****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: DUNCAN CAMPUS – WednesDAY 4TH mAY 2022 – 7.00PM**

# In Attendance

Nikki Middleton, Sarah Quinn, Veronica Parker, Pauline Burke, Pat Gabb, Jess Pochintesta, Julie-Anne Simmons, Sue Deering, Josie D’Aqui, Maria Nicolosi, Samantha Swain, Andy Dalton, Christina Mandanici, Heather Fraser

***APOLOGIES:***Melissa Fielding, Georgie Nash, Miho Keely, Matija Ng Chong Tin, Vanessa Ormonde

# Approval of Minutes

The minutes were read from the previous meeting held on Wednesday 23rd March 2022 and approved by:

**Moved** – Julie-Anne Simmons

**Seconded** – Pat Gabb

# MatterS ARISING FROM PREVIOUS MEETING

**Spending of Friends of Frayne funds – Developing a more structured approach:** We have approximately $80,000 available for projects across both campuses this year. CSPWA has sent through the small grants process from St Brigids, which might be something that the Friends of Frayne could model something similar from. It would allow for staff, students and sub-committees to apply for funding for small projects, as well as allow for money to be put aside for larger scale projects (playgrounds etc…). The proposed idea is to have a planning meeting at the very beginning of each year with the school Executive Leadership team to look at what projects might be happening through the year and what the Friends of Frayne might be able to contribute to. We would look at keeping a sum set aside for larger projects ($50k/$60k), and then split the balance between both campuses for smaller projects. All present agreed to the proposed structure. In discussion on possible future projects, Veronica suggested that there is a need for a bike shelter and a shelter for the kiss and drive on the Balmoral campus. It was also suggested that the sound system and lighting in the hall on the Balmoral campus are in need of upgrading and improvement.

# Principal’s Report

Made by **Veronica Parker**

**Welcome to term 2:** It is nice to have everyone back and we are looking forward to a more relaxed term with the lifting of restrictions and reporting of close contacts. Cohorting is gone. Ensembles and bands are back and more events will be able to take place.

**Year 12 Ball:** The year 12 ball at Frasers in King’s Park was finally able to go ahead and was enjoyed by all.

**Camps:** The year 7 camp at the beginning of the year was reimagined, with students going down for the day in their core classes and taking part in 4 activities that day. At the end of May there is the opportunity for the second component of the camp to go ahead, with students going in clusters to Woodman point for the day. All other camps will be back on this year.

**Staffing updates:** With Geoff Mills on Long-service leave this term, there are a few role changes. Veronica Parker is the Acting Principal, Sabrina D’Cruze is Acting Assistant Principal, Cathy Armstrong is the Acting Head of Preparatory School. We say farewell to staff who are leaving this term, and also welcome new staff and staff who are coming back after a period of leave.

**Covid 19 update:** The emphasis this term is on good hygiene and ventilation, and mask wearing is encouraged. With the new rule changes, asymptomatic close contacts can come to school with masks on and with daily RAT tests conducted. All students will need to wear masks on buses. Parents are welcome on school grounds. Masks will be required where physical distancing is not possible and vaccination requirements are in place where parents are volunteering more than once a week. Thank you to all parents for their cooperation last term with all of the disruptions due to Covid.

**Parent/Teacher meetings online:** 75% of staff surveyed liked the online meetings. Now we have the option to run either. Feedback was that it was good for parents who could attend from work, people didn’t need to find a babysitter. It was also easier for both parents to attend. Staff and parents have said that seven minutes was long enough and parents are encouraged to make another meeting if they found that they needed more time to discuss issues.

**Online Calendar:** The calendar on the school website is being updated to allow for all emails that are sent out regarding a particular event, to be attached to the event on the calendar.

