

FRIENDS OF FRAYNE MEETING MINUTES



URSULA FRAYNE: BALMORAL CAMPUS – WEDNESDAY 19 JUNE 2019– 7:00PM

IN ATTENDANCE

Jasmine Collier, Rosemary Hadarin, Julie-Ann Simmons, Rachel Pepper, Suzie Mott, Samantha Swain, Geoff Mills, Melody Miles, Tania Baharom, Veronica Parker, Trish Green, Kelly Chambers.

APOLOGIES: Charmaine Hauptle, Bronwyn Bergl, Deanna Monaldi, Vanessa Ormonde-Barker, Anna Hill, Sally Okoye, Pauline James

APPROVAL OF MINUTES

The minutes were read from the previous meeting held on Tuesday 14 May 2019 and approved by:

Moved – Jasmine Collier

Seconded – Rosemary Hadarin

MINUTES ARISING FROM PREVIOUS MEETING

Aqualife Passes: Mel to talk to Robyn about it again.

Uniform Shop: Still looking at extended hours with Jody Cabalzar and the uniform staff, especially the possibility of evening hours. Possibly why there are sometimes issues with parking at Kiss N Drive in the morning because Duncan Parents aren't aware of parking rules and are coming to the uniform shop with students. Website (online ordering) is still a possibility as well.

Year 12 Common Room Funding: Sally Okoye raised at the previous meeting that it would be nice for the Year 12's to have some provisions in their common room. To be carried over until the next meeting, waiting for Geoff to confirm budget and how it's managed (Geoff was not present at this point in time).

Duncan Auxiliary Space: Bronwyn and Tania to look at stocking the auxiliary space and what to put in it. Will happen when Bronwyn returns.

Nets: Installed on the Duncan Campus now. Mel extends thanks to Rose for getting a second quote on that but there was a sense of urgency to protect the building, so they've already been installed. They look wonderful and it's great for both the kids and buildings. Cheque handed to Jody Cabalzar.

Greenhouse Naming: Defer or discuss tonight? Geoff provided guidelines at the last meeting around what the policy is around naming for facilities at the College [See Appendix A]. Need to have thoughts around names to consider and how we want to go ahead with that? Something that links into our heritage. Goes into a process, which is a combined meeting between board and ELT. Policy was created a couple of years ago when there were thoughts about naming the campuses. Sub-group to start looking at this or does it get incorporated into a different meeting? Basically, the policy requires a name be put forward along with the reasons behind choosing it. Put a section on the webpage about it and a consultation period. Nomination, consultation and then come back for final naming. Post this meeting some of us to come

together and begin the process to see what we come up with. To send out the policy naming document/put a PDF of it on our webpage (FoF).

Banking: Generated a lot of interest in the last few weeks, since we noted that it would be reviewed. History and context is: Earlier this year CBA contacted Mel regarding the school banking. This started a conversation around who/how we do the banking and the processes we have around it. Vanessa and Caitlin (and Suzie) have been working on it this year. Uptake is very low as a percentage. When we've crunched numbers there are 15 families and which equals 1% of the school population. 160hrs per year minimum to volunteer with this process. It also has to be done at a certain time, every week, with two people present and it can be quite taxing. Adding insult to injury, CBA were professionally aggressive about the process and about the sales part of it. The people who do the banking love it but the volunteering efforts can be quite taxing. Could we be putting these volunteer hours into something else? Banking for families with accounts would be transferred back to the bank, it just wouldn't be something we would offer as a school service. We also haven't had an Auxiliary for Balmoral Campus yet, haven't had one all year, so volunteer hours are already stretched. A few parents have suggested that they could assist here and there (sharing the load) but unfortunately, we have to be precise and stringent about this banking process, we can't have multiple volunteers doing this service.

Vanessa could not attend but has provided information via email [*Refer to Appendix B for details*].

Geoff queried how long it's been in the school. Would have been more than 8-10 years. Was originally brought in to educate the kids about banking and how it works. FoF were also happy to provide the community support and at the time there was no Fundraising Levy so it provided additional kick-back incentives for the school. Royal Commission has changed the landscape for banking, CBA school banking has been in the headlines for auditing and accounts, time for review.

To note, in 2017 we received \$750 for 160hrs effort.

Suzie Mott has been assisting with banking and likes the idea of it. Her children do it. They are given pocket money. Half goes into the bank, the other half they get to do whatever they like with it. They enjoy putting it into the FoF box, they aren't big enough to go into the bank. They like getting the little prizes and it's good for them to learn about money. It's nice to do it this way, instead of computers, because it's a tangible thing.

