****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: BALMORAL CAMPUS – tUESDAY 17TH aUGUST 2021 – 7.00PM**

# In Attendance

Kayo Adams, Josephine D’Aqui, Nikki Middleton, Jess Pochintesta, Geoff Mills, Veronica Parker, Sally Okoye, Jasmine Collier, Heather Fraser, Kylie Benton.

***APOLOGIES:*** *Matija Ng Chong Tin, Samantha Butler, Samantha Swain, Julie-Anne Simmons, Aileen Emery.*

# Approval of Minutes

The minutes were read from the previous meeting held on Wednesday 26th May 2021 and approved by:

**Moved** – Sally Okoye

**Seconded** – Jess Pochintesta

# Matters ARISING FROM PREVIOUS MEETING

**Sustainability Sub Committee:** Kylie Benton (Chair) provided an update. There have been two meetings of the Sustainability sub committee since our last Friends of Frayne meeting. We have 4 teachers and 2 parents on the committee currently and are keen for more parent involvement. To start the committee is taking stock of what Frayne is already doing in this space. Jean Redfern is currently canvasing all staff to find out what is happening across the school. This will be compiled and presented back to the staff and the Friends of Frayne. This will help to see where there are gaps that can be worked on further. One thing that the teachers have pointed out is the continuity of education from school to home could be improved. Raised the possibility of the school/Friends of Frayne providing a parent information event on sustainability and simple tips for things that can be done at home to reduce waste. It was suggested that we could do an environmental tip of the week in the newsletter/on Facebook. Next meeting is scheduled for mid September.

**Financial Update:** The Friends of Frayne books are still with Jodi who is having trouble finding someone to conduct an audit as it is too small a job for the big companies to look at.

**Junior School Playground:** An agreement was sought for the amount that Friends of Frayne would contribute to the Junior School playground upgrade. Geoff requested a contribution of $90000 towards the fully finished playground. This will leave us with around $60000 in the bank which will allow for future projects. The request for $90000 was put to a vote of the attending committee members and was agreed to unanimously. There will be an opening ceremony and a plaque will be made up.

# Principal’s Report

Made by **Geoff Mills**.

**Parent Event:** Thank you to all involved in the Retro Bingo night. It was a great night with a nice atmosphere amongst the parents.

**Climate Survey:** Given out through Catholic schools every 4 or 5 years. It is an opportunity to see where we are at as a community at Ursula Frayne. It has gone out to parents via email and through the newsletter. The school is aiming to survey every staff member. Every student from year 12 down to Pre Primary will also be given the opportunity to participate in one way or another. The data will come back later in the year which helps to inform planning and Geoff will share this data at a later meeting.

**Term 3 Parent, Teacher meetings:** Over the last few years the school has noticed a trend that the Term 1 Parent, Teacher meetings are always well subscribed, but Term 3 isn’t. The Friends of Frayne were asked for their opinion on why this might be the case. Reasons given were that parents already feel well informed or have opened communication with their teacher by then; some parents miss the notice that bookings are open so that by the time they go to book there are no appointments available with the teacher they wish to speak to (Duncan Campus); hard to book appointments to follow each other; Seqta already gives a great breakdown of their academic progress so parents feel informed. Reasons given supporting the meetings were that working parents don’t have as many opportunities to see the teachers at other times so this meeting is useful; even when there isn’t a specific issue to discuss these meetings are useful for finding out about the incidental things. Veronica reminded us that there is an option when booking through PTO to ask the teachers to ‘contact me’. Parents can use this function to arrange an alternative appointment time.

**Playground Redevelopment:** There has been a hold up as the equipment is currently stuck in a container on the Nullabor due to Covid restrictions. It will hopefully arrive shortly.

**Bike Shed:** On hold at the moment while the school is working with the council to get a resolution on the parking situation. Veronica met with the town to talk about moving the Kiss and Drive further down the street to relieve congestion. The Town of Victoria Park has proposed that maybe there needs to be two Kiss and Drives; one on Balmoral Street and one on Camberwell Street. The school is unsure of how this will work at this stage. There are a lot of parking issues to work through with the town that the school will continue to work on.

**Stage 13:** Geoff presented the proposed next development to replace the old building on Duncan Street. It will be two storey in red brick, in keeping with the existing buildings. It will increase the area for Ed Support Unit to work in. It will also have general purpose classrooms and a multi-purpose area which will be set up as another science room. This will also be the place that the year 6’s will be based when they come up to the high school for orientation. It will also provide the space for in the future when the high school needs to cater for the primary school bubble year to move into the high school, while still providing enough space for students from our other feeder schools. There will also be a large conference room and a large, covered outdoor space as well as a covered walkway to connect the old buildings to the new building. Everything will be built around the existing trees. Should be completed in 2023. The plan is nearly ready to approach council.

