****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: Hybrid Teams/Balmoral CAMPUS – WednesDAY 7TH September 2022 – 7.00PM**

# In Attendance

Nikki Middleton, Geoff Mills, Cathy Armstrong, Michelle Davis, Georgie Nash, Sue Deering, Heather Fraser, Pauline Burke, Jo Sciorilli, Matija Ng Cheong Tin, Julie-Anne Simmons, Patricia Gabb, Maria Nicolosi.

***APOLOGIES:***Melissa Fielding, Samantha Swain, Vanessa Ormonde, Josie D’Aqui, Miho Keely, Jess Pochintesta, Sabrina D’Cruze, Andy Dalton.

# Approval of Minutes

The minutes were read from the previous meeting held on Wednesday 10th August 2022 and approved by:

**Moved** – Maria Nicolosi

**Seconded** – Matija Ng Cheong Tin

# Principal’s Report

Made by **Geoff Mills**

**Thank you:** Thank you to the Friends of Frayne for all that they have been involved with over Term 3. There have been a lot of events and we are starting to feel that we are coming out the other side of Covid, after the first part of the year that was quite disrupted. Thanks also to all staff members who have worked hard to keep up the continuity and sense of normality.

**Announcement of new Vice Principal:** Congratulations to Jessica Bouwman, who has been appointed as Vice Principal to begin at the start of the 2023 school year. I acknowledge the great work of Veronica in this role, and also Sabrina, who has done a wonderful job as acting Vice Principal this year.

**New build on Duncan Campus:** In term 1 the school submitted concept plans to the Design Review Panel. The architects have taken on the feedback from the panel’s findings and made a few changes which were well received by the panel. Once this process is completed the plans will then go to JDAP. Geoff will try to bring some updated graphics to the next meeting.

**Catholic School Parents and Friends Group Terms of Reference:** A copy of the new Terms of Reference was circulated to attendants for review. This has come about as a result of a need for consistency and guidance of Parent groups within the Catholic system.

# PRESIDENT’S REPORT

Made by **Nikki Middleton**

* Small Grant Applications: It is exciting to see the first few applications come in. Since the last meeting Geoff and Nikki have worked together to make a few changes to the document, which Nikki will go through later in the meeting.
* Forward planning for Events in 2023: For the next meeting we are hoping to have a list of events that the Friends of Frayne will be supporting next year, for budgeting purposes. It will also help to plan out Volunteer/Parent requirements.
* Thank you to the committee and the school staff for all of the hours that they put in to all of the events. It has been a particularly busy term with a lot going on and the work that everyone does is very much appreciated.
* Litter Solutions Banners: Nikki received an update from the Eco Helpers Team regarding the banners that the Friends of Frayne funded earlier in the year. Some improvements were noted, but all agreed that a lot more work needs to be done to combat the litter problem on the Duncan Campus. It is still felt by this group that an improvement with the actual bins would help.

# COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

* Mother’s Gratitude Breakfast: The Friends of Frayne supported this event by providing fruit platters and volunteers who heated up food on the day. It was noted that it was difficult to find volunteers to help due to the very early start. Thank you to those who were able to help.
* Year 7 2023 Information Evening: Friends of Frayne provided refreshments. Thanks to Miho for her help on the evening.
* Senior School Father’s Day Breakfast: Friends of Frayne provided $300 for fruit. Thanks Maria for organising this.
* ACC Athletics: Friends of Frayne provided Muesli bars, fruit and juice boxes. Any leftovers will be given to the Tough Night Out. Thank you to Miho for organising.
* Tough Night Out: Friends of Frayne will be providing muffins and hot chocolate for supper, and bacon and egg rolls and juice boxes for breakfast.
* Candles for Year 12 school leavers: 130 LED candles with student names that will be lit during the exam period. Jo will provide Pat with the student names for the candles. All year 12 students will light them at the graduation mass.
* Art Expo (15th September): Friends of Frayne are providing cheese platters.
* Year 12 Afternoon Tea (20th September): Friends of Frayne are providing two large platters, one savoury and one sweet.
* Year 12 Graduation Breakfast (21st October): no need for Friends of Frayne involvement.
* Year 12 Common Room: Basket of goodies for the year 12 common room. This will need to be done by Monday of week ten this term.
* Cluster board: This will need to be resumed next year after Covid disrupted the start of the year.

Balmoral Campus Coordinator Report – Matija Ng Cheong Tin for Jess Pochintesta:

* Scholastic Book Fair: Income was $3113 from sales. The school will receive rewards valued at $787 after the book fair. Big thank you to Aimee Hamer for coordinating the Book Fair this year. Thank you also to the 18 parent volunteers who helped out, and to Cathy and Michelle for their assistance and judging of the competitions.
* Highly Strung and Sung: A great night supporting the music department. Thank you to the parents who helped on the evening.
* Wellness Week: The Wellness Passports went out to the students on Monday, for students to complete and return to the Friends of Frayne box by next Tuesday. Bananas and Apples were delivered to Balmoral St and were kindly donated by Coles EVP. This Friday, Vanessa from Elevate Training Lab (and a Frayne parent), will be running fitness sessions in the morning. 8 bounce passes have been purchased as prizes for this week.
* Thank you to the Balmoral team for their assistance this term.