Veronica noted that it was a wonderful way to teach children about financial literacy. Is there something else we could do? It would be nice to keep going with something that helps kids to learn about money.

The school does have the Smart Start Incursion (also run by CBA).

CBA aggression and pressure is unwarranted and unwanted. Would be the same for any bank but just not needed for our volunteers. There was an assumption among meeting members that the majority of families used it. Knowing that they don't it's hard to justify the volunteers time.

There is a nostalgia attached to school banking. Unfortunately, there have been lots of changes. It used to be soft-touch marketing that was a feelgood exercise for the community. But the landscape has changed and is now more commercialized. Now aimed more towards the bank than potential customers. Also ends up being the College supporting businesses rather than local agencies. How we align ourselves is important. Has to be a partnership and it doesn't feel like that at the moment. CBA person has 75 schools which she manages the school banking program for. Suzie noted that she wasn't particularly pleasant when she came in a few weeks ago, especially when directing conversation towards Vanessa.

Open for discussion and a vote now. Noted that ALL opinions matter, please feel free to speak to it.

Vote is to pass the motion to discontinue school banking at the end of 2019, allowing time for the kids to use their “Dollarmites” tokens.

Support to discontinue motion to discontinue the school banking:

10 YES (absent vote + 2) = **12**

2 NO (absent vote + 4) = **6**

[Refer to Appendix C for absentee votes]

Apologies that this decision did not go the way everyone would have wanted, however thanks for being at the meeting or providing feedback via email.

Probably a prompt for the College to do more around teaching fiscal literacy. Suggestion by Veronica to have a parent forum in the future, and Tania noted that would be good to support community feelings which may be missing somewhat after the demise of school banking.

Many thanks to all of our banking helpers for their assistance over the years. Would like to get something for these volunteers to recognize their years of service. Vanessa did it for 8 years. Will be mentioned at an assembly at the end of the year and thank her while she's there. Also to be recognized at the AGM.

PRINCIPAL'S REPORT

Made by Geoff Mills

Thanks to FoF: Open Day on the Balmoral Campus was a great turnout. Good marketing by Kelly in her other job to market the College. Was nice to have a lot of new families coming along. Friends of Frayne were a great presence at that event. ELT ask in interviews “Why Frayne?” and one of the points is a “wonderful sense of community”. Sally this week helping on Duncan St. That help is always very much appreciated.

Proposal for Green Spaces at Council: Done a couple of weeks ago. Board have met about it and after lengthy consideration it will go through SAT. Set for September. Modify the proposal and address some of the concerns before submission.

Nets: Kids on Duncan are loving the nets and thanks for that.

Basketball Courts: Has started to disintegrate and the school have been looking at a couple of products. Geoff went to look at a school who had put down a new type of material in Brisbane. It looked really nice and sturdy but as Geoff was leaving there was some water on one part of the surface and the water made it look and act like ice. Any issues with it so far, water makes it quite problematic. New surface won't be used because its impractical. Andy and Jody are going out to Guildford Grammar to have a look at what theirs looks like. Veronica to let Andy know that Trish is happy to provide some input/check the suggested products.

General Exams, Marking and Reports: Keeping everyone occupied.

Illness: Last Monday there were 94 kids away from the Balmoral Campus. Staff doing okay. Some schools are doing really badly. Staff can go and get flu jabs at Friendlies Chemist in East Vic Park on school account. No official information from Public Health about the flu at the school, if anything came through about it, the school would share it with us.

Opening for Stage 12: Government money went into project, needs to have an official govt member for opening (minister or representative). Was in place and settled for last week of this term but then unfortunately called off because of election. Election now settled but haven't yet gotten a reply for when the minister is available to be able to open the new facility. Wanted to link it to 120 Celebration but that doesn't look possible. Official opening date will be a "watch this space".

New Speech Pathologist on Campus: Geoff noted that there's a new initiative starting at the school. Speech Pathology more accessible to people. College has provided space in the ELC, negotiated through an open tender process. "Down South" speech pathology has an onsite person here. Trying to address taking the kids out of school. Not promoting this company, they are just on site for access by families. Has potential to provide more allied services. Basically, the same idea as having music tutors here. Karen Rutter to put this info into the newsletter this week.

