****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: balmoral CAMPUS – monDAY 8TH novemBER 2021 – 7.00PM**

# In Attendance

Nikki Middleton, Kayo Adams, Veronica Parker, Sally Okoye, Sabrina D’Cruze, Patricia Gabb, Josephine Daqui, Heather Fraser, Jess Pochintesta

***APOLOGIES:*** *Samantha Swain, Aileen Emery, Matija Ng Chong Tin, Samantha Butler, Geoff Mills*

# Approval of Minutes

The minutes were read from the previous meeting held on Tuesday 19th October 2021 and approved by:

**Moved** – Josie Daqui

**Seconded** – Nikki Middleton

# MatterS ARISING FROM PREVIOUS MEETING

**Catholic School Parents WA (CSPWA):** Voting will occur at the AGM. More information is to go out to the Class Coordinators via email so that they know what they will be voting on. There will need to be a vote on whether to increase the levy or absorb the cost. A further discussion needs to be had with Jody to advise and help set an appropriate figure for an increase.

**Forward planning for 2022:** Nominations are open until the 16th of November for positions for next year. Another reminder will need to go out to Class Coordinators/parents. All positions are open, but we should stress which positions are currently lacking nominations. Suggestions for dates for the calendar will be discussed and put forward soon. It has been suggested for meeting dates going forward, that we choose 1 day for meetings, rather than swapping them around as that may be causing confusion. We will continue to alternate between the Duncan and Balmoral campuses. Wednesday was suggested as a night that suits most.

**Financial Update:** We are still having difficulty finding someone to audit the last 5 or 6 years. Sally has sent an email to Geoff and Jody suggesting that since Jody has had a look through the books and cannot see any major issues, we need to finalise and file away these years. We will need Geoff and Jody to agree to this. For this year’s finances, we will find someone who has no ties to the school to conduct an audit. We need to move forward with this as it is holding up the charter review.

# Principal’s Report

Made by **Veronica Parker**

**Updates:** The year 12’s are currently in the middle of their exams. The year 11’s finished last week. The year 9 and 10 Outdoor Ed students are on their camps.

**Balmoral Campus Orientation Morning:** Sabrina updated us on the Orientation morning that will be held next Thursday 18th November. Previously class lists have been sent out with the reports at the end of the term. This year the children will find out their classes and teachers for next year on the orientation morning. This information will still be sent with the reports at the end of the term. Newly enrolled students have also been invited to the orientation so that they can meet their teacher and new classmates. They will stay and have recess and be collected at 11.20. The year 6’s will be going to Duncan St for their year 7 orientation. There will be a few staff changes next year. Mrs Podger will be returning to Kindy for next year. Kindy orientation will be on Friday the 19th November.

**Playground opening:** Thank you to those who were able to make it to the playground opening and to the Friends of Frayne for funding the project. It has been well received by the students.

**World Teachers Day:** Thank you for the gifts for the staff on World Teachers Day. They were really appreciated by the staff across both campuses.

**Fun Run:** Thank you to those involved with the organization of the Fun Run on Friday last week. It was a great success. Once the money is counted the amounts raised for each of the charities (which were chosen by the students) will be announced in the newsletter.

**Calendar for next year:** Veronica needs some confirmation of dates for the calendar for 2022. Jess and Sally to look at the dates for next year and report back to Veronica as soon as possible. Some dates have been put in tentatively, to be confirmed. Veronica will provide a draft calendar to Jess and Sally.

# PRESIDENT’S REPORT

The position of President is still available.

# COUNCIL REPORTS

Duncan Campus Coordinator Report – Sally Okoye:

* It has been a great year on the Duncan campus. Thank you to Kayo for all of your help this year with all of the organising.
* Cluster Cup: The Cluster Leaders will be sending an email to the Friends of Frayne to let us know who the winning cluster is so that we can organise a celebration/pizza party for them.

Balmoral Campus Coordinator Report – Jess Pochintesta:

* Fun run: Thank you to all who were involved last Friday. We had a great response from parents, with around 30 parent volunteers. The teachers also got involved with squirting the students.
* Thank you for the invitation to the playground opening. It was lovely to be involved.
* Interschool food baskets: Thank you to Josie for organising the baskets of goodies for the Junior School Interschool competitors.

Advisory Council Representative Report – Julie-Anne Simmons

* The advisory council had a meeting last week. There was a discussion on the presentation from the Catholic School Parents WA. The Council thought it would be good for some information to go in the newsletter so that parents can make an informed decision. Noted that a poster did go into last Friday’s newsletter.

Treasurer’s Report – Jasmine Collier

* Care Packs: A few more have gone out to families so there has been some expenditure for these. The total for the year has been $780.10
* Entertainment books: We received another payment this month of $182 bringing our total for the year to $392
* More food boxes for the JS interschool athletics carnival (Thank you Josie). Total expenditure is now $690.05
* World Teacher Day: Thanks for putting together, Jess. Total expenditure was $346.80
* Fun run: Thanks again, Jess. Yet to receive receipts so expenditure will be calculated soon.
* Year 12 thank you breakfast and year 12 gift baskets: Still waiting on receipts to confirm expenditure.

# MATTERS FOR DISCUSSION

**Kindy Parent Information Evening:** This Wednesday evening (10th November). Josie is organising tea and coffee with the help of a few parents.

**End of year parent event:** This Saturday evening (13th November). Note the change of venue to the Broken Hill Hotel. Starts at 6pm. Casual get together. The Friends of Frayne will be ordering some platters making sure to cater for gluten free and vegetarian guests.

**Year 6 Transition and Farewell:** The year 5 class coordinators are organising the details which will be sent out to the year 5 parents soon. They have requested to use the kitchen in the hive for heating and preparing food.

**Year 2 transition to junior school:** Tuesday 7th of December. The Friends of Frayne to provide a cupcake or a cookie. We will put it out to the community to possibly find a family business that we could support.

**Teacher gifts:** At the induction for class coordinators at the beginning of the year Geoff discussed that there were to be no monetary collections for gifts for teachers or class coordinators at the end of the year. When an email went out to class coordinators to remind them of this, this term there were some concerns raised by the coordinators. Jess and Sally took these concerns to Geoff and it was decided that collections for teachers could go ahead but they must be up to, but no more than $15 per family, per class. It is up to the coordinators how they will divide that money between the teacher, assistants and specialist staff. Giving must be optional. The class gift is to be given from the whole class and cards must be signed this way. Jess and Sally have sent out 2 emails to the class coordinators to explain this. There are to be no collections for class coordinators. They are acknowledged by the school for their service at the AGM at the end of the year. We need to support what the college has asked. We also need to be mindful of the less visible staff in the school, like specialist staff and Ed. Support who don’t necessarily receive the same gifts but who work just as hard. Matija and Nikki will send out an email to the class coordinators to ask them to consider donating an amount from their total that could be put towards gifts for these staff members.

# Next Meeting

College AGM: Tuesday 23rd November 2021 7.30pm at Duncan Campus.

Motion to adjourn was made at 20.04 and was passed unanimously.