# PRESIDENT’S REPORT

Made by **Nikki Middleton**

* Thank you to the committee for being flexible during term 1. The Friends of Frayne tried to reimagine things as much as possible to keep things as normal as possible. Going into term 2 the landscape is different and we are able to return to events and activities.
* The Duncan campus crew have hit the ground running with the Mother’s Day morning tea and cross country support all in the first few weeks. Thank you!
* Between meetings, the Friends of Frayne Executive members have been working on a more structured approach to how the Friends of Frayne will allocate available funds. Thank you to Veronica and Sabrina for attending the Teams meeting on the 6th of April.
* We are progressing with the periodic audit of the books. Sue has suggested that other schools have a review of the books each year, rather than a formal audit. This might make things a little less complicated and might be a change that can be made to the charter.
* Need to finalise the charter review. Veronica has the updates and the tracking of the changes. A lot of the language used needed significant changes. CSPWA might have some resources to help with these changes and it possibly needs a complete overhaul.
* Litter Solutions proposal – The students presented at the last meeting. The Friends of Frayne are unable to commit to the $32000 cost of bin enclosures at the moment. Nikki has gone back to Jean Redfern and explained this. We have expressed an interest in helping out with a campaign to change behaviours regarding littering and recycling on the Duncan campus, directed by the Eco-helpers group. The Friends of Frayne would like to help with supplying some banners for the campus encouraging students to put their rubbish in the right place. The banners have been designed by the students and look great. Jean has received a quote for 4 banners with Snap printing for $1500. Jess will approach a family member who owns Printforce for another quote. This could be something that could be done for the Balmoral campus too. Pat suggested that the school explore applying for an environmental grant through wasteauthority.wa.gov.au that can be used towards environmental and sustainability projects. Veronica will look into it.

# COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

* The Easter egg competition at the end of last term successfully raised $152 for Caritas.
* Cross country – The Friends of Frayne are providing icy poles for each year level. Thank you to Maria and Melissa for their organisation.
* Mother’s Day morning tea for the year 9’s – Melissa has organised a flower wall for photos and is making scones. The Friends of Frayne are also providing non-alcoholic sparkling beverages. The school is hoping to put on another event for the year 7’s and 8’s in spring (possibly September) to honour their mothers.
* Sausage sizzle for the athletics carnival – Carnival is on the 24th of June. Organising a coffee van and sausage sizzlw. We need a new system for ordering and distributing of the sausage and drink orders. We could ask CSPWA about alternatives to Trybooking. Julie-Anne suggested CDF pay (Catholic Development Fund) which is what St Augustines use. The Pre-primary’s have successfully used Eventbrite to organise a parent night.

Balmoral Campus Coordinator Report – Jess Pochintesta:

* The Easter colouring competition was very successful with 165 entries. Thank you to Andy and Sabrina for helping us run it and for judging.
* Disco – new date has been set for the 17th of June. Hoping to do a sausage sizzle. Jess proposed that we use the same company that we used for entertainment last year as it was so successful. The cost has gone up since last year ($880 for three sessions). This year’s quote is for $1200 for the 3 sessions due to an increase in costs. The committee agreed to book in the same company that we used last year as it was so successful. Need to remember to have the lights on for the kindy kids when they walk in. Jess will set up Trybooking with Andy ASAP. There will be two options for purchasing tickets (entry ticket only $7, or ticket with a sausage sizzle and a drink $12.50). Included in the ticket price will be a take home snack bag. Glow sticks on entry. The theme will be confirmed next week. We will liase with Sarah Quinn to organise Duncan St student helpers. Drink containers could be collected for ‘Containers for Change’. Tickets are to be pre-purchased by 8pm on the Wednesday the 15th. No food purchases will be taken after this date and there will be no option to purchase food on the night.
* A Busy Bee will be organised soon to clean out the Friends of Frayne cupboard in the hall.
* Parent Forum on the 1st of June. Friends of Frayne will provide tea and coffee.
* Week of Wellness – 1st to the 7th of June. Friends of Frayne to provide two vouchers as prizes for a ‘passport of wellness’.
* Kindy speech screening – 13th June. Friends of Frayne to provide tea and coffee.
* ‘Into the spotlight’ – catering.
* Year 6 winter lightning carnival – 24th June. Friends of Frayne to provide food boxes/drinks.

Advisory Council Representative Report – Julie-Anne Simmons

* The last Advisory Council held their last meeting on the 5th of April and the next meeting will be held on the 10th of May.

Treasurer’s Report – Sue Deering

* Presentation of the draft budget for 2022. The estimated closing balance at the 31st December 2022 is $84,891.
* Periodic Audit – A Duncan campus parent has contacted us offering to have a look at the books for the Audit. Andy also mentioned that the Catholic Assistant Principal’s Association (CAPA) auditor may also be able to help.

# MATTERS FOR DISCUSSION

**CSPWA induction:** There is an online induction which is open to all committee members. Anyone who would like to take part can contact Nikki who will organise an invitation for them.

**Events for term 2:** Covered in the Balmoral and Duncan Campus reports.

# OTHER mATTERS

**Duncan campus parent event:** to be discussed at the next meeting.

**Scholastic Book club:** New brochures are out now. Sam will put a call out to Balmoral campus parents to get volunteers to come and help her when the books arrive to show how to sort and distribute the books.

# Next Meeting

Wednesday 8th June 2022 7.00pm at Balmoral Campus.

Motion to adjourn was made at 21.23 and was passed unanimously.