PRESIDENT'S REPORT

Thanks: Kindy class coordinators put efforts into setting up and providing assistance for Kindy Speech Info Night. Did a fabulous job at that. Thanks also to Trish for getting the banking done so quickly after the BC Disco.

Auxiliary Role: Looked to get someone into doing the role but was an unofficial chat at netball and will get back to them later.

Newsletter: Banking outcome won't go in the article this week, just want to think about the wording around it before communication goes out.

COUNCIL REPORTS

Treasurer's Report: Trish Green

Jasmine (accepted) and Rachel (seconded) the treasurers report.

- Disco - \$1200 (lower than last year but still very good).
- Auxiliary – lower right now but we have purchased red high-vis vests.
- Mothers Day costs.
- Greenhouse paid.
- To make subsidised payment for nets.
- Other costs currently liaising with the school.
- Sally spending more at the high school than before but it's adding to the atmosphere and presence at Duncan and its awesome.
- Lots of spending lately, \$40k to spend this year. Might be nice to speak to Heads of Depts about what the community needs. Major wishlist items for some of the departments.
- Things still to be considered as part of the next Capital Development Plan.

AGENDA ITEMS

Board Briefing Submission: Anna absent. Offsite with work will be at next meeting.

Charter: Moved to next meeting. Trish and Mel to meet first to review.

BC Disco Wash-up: Jasmine noted that it went really well. Changes this year were that the Kindy's went to the Hive. Seemed to work really well, beautifully decorated and Kindy reps did a great job. Max (Di Lello) DJ'd and did a wonderful job again. Camberwell gates, in and out of the hive. Messy last year in the undercroft so was better this year.

Another change was the Prep School disco only running for one hour. Years previous they were a little bit ratty towards the end. Didn't seem to notice or complain that it was shorter this year. Parents couldn't duck out but lots of parents stayed. Will put the coffee van out again next year, if they're going to stick around then it might be worth it. Time between the two discos, can it be made shorter? Unfortunately, too hard to do that. Volunteers require time to clean up between the two sessions and replenish stocks of lollies etc.

This year the parents had to stop at the top gate, not come down the stairs. Had a break-out area for the kids, which worked really well for them. Some parents tried to come through but they couldn't come in unless they were helping. A few disgruntled parents because of that but the kids had a lovely time getting some air and another space to relax in. Continue to not sell soft drink, it was much easier to clean up at the end of the night. Trish has gotten cards for DJ Max and DJ Headache (Son). Too many kids on the stage, should stay off the stage for safety reasons.

Read out the email from Deanna [See Appendix D]. Will log and discuss when planning comes around for next year. Appreciate the feedback.

From a Duty of Care perspective, all happier with how it's now run having kids come in and parents outside. Much safer and much more comfortable with the arrangement. High-vis vests a great idea, thanks to Trish for getting them. "Thank you" to all the parent helpers for the night. Rachel Pepper notes that dunny duty is the best one to have. Student helpers to be commended for their actions and cleaning and help. So lovely for our younger kids to see the high school kids helping out.

BC Open Day Wash-up: Good again this year. Had a lovely time. Jasmine, Vanessa there all day. Husbands helped out with tag-teaming volunteers with sick children. Happy to continue assisting as it stands.

Year 7 Social Wash-up: Went well according to Sally. Alana and Bron helped, possibly Kayo too. Asked for photos of volunteers, got crickets. Would be nice to have photos of the helpers from the night.

Toilet Doors: Decorating and painting of these. Has been discussed before. Kensington PS parents have done it themselves. Doors are painted black and then there are sayings added to the cubicle doors. It's just a nice way to spruce up the toilets (manky anyway) and then there are the sayings added too. Things on the back of the toilet doors for educational messages. Talk to Chantelle about issues or something that could be put in there. FoF would be happy to fund this. Nice, positive message. Ask the kids to suggest positive affirmations, perhaps one of the community councils. Something that reinforces the College values and affirmation stickers which can be changed over. Also the black doors to eliminate some of the graffiti. FoF to coordinate. Trish to talk to the Year 6 teachers regarding getting the council to start up in Term 3. Perhaps the grounds staff could paint during the school holidays. Toilets are quite yuck down the bottom near Year 5. Geoff and Veronica to investigate what they look like now. Hand soap not there, full soap but not dispensing, wonky toilet seats, smells bad.

