****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: BALMORAL CAMPUS – WEDNESDAY 26TH MAY 2021 – 7.00PM**

# In Attendance

Matija Ng Chong Tin, Kayo Adams, Sarah Quinn, Julie-Anne Simmons, Nikki Middleton, Geoff Mills, Jess Pochintesta, Kelly Chambers, Jasmine Collier, Sally Okoye, Heather Fraser, Chelsea Dale, Carla Ramsland, Samantha Butler, Sabrina D’Cruze

***APOLOGIES:*** *Josie D’Aqui, Samantha Swain, Vanessa Ormonde Barker, Aileen Emery*

# Approval of Minutes

The minutes were read from the previous meeting held on Tuesday 20th April 2021 and approved by:

**Moved** – Matija Ng Chong Tin

**Seconded** – Nikki Middleton

# MINUTES ARISING FROM PREVIOUS MEETING

**Parent Event:** Posters are done and ready for Trybooking. Jess and her team have been rounding up donations and businesses are keen to donate. Teams are working on different things. All offers of help will be gratefully received. Food options will be organised through Dominos and Zambrerro. Usually these events are BYO food but we have listened to the feedback that some people don’t want to organise their own food. We will offer a pre-order of Dominos or Zambrerro on Trybooking when tickets are purchased, which will be delivered on the night. We are currently organising cut off dates. Need to know options for Trybooking. Tickets will be $20 per person as decided at the previous meeting.

**Review of the Friends of Frayne Charter:** First meeting was held at the end of April. At a second meeting, most of the changes were finalized and Julie-Anne believes that no more meetings are required. Veronica will write up the changes which will then go to Geoff for approval. Recent discussions over financial processes within the running of the Friends of Frayne have meant that this process will be paused while we seek further clarity.

**Sustainability and Environmental Sub-committee:** The first meeting for the sub-committee was due to be held a few days after we went into lockdown and it was subsequently cancelled. People then were busy and is hasn’t been rescheduled. Heather will chase this up.

**Cluster Championships:** Sally presented a draft for the new board that will be made up if the expenditure is approved. The cost will be around $600 for the board. The name for the championships was put out to the students for discussion in their cluster groups and on SEQTA, to vote on. There were 210 responses. “Cluster Cup” was popular. “Clash of the Clusters” and “The Goblet of Frayne” were also suggested. It needs to go back for further discussion to decide on a title. “Sponsored by the Friends of Frayne” will need to be included on the board somewhere. Will be displayed in a prominent position at the High school. There has been quite a lot of discussion by the students over what they would like to include in the tallies, like Chess competitions and Photography competitions. The $600 expenditure for the board was put to the vote and agreed to by all. As it will be a whiteboard and in a prominent position, a tally will also be kept elsewhere. Sally will email Pauline and Jo to follow up on the naming of the competition.

# Principal’s Report

Made by Geoff Mills.

**Disco:** Thank you to everyone who helped out at the Disco. A good night was had by all.

**Open Days:** Thank you to Jess and Sally who were present at the open days on the Duncan and Balmoral campuses.

**200 Years of Catholic Education:** Veronica and Geoff along with 2 students attended a mass at the Cathedral yesterday.

**Catholic Education Advocacy:** Veronica and Geoff met with Hannah Beazley (Local Member and former St Joachims student), and Terry Healy (MLC member and former Frayne student, assistant to the education minister) to see where they sat in regards to Catholic education funding and promote continued conversations. Over the years there has been a reduction in money going to Catholic Education from the State. Hannah’s main priority is education for all students.

**Code of Conduct:** One of the findings of the Commission into Child Sexual Abuse was that in the past things were overlooked. Now, those that work with children must have a Code of Conduct. Frayne’s is mainly pitched at Staff. The school is working on a possible Code of Conduct for parents and students (which is currently covered in the enrolment agreement). Geoff presented a rough first draft for the attendees of the meeting to take home and read. Will be tabled for discussion at the next meeting.

# PRESIDENT’S REPORT

The position of President is still available.

# COUNCIL REPORTS

Duncan Campus Report – Sally Okoye

* Open day tours – Three tours were run today on the Duncan Street Campus. Some improvements could be made regarding the hospitality side of things. Need to clarify what is the role of the Friends of Frayne? In the past, the college would provide the food and the Friends of Frayne would provide the tea/coffee and personnel. This year we provided the cakes/biscuits. A discussion will be held later when we are discussing finances.
* Cross Country – Finished off handing out the icy-poles with parent volunteers.
* Inter-School Cross Country - Tomorrow. Friends of Frayne to provide some juice boxes and snacks.
* Inter-cluster Athletics Carnival – Coming up on the 18th of July. This year there will be a sausage sizzle which will run as a fundraiser. This money will help to offset other expenses throughout the year.
* Arts – Rock Eistedford on the 30th of June that Friends of Frayne will do tea and coffee for.
	+ Movie night – Because the school musical was cancelled again, the arts department have filmed some of the performances and will be screening a movie night where Friends of Frayne will sell some popcorn… etc.