Advisory Council Representative Report – Julie-Anne Simmons

* Mercy Limited: Every year, Mercy Limited host a dinner for all Advisory Councils and Executives of Mercy schools. This will be hosted next week in lieu of the next Advisory Council Formation meeting.

Treasurer’s Report – Sue Deering

* Closing balance as at August 30th is $101,125.03.
* Audit Update: The process has been stalled as there is quite a bit of work involved to pull the samples together. The Auditor has chosen samples of events that she would like to look more closely at for all years from 2016. As all events were reported as a net figure, we need to sit and pull out each of the individual transactions from each of the chosen events. Sue has contacted the former Treasurers to see if they would be able to help with this process. Jasmine has kindly agreed to take back the files from 2020 and 2021 to pull those events together. Sue is yet to hear back from Tricia Green regarding assistance with pulling together the samples for the years 2016 – 2019.

# MatterS ARISING FROM PREVIOUS MEETING

**Small Grant Application:** We have received 1 complete application from Duncan Campus teacher, Sabatino Pizzolante. The application is for 2 new table tennis tables in the year 7 breakout space for a total amount of $1320, which has been approved. It was a very straight forward application with everything required included. This lead to a discussion amongst Executive members about whether we need every application to come to a meeting to present, if the application does not require any futher information? This has lead to a change to the wording of the application, where the council will advise if someone needs to attend a meeting to allow for further clarification. The next thing that we need to work on is the process for giving funds once an application has been approved. Nikki and Geoff have also had a discussion regarding Principal approval. All applications must be seen an approved by the Principal first before it is sent through to the Friends of Frayne. All changes made to the application form were approved and Nikki will forward to Courtney and Sabrina. There is a need to bring the Advisory Council and the Friends of Frayne together once a year, perhaps in the form of a planning meeting at the beginning of the calendar year, to discuss what some of the capital expenditure projects are that are planned for the future.

**Terms of Reference:** The biggest change that will effect the Friends of Frayne will be around the financial structure. The main change will be around the need for all receipts and payments to be transacted through the school operating bank account and/or changes to the way a separate bank account is owned an operated. There is a need for a meeting between the Executive council members and Jody to unpack the financial changes and how to wind up the old accounts and sign up to the Catholic Development Fund.

**Review of Committee Role Descriptions:** By the end of the year we need to have position descriptions reviewed – particularly for the sub-school coordinator roles. Nikki will email current position descriptions to council members to review their own positions and see if there are any changes needed.

# MATTERS FOR DISCUSSION

**End of year celebrations for year 2 and year 6:** Nikki and Jasmine (Yr 5 class coordinator) are meeting with Michelle tomorrow afternoon to identify what the commitment from the Friends of Frayne will be for the year 6 celebration. Traditionally, the year 5 class coordinators lead the organising of this event. For the year 2 celebration, last year the Friends of Frayne provided a cookie to each student which we will continue this year. Feedback from Sabrina (through Cathy) from last year was that she would like to see a parent table and a children’s table for the food this year, as last year the children jumped in quickly and the parents didn’t see much of the food. One class to bring sweet and one class to bring savoury plates.

**Communication of decisions made during the meetings to the wider community:** At the last meeting we made a number of decisions including making no change to the levy, and the approval of the sound system. It would be great to make sure that these things are being communicated to the wider community so that they are aware of these good news stories. Geoff suggested that the levy review should be announced at the AGM when all financials are announced.

**November meetings:** According to the school calendar there are three meetings set for November. It was decided to remove the meeting set for the 30th of November as it will not be needed. Heather will contact Courtney to ask her to remove it from the website and the calendar. Calendar dates for 2023 to be set at a meeting early next term.

# OTHER mATTERS

**Balmoral Campus Fun Run:** Kindy’s will run on Thursday 27th of November and the rest of the school will run on Friday the 28th. A discussion was held regarding whether we would do a colour run like we did last year with paint, or whether we would try the slime run this year. It was decided that we could try the slime run this year. Concerns were raised that we might need a back-up plan for those children with sensory issues. There was also a concern with clean up after as students need to go back to class after. Matija will find out more information and get back to Cathy and Michelle.

**Year 9 Transition to Senior School:** In previous years the Friends of Frayne have organised a small gift with a small message for the year 9 students as they move on to the Senior School. We will continue this year and gift at the mass at the end of the school year. Need to keep dietary requirements in mind.

**Highly Strung and Sung:** Pat had a discussion with Cathy and Michelle regarding whether food should be provided for the kids as well as the parents next year. Because of the timing of the event, many of the children had not eaten before their performance. It was suggested that it could be something simple like Dominos pizza’s or similar. Cathy and Michelle will discuss this with Ashley Baker.

**Frayne Day:** Friends of Frayne have already put out a call for volunteers via the class coordinators.

# Next Meeting

Wednesday 26th October 2022 7.00pm at Duncan Campus.

Motion to adjourn was made at 20.57 and was passed unanimously.