****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: Hybrid Teams/balmoral CAMPUS – WednesDAY 8TH june 2022 – 7.00PM**

# In Attendance

Matija Ng Cheong Tin, Nikki Middleton, Sarah Quin, Georgie Nash, Sabrina D’Cruze, Miho Keely, Christina Mandanici, Julie-Anne Simmons, Sue Deering, Josephine Daqui, Andy Dalton, Veronica Parker, Cathy Armstrong, Pat Gabb, Samantha Moonemalle, Jess Pochintesta, Nicola Iannantuoni, Heather Fraser

***APOLOGIES:***Melissa Fielding, Samantha Swain, Maria Nicolosi, Vanessa Ormonde

# Approval of Minutes

The minutes were read from the previous meeting held on Wednesday 4th May 2022 and approved by:

**Moved** – Matija Ng Cheong Tin

**Seconded** – Sue Deering

# Principal’s Report

Made by **Veronica Parker**

**Term 2 events:** We have been fortunate to have lots of events and activities running at the college this term. Michelle Davis took 6 year 6 students to the Convention Centre for the Young Leaders conference last week. Cross country has been run across both campuses. Diversity day on the Duncan Street campus was a great success with over 50 students dressing up in traditional dress. The year 6’s attended a retreat day at the Schoenstatt Shrine in preparation for their Confirmation. The Year 11 dinner dance was held on the rooftop at Aloft and the Year 7’s have had their extra ‘camp’ day, held at Woodman Point in cluster groups.

**Staffing updates:** We welcome new staff members Samuel Clements (Ground staff) and Leone Murphy (HASS/Geography) to Frayne. Things seem to be settling down with regards to needing relief staff, this term. We have been fortunate in that we have been able to provide continuity of learning, haven’t needed to close or merge classes.

**Covid 19 update:** Vaccination mandates have been lifted as of Friday 10th of June. There is no longer a requirement to provide proof of vaccination when coming on campus to volunteer. The school continues to focus on good hygiene and encourage mask wearing. Asymptomatic close contacts can attend school if they are wearing a mask (Yrs 7 – 12) and conducting daily RAT’s.

**Uniform update:** From 2023, the school tracksuit pants and school bag will become compulsory for Pre Primary students because Pre Primary is a compulsory year of schooling. Currently, most of the students in Pre Primary already wear the college tracksuit pants and use the school bag. The Kindy uniform requirements will remain unchanged. Feedback from parents at the meeting was that the smallest tracksuit pants available from the uniform shop are too big for some of the smaller students and are unable to be taken up at the hem because of the side zip. Veronica is following up with the uniform shop regarding sourcing smaller sizes, and will also check to see if they pants can come without a zip. Jess gave feedback that she recently purchased a pair of the smallest size tracksuit pants and they don’t have a zip, so would be able to be taken up.

**Parking trial:** The Town of Victoria Park is seeking feedback from the community in regards to the change in parking and the Kiss and Drive on the Balmoral Campus. Feedback can be given at <https://yourthoughts.victoriapark.wa.gov.au/ursula-frayne-parking> and closes in July.

**NAPLAN and exams:** We have been very fortunate that very few students have not had the opportunity to sit NAPLAN or exams. Where possible catch up opportunities have been offered.

**Parent Forum:** 38 parents attended. Lots of parents were taking notes and good to see lots of Dads there. A survey may go out next term to see what parents might want to hear about next year. Thank you to Jess for organising refreshments.

**Financial support of families:** The College has a process for supporting families in times of need and we encourage any families experiencing hardship to contact the accounts team to discuss.

**Calendar:** There are lots of events back on the calendar and many that have been rescheduled. A reminder that the online calendar is the most up to date.

# PRESIDENT’S REPORT

Made by **Nikki Middleton**

* **Thank you** to all of the committee members for all of their forward planning for all of the events that are coming up.
* **Audit:** A huge thank you to Sue who has made great progress in getting the audit underway for the Friends of Frayne.
* **Small Grants Proposal:** this will be discussed later tonight.
* **Banners for waste reduction:** Earlier in the year we approved expenditure for 4 banners to be printed, which are to be displayed on both campuses to help with the change of behaviour of students regarding waste disposal. It would be great to get an update on how things are going and some photos of the banners in place.
* **Charter review:** We are now entertaining the idea of starting fresh, working in conjunction with CSPWA. CSPWA are on the verge of rolling out their P&F Terms of Reference, which may be what will be adopted in the future.

# COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

* Interschool Cross Country – We provided food boxes containing Juice boxes, muesli bars and apples. Thank you to Miho for organising the boxes.
* Intercluster Athletics Carnival – Friday 24th June. The Trybooking link is up and running for the sausage sizzle and is ready to be sent out to parents. We are providing a free sausage sizzle for all staff attending the event and there is a separate Trybooking link set up to manage these orders. We are looking for 8-10 volunteers to help cook and serve on the day.
* Mother’s Day Celebration – 17th August. Honoring Motherhood, Prayer and Gratitude Breakfast for the year 7 and year 8 Mums. It looks like we will only be required to supply volunteers to heat and serve up the food and serve drinks. Pat will put out a call for 2 volunteers closer to the date.

Balmoral Campus Coordinator Report – Jess Pochintesta:

* Friends of Frayne cupboard cleanout – Thanks to Georgie, Matija, Melissa and Heather for their help. We took everything out, cleaned and culled.
* Parent Forum – We provided tea and coffee for the parents who attended. It was great to provide some refreshments and encourage socializing.
* Disco – 350 tickets sold so far. We are hoping to get around 450 students attending. The volunteers are all organised. Thank you to Sarah Quin for helping us out with 20 Duncan campus students to help on the night. The weather forecast is not looking favourable with wet weather predicted, so we will need to come up with a plan B. Signing in will need to be out of the weather. We may need to make a last minute decision to forego the sausage sizzle. Jess and Matija will communicate with Andy and Cathy to work out a plan B. A final decision will be made next Wednesday, 15th May.
* Balmoral Into the Spotlight – Thursday 23rd June. Friends of Frayne will provide finger foods and drinks. Judy will confirm the number of students attending soon.

Advisory Council Representative Report – Julie-Anne Simmons

* All topics captured in the Principal’s report.

Treasurer’s Report – Sue Deering

* Financials for the end of May – There has been a bit of spend on the disco and Mother’s Day celebrations, as well as Care Packages and the cross country. Sue will ask Jody for the invoice for the banners. At the end of May we have a closing balance of close to $100 000.
* Audit fees will be minimal as a parent from the school is undertaking the task.
* Estimated closing balance at the 31st December is still around $80 000.

# MatterS ARISING FROM PREVIOUS MEETING

**Audit Update:** Sue has collected the files from Jody, from 2016 to 2021. She has provided a snapshot of each year’s spend and given those to the Auditor, who will choose some samples that she will check the transactions of. The Auditor will be working on this over the next few weeks.

**Small Grant Application:** A draft form was sent to committee members and ELT before the meeting and copies were circulated at the meeting. A process is being put in place to allow staff and students to put forward proposals for smaller projects on either the Duncan or Balmoral campuses. This is something that has been happening organically already, but the application form aims to make it a more structured process, which can be communicated to all members of the community. The application form has been worked on over the last month and is currently in draft form. It may need to be amended over time as the process is refined. Good feedback was received on the application form from staff attending the meeting. All present agreed to put this process into place. Sue will attend a Balmoral campus and Duncan campus staff meeting to present the Small Grant Application form to all staff, and then the teachers can share this with the students. Sabrina suggested that the Friends of Frayne could present to the staff on the pupil free day at the beginning of next term. The form will be available on the Friends of Frayne page on the website. It could be an online form. We will also work out a way to communicate to parents that they can be involved in the process in conjunction with the classroom teachers.

# MATTERS FOR DISCUSSION

**Christian Service Learning (Sarah Quin):** Sarah would like to set up a parent working group and or consult with/engage parents to find out how the Christian Service Learning program can provide the most meaningful experience for their children and involve parents in the CSL process. Parents know their children best and can help to identify the student’s strengths, gifts and talents. Ways that that parents can be involved will include the CSL on Microsoft Teams with parent access and introducing an Individual Service Learning Plan. Sarah would like to organise a Parent Engagement evening, possibly early in term 4. It was suggested that some parent education would be good as many of the primary school parents are unaware of the CSL program.

**Discussion on Alternatives to Trybooking:** moved to the next meeting.

**Food prep/storage:** The old Kindy has been cleared out for a renovation. The Friends of Frayne have access to the front area (Kiss and Drive walk-through). There is a fridge and some tables set up. It is not ideal to use the Hive for food prep and washing up. Veronica suggested that we might be able to use the staff room for functions to wash dishes. Veronica acknowledged that further discussion needs to be had to explore other solutions.

# OTHER mATTERS

None

# Next Meeting

Wednesday 3rd August 2022 7.00pm at Duncan Campus.

Motion to adjourn was made at 21.19 and was passed unanimously.