Gate Keys/Access to Campus: Access for when FoF have an outside of hours function. Used to be able to get the gate keys previously and now we aren't. Is there something that we need to do to gain trust or how do we get around this? Movie night we used to be able to open the gate at 5pm to let food trucks and movie set-up company to come in. Same with disco. This year it's changed and we can't have access to the gate keys to open up for us. Hasn't changed from Geoff. Unsure but will look into it. Not even allowed to have our cupboard keys. ELT to look at the process.

BC Colour Run/Fun Run: Look at during the next meeting. Non-urgent.

Arts Evening: Delay comments until we know what's happening. In principal, FoF would be happy to support something. Predominantly a Duncan Campus thing.

OTHER INFORMATION

Carry-over information (non-urgent)

- Slide-in name tags for FoF members.
- Lighting at Duncan Street Campus, possibility of FoF funding.

NEXT MEETING

Tuesday 23 July 2019 7.00pm at Balmoral Campus.

Motion to adjourn was made at 8.55pm and was passed unanimously.

POLICY FOR NAMING COLLEGE CAMPUSES AND FACILITIES

1. Rationale:

The College recognises that respect and gratitude for groups and individuals who have made significant contributions to the school community may be expressed by naming a school facility in their honour. Acknowledgement in this manner honours persons or groups who have made significant, lasting contributions to the students, staff and school community; perpetuates the memory of their contributions towards the development of the College, and provides a sense of history for current and future students, staff and school communities.

2. Definitions:

The term '*College*' refers to Ursula Frayne Catholic College and those schools that provided Catholic education in the Victoria and East Victoria Park areas since 1899 from which the current school configuration emerged.

The term '*facility*' is used as a generic descriptor that encompasses the College property and amenities including campuses, buildings, space(s) within a school building and other areas on the school property.

3. Principles:

- 3.1 From time to time the College may choose to recognise outstanding service to the *learning and faith community* by dedicating or naming an appropriate facility in recognition of the significant contribution and/or service given by a group or individual. This policy applies to the naming/dedication of any College facility and outlines the eligibility criteria and the discernment process.
- 3.2 The College Board, in conjunction with Executive Leadership Team, reserves the right and authority to approve the naming/dedication of College facilities.
- 3.3 Names which possess a potential for controversy or division should be avoided and cultural sensitivities should also be taken into account when using the names of individuals/groups.
- 3.4 Honourees must be individuals or groups of extraordinary and lasting distinction who have had a direct, substantial and active association with the College and may include living or deceased persons.
- 3.5 The name is not to be of any person/s presently working within or holding any active role within the College community. Typically, nominations will not be considered until at least five (5) years after the service, contribution or death of the individual.
- 3.6 If the name is to be used posthumously, it must meet with the approval of the immediate family, where surviving or the congregation.
- 3.7 Honourees cannot be recognised under this policy more than once.
- 3.8 School facilities buildings should not be re-named or re-dedicated once they have been dedicated unless it is later found that the honouree has been formally discredited.

4. Procedures:

- 4.1 Proposals to name a facility may be made by staff, students, parents, or community members.
- 4.2 Nominations need to be submitted in a formal letter to the Principal, explaining the reason(s) in support of the request at least six (6) months in advance of the naming of the space or facility. The submission shall include: (1) the name(s) of the individual(s) or group making the nomination; (2) the name of the nominee; (3) biographical/historical data about the person's involvement in the school's history; and (4) the rationale for the request.
- 4.3 The Principal will convene a joint meeting of the College Board and Executive Leadership Team and shall place the submission(s) on the agenda for discussion and consideration. The combined meeting has the responsibility of reviewing the submission(s) and considering the impact of the requested recognition on the school community. A consensus of all members of the College Board and Executive Leadership Team is required to approve the dedication/naming of a facility.
- 4.4 The following criteria will be used as a reference point when assessing the relative merits of nominations. The name of the facility should honour eminent individuals/groups that have:
 - 4.4.1 significant historical ties to the College
 - 4.4.2 performed considerable and exceptional community service and have links to the local area, Catholic Church, Mercy Sisters and the Christian Brothers
 - 4.4.3 been significant in the history and development of the College
 - 4.4.4 made significant and lasting contributions to the school community which have been consistent with the Mission and Vision of the College.
 - 4.4.5 made outstanding contributions to the development of the program related to the facility
 - 4.4.6 made a monetary gift and/or bequest of significant size towards the cost and/or operation of the facility
 - 4.4.7 made exemplary contributions through longevity of employment, volunteer service and/or exemplary leadership within the College
 - 4.4.8 gained distinction in the area of usage of the facility
 - 4.4.9 made a contribution commensurately related to the building, space, or facility proposed for naming.
- 4.5 The College Board and Executive Leadership Team will provide opportunities for the College community to comment on the proposed naming of a facility as part of the discernment process.
- 4.6 If the nominated dedication, recognition or naming is approved, a formal dedication ceremony may follow as soon as practicable and may include the placement of a plaque or similar.
- 4.7 Following the dedication, the named facility shall be referred to in all College communications by its named title.