Balmoral Campus Report – Jess Pochintesta

* Disco – Thank you to all involved: Sabrina, Andy, Sarah Quinn, the Duncan Street Students who were amazing, Matija, Heather, Josie and Jasmine and all of our parent volunteers. The lists for check in worked much better this year. 450 tickets purchased. Entertainment was great. A parent has asked for next year when we set up Trybooking, can there be a question box for parents to comment if their child has allergies. Lots of good feedback. There was a Disco debrief held via email after the event and a list of improvements and things to remember have been noted for subsequent discos.
* Balmoral Campus Open Day – held last week. Friends of Frayne provided tea/coffee and biscuits.
* Kindy Catch up – Today in the Hive. Friends of Frayne provided some cakes/biscuits and tea/coffee.

Treasurer’s Report – Jasmine Collier

* Expenditure for this month – Disco, Auxillary Purchases for morning teas…etc, Vanessa is currently purchasing for care packages.
* Disco – We made a profit of $2580.17.
* Moving forward – We will be doing a report on each event so that we can clearly see the income and expenditure for that event.
* Levy – The levy has come in and will be banked this week. This year the cheque is for $50000 which reflects our strong enrollments.

Advisory Council Nominee’s Report – Julie-Anne Simmons

* As covered in the Principal’s Report, the Code of Conduct for parents and students was discussed at the last Advisory Council meeting, as well as the Evangelisation Plan, which will be covered later in Matters for discussion.

# agenda items

**Financial Update:** Through the Charter review process we have discovered that the Friends of Frayne have been in breach of the Charter, as an independent audit of the books has not been done for the last 4 or 5 years. This is a committee responsibility and not the sole responsibility of any one person. Once this was discovered we started to review processes and consulted with Jody Cabalzar (School Finance Officer). As a result we have handed the books to Jody for him to review and prepare and send off for a formal audit. Jody’s initial look through discovered a few discrepancies, that will not be for discussion tonight, but will wait for the formal audit report. This lead to a discussion on the purpose of the Treasurer’s report at the AGM. In the future, rather than reporting on the previous year’s expenditure, it will focus on the forecast expenditure for the following year, which will bring us in line with the school’s treasurer’s report. Our expenditure each year is very similar as each year we tend to run the same events (Movie night, disco, sport carnivals…), which means that we can predict roughly what our expenditure will be. Once the books are audited in January, the audit report will then be presented at the next Friends of Frayne meeting (March/April). It was acknowledged that there has been a lack of transfer of knowledge between past and current members and an assumption that people already know what is required. It will be important moving forward that the Executive Committee are given an induction at the beginning of the year, prior to the first meeting to go through the expected roles and responsibilities of each Exec position and to read through and understand the Charter. Geoff recognized that we are all volunteers and do the best we can around family and life.

**Evangelisation Plan:** Campus minister Sarah Quinn presented the proposed College Evangelisation plan for 2021-2023. Every Catholic school must have an evangelization plan which is reviewed every couple of years, but it is actually a working document as it needs to reflect what is currently happening in the school. The school is seeking feedback and engagement from the parent body over the next two weeks. Of particular note was the review of the Christian Service Learning program, and what that could look like as a K – 12 program.

**Trybooking:** We have had some feedback regarding the Trybooking fees. Ticket holders are charged a 50 cent fee on each item, rather than a one off booking fee like it used to be. For future events, we need to be mindful of creating options for packages to reduce the fees charged to parents. For example, have the option to purchase a disco ticket with a sausage sizzle and a drink, rather than all as separate items. We also need to be mindful of including the Trybooking fee in the advertised price or advertising the price ‘plus Trybooking fee’ on posters etc. We are also charged a fee for each event, on top of the booking fee charged to parents. It had been previously mentioned that the school may have their own booking system set up that we might be able to use, but Geoff advised that this won’t be available in the near future.

**Catholic Parents WA:** Catholic Parents WA (old P&F) have previously spoken to Friends of Frayne (around 7 years ago). It is an organization that Catholic schools can join and they provide resources and advice to parent associations. At the time it was decided that it wasn’t necessary as there was a significant cost associated. Sally has flagged that perhaps now would be the time to revisit this. She has emailed to see if they are available to come to one of our next meetings to hear from them again and we can have another discussion.

# Next Meeting

Monday 26th July 2021, 7.00pm at Duncan Campus.

Motion to adjourn was made at 20.09pm and was passed unanimously.