ul style="list-style-type: none"> <li>Talk prices for 60 8-piece delivered pizzas with Mario from La Be batches. Feed back to Gillian.</li> </ul>   |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Nicole       | <ul style="list-style-type: none"> <li>Check drink stocks and relay to Ian</li> <li>Purchase non-beer drinks and serviettes as needed</li> <li>Sign-up sheet for P&amp;F distribution list</li> </ul>  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
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| Kirsten      | <ul style="list-style-type: none"> <li>Purchase and bring ice</li> </ul>   |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Edwina       | <ul style="list-style-type: none"> <li>Microphone and Amp</li> <li>Provide cooler containers for second bar</li> <li>Blank sticky labels and pens for parent name tags</li> <li>Pass on info about tour times to P&amp;F so we can tell helpers</li> </ul>   |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
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| Tony         | <ul style="list-style-type: none"> <li>Tony's welcome to all</li> </ul>  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Fahan staff  | Free pizza and drinks  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Parents      | Free pizza and first drink   |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Kids         | Free pizza and free waters   |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Beer         | \$3  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Wine         | \$4  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Juice/ Fizzy | \$1  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
| Water        | 50c?? As close to cost as we can.  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |
|              | <p>Meeting closed.</p> <p><b>Next meeting: 7.00pm Tuesday 19 March 2013</b></p>  |        |  |        |   |     |   |         |  |        |  |         |   |      |  |      |   |             |                       |         |                            |      |                            |      |     |      |     |              |     |       |                                   |

**Action List**

|                                      |                         |
|--------------------------------------|-------------------------|
| Entertainment books                  | Nicole                  |
| Changes to Food licensing for Events | Gillian, Edwina, Nicole |
| Fahan Aprons                         | Elaine and Birgitta     |
| Sunset under the Sails               | Everyone!               |