APPENDIX 1: SCHOOLS IN THE HISTORY OF URSULA FRAYNE CATHOLIC COLLEGE

OUR LADY OF MERCY			
ORDERS	Sisters of Mercy [1899 – present] [118 years]	Christian Brothers [1953 – 1989] [37 years]	
FOUNDERS	Catherine McAuley	Edmund Rice	
	DUNCAN STREET CAMPUS	BALMORAL STREET CAMPUS	
SCHOOLS	<i>St Joachims School</i> [1899 – 1954] [55 years]	<i>Our Lady of Mercy College</i> [1926 – 1954] [29 years]	<i>Our Lady Help of Christians</i> [1936 – 1980] [45 years]
			<i>St Francis Xavier College</i> [1953 – 1980] [28 years]
	<i>St Joachims High School</i> [1955 – 1989] [35 years]	<i>St Joachims Primary School</i> [1955 – 1989] [35 years]	<i>Xavier College –</i> incorporating OLHC [1981 – 1989] [9 years]
	<i>Ursula Frayne Catholic College</i> - Primary and Secondary Schools [1990] [1 year]		<i>Ursula Frayne Catholic College</i> - Primary and Secondary Schools [1990] [1 year]
	<i>Ursula Frayne Catholic College – Senior Campus</i> [1991 – present] [25 years]		<i>Ursula Frayne Catholic College – Primary Campus</i> [1991 – present] [1 year]

APPENDIX 2: SIGNIFICANT PEOPLE IN THE HISTORY OF URSULA FRAYNE CATHOLIC COLLEGE

PATRONS:
Our Lady of Mercy
Our Lady Help of Christians
St Joachim
Catherine McAuley
Ursula Frayne
Edmund Rice
Francis Xavier
John Bosco
Pope Leo XII
Mary Mackillop
Catherine of Siena
Claire Buggy
Prominent Sisters of Mercy
Former Principals of the various schools
Prominent former staff
Prominent former students
Prominent former community members
Prominent Church figures
Prominent local figures

APPENDIX 3: EXISTING COLLEGE NAMED FACILITIES

- Anne Parker Library – Duncan Street
- Mercy Centre – (Student Services Centre) – Duncan Street
- Peace Grove – Balmoral Street
- Monsignor O'Connor Library (now the Uniform Shop) – Balmoral Street

APPENDIX B

From: [Melody Miles](#)
To: [Kelly Chambers \(Ursula Frayne Catholic College - Victoria Park\)](#)
Subject: Fwd: Banking
Date: Wednesday, June 12, 2019 5:36:19 PM

Hi Kel

Vanessa has provided us with an outline on the banking.

I can read this out at the meeting.

Mel x

Sent from my iPhone

Begin forwarded message:

From: Vanessa Ormonde-Barker <vormonde2@gmail.com>
Date: 11 June 2019 at 8:34:00 pm AWST
To: Melody Miles <mmiles@bethesda.org.au>
Subject: Re: Banking

Hi Mel,

Banking has less then 15 regular bankers now down from about 30-35 a couple of years ago. We had 2 new bankers this year. A few years ago we would get at least 4-5 new bankers from kindy or PP. Difficult to get parent volunteers to help with processing the money. Comm Bank have become more aggressive in nature - demanding more "onsite" interaction, wanting to appear at assemblies, ect to promote Comm Bank. Takes about 1- 2 hours a week to process the banking including processing deposits, counting and bagging money, adding deposits into the computer, giving each deposit a token and retiring books. Also oragnzsng "prizes" for those students that have ordered them.

Needs to be done on school grounds with at least 2 parent volunteers. All bank slips must be kept on school grounds in a locked drawer. Due to the 2 person policy it is often hard to complete banking on a weekly basis as one parent volunteer may not always be available. This year we have had several weeks where banking has been unable to be processed due to this reason - assemblies, sickness, other commitments. There is constant pressure from Comm Bank to be more visible, get more students involved.