# PRESIDENT’S REPORT

 This position of President is still available.

# COUNCIL REPORTS

Duncan Campus Coordinator Report – Sally Okoye

* Performing Arts Spotlight – Was held on the Duncan Campus a few weeks ago. Friends of Frayne provided supper. Thank you Kayo for your help.
* Musical Film Night – Will be held on Monday the 6th of September. This was postponed from last term. There is expected around 100 people. We will sell drinks and popcorn. We can onsell some of the leftover soft drinks from the parent event. Pat Gabb and Kayo have offered to help.
* Interschool Athletics Carnival – Wednesday the 8th of September. The PE teacher has requested help from one or two parents to assist with supervising students who will be handing out drinks. It is Ursula Frayne’s turn to host this year.

Balmoral Campus Coordinator Report – Jess Pochintesta

* Parent Event – Retro Bingo: Big thank you to all who were involved in organising this event. It was a huge success with lots of positive feedback. We sold 23 tables. There were a few challenges and we will need to allow more time for planning for the next event. Many thanks go to the many businesses who were very generous with donating to our event which is very much appreciated, especially given the tough time that many businesses are going through at the moment. It was noted that this event had the most variety of parents from different age groups, Kindy through to Year 12, helping with the organization than any previous event.
* Interschool Cross Country carnival: Was held on the 27th of July and the Friends of Frayne provided refreshments. Thanks to Josie for helping to organise the food boxes. They were very well received.

Advisory Council Representative Report – Julie-Anne Simmons (Apology):

* Geoff advised that at the last Advisory Council meeting they were advised of the plans for the Stage 13 build, and also undertook a formation piece where Sarah Quin went through the Evangelisation process.

Treasurer’s Report – Jasmine Collier:

* It has been three months since our last meeting and there has been a bit of money spent in that time. Outgoings included Auxillary spending for the Spotlight on music and food boxes for carnivals, care packages, the cluster shield board, and Principal’s day.
* Parent Event: Presented a separate report for the Parent Event with a breakdown of the income and expenditure for the event. We made a profit for the night of $6438.90. Well done to all involved.
* Coles voucher: Coles did donate a $25 voucher to our bingo night, but on the day of collection they couldn’t find the voucher so it came in after the event. Jasmine has given the voucher to Josie to spend the next time she needs to do an Auxiliary shop.

# Matters for discussion

**Scholastic Book Fair:** This will be held next week in the Library undercroft area. A request for volunteers has gone out and the roster is more than 50% full already. The children will get a wish card that they can take home if parents are unable to attend, which they can pay for online. This will be a cash free event. Set up will be this Friday.

**PS Sport Carnival and JS Athletics Carnival:** Both events are coming up in September. Jess is organising a coffee van for both events. Jess had a brief discussion with Andy about the Prep School sports carnival coinciding with RU OK Day/Wellbeing week and whether we could organise something. We are unable to run the cake stall at the Prep School carnival, unsure about a sausage sizzle. Jess will talk to Sabrina on Friday.

**Opening of the Playground:** Andy would like to do some sort of opening event that the Friends of Frayne are involved in.

**Forward Planning for 2022:** At the next meeting we will need to start discussing what the plan is for the direction of the Friends of Frayne and the committee for 2022. We need to start actively looking for new people to join the committee for next year as a number of current committee members will be stepping down. It would be great to have a handover process in place next term. We need to look at the role descriptions and see if they need updating before nominations come in. Next years Executive committee will have an induction at the beginning of the year.

# OTHER INFORMATION

* Potential Café in the Canteen on the Duncan Campus for high school student use. Geoff brought up for discussion the possibility of the school opening a café for student use on the Duncan Campus, as the teachers have noticed that a number of students are turning up for school in the morning with coffees (possibly hot chocolates), energy drinks and snack foods from outside sources. It would offer the opportunity to educate about appropriate and healthy caffeine consumption. It could also offer healthy breakfast options for those students who leave home without having had breakfast.
* **Year 12 Food Basket:** Kayo reminded us about the need to organise the food basket for the year 12 common area. A budget of $300 has been approved.
* **Year 6 Farewell:** Nikki will speak with Andy regarding plans for the end of the year. Planning for a normal end of year celebration.

# Next Meeting

Tuesday 19th October 2021 7.00pm at Duncan Campus.

Motion to adjourn was made at 20.23 and was passed unanimously.