I hope that is ok. If you need more let me know.

Vanessa

On Tue, Jun 11, 2019 at 3:52 PM Melody Miles <mmiles@bethesda.org.au> wrote:

Thanks Vanessa

If you aren't able to make the meeting could you please (or Caitlin) please put something in writing outlining;

Banking numbers and uptake

How many make deposits any given week

banking

Charmaine Crick <charmaine@littlehosting.com>

Fri 7/06/2019 12:13 PM

To: UFCC Friends Of Frayne <Friendsoffrayne@ufcc.wa.edu.au>

Hi

I am unable to attend the meeting, but would like to put in a very strong vote that we have been very happy with the school banking system and hope it does not change.

Thank you

Charmaine Hauptle

School banking

Nicole Moskwiak <nicole@moskwiak.net>

Wed 19/06/2019 12:22 PM

To: UFCC Friends Of Frayne <Friendsoffrayne@ufcc.wa.edu.au>

Hi guys,

Just following up on the Facebook thread and submitting my vote for the school banking program to continue.

Many thanks

Nicole

School banking vote

Bronwyn <bronwyn@iinet.net.au>

Fri 14/06/2019 7:23 AM

To: UFCC Friends Of Frayne <Friendsoffrayne@ufcc.wa.edu.au>

Hi ladies,

I will be away for next weeks Friends of Frayne meeting so I give my apologies and as you will be voting on the school banking can you pop me down for a no to continue.

Cheers

Bronwyn Bergl

Sent from my iPhone

School banking program changes.

Heather Fraser <hfraser@y7mail.com>

Tue 18/06/2019 9:28 PM

To: UFCC Friends Of Frayne <Friendsoffrayne@ufcc.wa.edu.au>

Dear Friends of Frayne,

Please note our vote to keep the school banking program running. Our children use this service every week and it provides valuable lessons in our family about saving money. The removal of this service will send the wrong message to our children that it is not important to regularly contribute to your savings.

Please note our vote at tomorrow night's Friends of Frayne meeting.

Kind regards

Heather and Ryan Fraser

[Sent from Yahoo7 Mail on Android](#)

From: [Okoye, Sally](#)
To: [Kelly Chambers \(Ursula Frayne Catholic College - Victoria Park\)](#); [Melody Miles](#); tric_13@amnet.net.au; [Jasmine Jury](#)
Subject: RE: The Arts Evening on the 4th September - FoF Agenda Item
Date: Wednesday, June 19, 2019 2:27:18 PM

Hi ladies-

Can I please put in my No vote re the banking here as I won't be present tonight. I never personally Used it- I thought whilst it worked and was relatively easy to run it was a great service though.

Cheers- and Happy Birthday again Mel.

Hope the meeting is short and sweet and you get home to your family quickly!!

Sx

Re: FoF Meeting Minutes and Meeting Agenda

Antony M <antndee83@gmail.com>

Wed 19/06/2019 2:08 PM

To: UFCC Friends Of Frayne <Friendsoffrayne@ufcc.wa.edu.au>

Hello ladies,

My apologies but I can't make it this evening as hubby won't be home until after 8pm.

I did however want to offer a suggestion for next year's prep school disco. After chatting with a few parents after the disco, I was wondering if FoF could explore the idea of allowing students to meet on the grassed area in class groups once they have had their name ticked off? As parents are no longer permitted to walk their child to the door, it might make our little ones feel more comfortable if they go into the hall in class groups with friends. I thought this could potentially be an option to consider for 2020.

Kind regards,

Deanna

On Thu, 13 Jun. 2019, 11:18 am UFCC Friends Of Frayne, <Friendsoffrayne@ufcc.wa.edu.au> wrote:

Hi All

Happy Thursday!

The meeting minutes for the last meeting are now up on the website and I have attached a copy. Please review and action as necessary, prior to the meeting. A copy of the agenda for next week's meeting is also attached. If you have anything to add, please let me know.

Anna, please upload the minutes to Teams for the Board to read and review. These minutes were taken by Melody, as I was not in attendance, therefore if there are any queries please direct them to Mel for clarification.

This email also serves as a reminder that the meeting for next **Wednesday 19 June at 7.00pm** has been moved to the **Balmoral Campus** due to the last meeting being shifted to Duncan Campus for the tour of the new building. If you can/cannot attend please reply to this email so we can get a sense of numbers. We look forward to seeing you next week.

Regards,

Kelly