****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: Hybrid Teams/dUNCAN CAMPUS – WednesDAY 26th October 2022 – 7.00PM**

# In Attendance

Nikki Middleton, Geoff Mills, Cathy Armstrong, Sue Deering, Heather Fraser, Jessica Martin, Jo Sciorilli, Sarah Quinn, Patricia Gabb, Maria Nicolosi, Jess Pochintesta, Josie D’Aqui

***APOLOGIES:***Melissa Feilding, Samantha Swain, Vanessa Ormonde, Miho Keely, Sabrina D’Cruze, Andy Dalton, Julie-Anne Simmons, Georgie Nash, Matija Ng Cheong Tin.

# Approval of Minutes

The minutes were read from the previous meeting held on Wednesday 7th September 2022 and approved by:

**Moved** – Patricia Gabb

**Seconded** – Josie D’Aqui

# Principal’s Report

Made by **Geoff Mills**

**Thank you:** Thank you to all who have been involved in the many events held over the end of last term and the beginning of this term. Your support is appreciated.

**Frayne Day:** With inclement weather forecast for the day, alternative plans were made for the concert and layout of activities. Balmoral campus students watched the concert remotely from the classrooms. Overall it was a great day and the kids had fun. Big thank you to all who were involved in the organization of this event.

**Year 12 Graduation:** A celebration and culmination of all of the efforts of families and staff. It was a wonderful evening to celebrate with our students.

**Student Voice:** We are continuing to encourage student voice and give the kids to lead kids. There have been many opportunities provided for students to engage other students through initiatives like Wellbeing Week, Tough Night Out and St Vincent De Paul to name a few. This year our students won an award through the Quality Catholic Education Awards for their ‘Dress Down to Stress Down’ initiative. Overall we had 5 initiatives nominated for awards.

**Staffing Matters:** There have been a number of advertisements for staff lately, but this is not due to a number of staff leaving, but rather due to a number of changes in staffing structure across the system. There are a mixture of new positions, as well as a number of people going on leave.

# PRESIDENT’S REPORT

Made by **Nikki Middleton**

* Thank you to all on the Council and all parents who volunteer their time to help with the numerous events at the school. It has been great to see lots of new faces volunteering across both campuses.
* Term 3 was rather busy. Friends of Frayne were involved in 8 events in the last 2 and a half weeks alone, across both campuses. Thank you again to all who were involved for their efforts and for giving up their time.
* Nominations are open for Council positions for 2023 and close on the 15th of November. This has been advertised in the newsletter and on our Facebook page. Thank you to this year’s team. Jess Pochintesta, Julie-Anne Simmons and Matija Ng Cheong Tin have decided to step down from their positions next year. This means that the positions of Balmoral Campus Coordinator, Nominee to the Advisory Council and Junior Sub School Coordinator will need to be filled for next year. Huge appreciation for the efforts and contributions of these three women in their time on the Friends of Frayne. Nikki is planning on re-nominating for President next year and encourages anyone else who is planning on re-nominating to get their nomination forms in. We made a great team this year.

# COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

* We had a busy end of term three. All events went well. Any feedback from parents or staff is gratefully received.
* The Candles looked great at the year 12 graduation.
* Year 9 transition to Senior School on the 9th of December. Friends of Frayne will provide a token gift.
* Year 7 Parent Information Evening: Date has been set for the 8th February 2023. Nikki has a credit note for the liquour license that wasn’t used this year and will re-apply online for next year.

Balmoral Campus Coordinator Report – Jess Pochintesta:

* Thank you to Cathy and Michelle for their assistance with Wellness Week. Positive feedback received from Cathy regarding the Movement morning that was held on the Friday. It was attended by lots of students and all thoroughly enjoyed it.
* Frayne Day: 17 parent helpers were able to help out on the day, handing out drinks and helping in the canteen. The kids really enjoy the day. Thank you to all of the staff that help to organise this event.
* Your Move Day: This Friday. Coles East Victoria Park are once again kindly donating apples to be given out to the students, and the Kensington Police will be there to greet students and hand out hats and stickers.
* Fun Run: Kindy are running on Thursday afternoon and the rest of the school will be running on Friday afternoon. Lots of parents have volunteered their time to help out with this event.
* Year 2 Celebration: Friends of Frayne will be providing cookies for the students. We are also helping to set up on the day with a parents table and a kids table.
* The new sound system has been installed in the Balmoral Campus hall and it sounds great. Many thanks from Andy.

Advisory Council Representative Report – Geoff Mills for Julie-Anne Simmons

* The Advisory Council have been working on the budget. With changes to funding arrangements and also changes to the Teacher’s Enterprise Bargaining Agreement, the Council is needing to consider a fee increase for next year.
* Stage 13: The plans are currently in the JDAP process and being reviewed by the Design Review Panel. The Architects have been given explicit instructions that everything is to comply with Council regulations. The process is taking a bit longer than anticipated, but we are aiming to be as compliant as possible to avoid being knocked back.

Treasurer’s Report – Sue Deering

* Closing balance as at 30th September 2022, $98,800. Payment for the new sound system on the Balmoral Campus is still to come out of this figure.
* We will liaise with Lauren Scott (communications and marketing) to help promote the projects that have been funded for this year. Photos would be great for the AGM presentation.
* Thanks to Heather for help with the Audit. We got through 2 years’ worth of samples and will work on the other 2 years as soon as possible.

# MatterS ARISING FROM PREVIOUS MEETING

**Small Grant Application:** We have received an application from Jeanie Walker on the Duncan Campus. The application is for 10 Apple pencils for the Duncan Campus library, with the intent to lend them out to students. The total cost is estimated to be around $1600. The application was shared around the group and after discussion the application was unanimously approved.

* It was discussed that next year there might be the opportunity for the Friends of Frayne to speak to the Student Leadership Team early in the year, to promote the Small Grant Program. There might also be an opportunity to communicate with the Junior School and Middle School groups.

**Terms of Reference:** Nikki and Geoff met on Monday. There is a need for a meeting this year between Geoff, Jody and the Executive Committee, to go through the document and work through any additions/appendices that need to be added. An email that was received today from CEWA that indicates that the change to the Terms of Reference should be announced at the next meeting and formalized at the AGM. Nikki will liaise with the Executive Committee to find a time to meet with Geoff and Jody in the next few weeks.

**Friends of Frayne involvement in College events:** Nikki showed a recap of all events and initiatives that the Friends of Frayne had involvement in across 2022. It showed over 30 events and initiatives and a fairly even spread of events across both campuses. Keeping a list allows for forward planning and helps with budgeting. We do ask for as much notice as possible from the school if new events are to pop up and the right to politely decline if we are unable to help for whatever reason. There is a need to work out a method to communicate to the parents in a positive way, the need for volunteers and asking families to make a commitment to helping at one event next year. We could advertise upcoming events for the following month in the newsletter, and whether volunteers will be required, so that people have advanced notice and can forward plan. The online parent contact form worked well this year. We can work with Lauren to redo this form for next year, but consider doing this in semesters, rather than for the whole year. Feedback from Joe Sciorilli is that he is happy to take away the need for some of the hands-on support from the Friends of Frayne for the Senior School and have them step up more in an advisory capacity. There is a need to form Sub-committees for events going forward which will encourage more parents to become involved.

# MATTERS FOR DISCUSSION

**Forward planning for Events for 2023:**  The Friends of Frayne Parent Event is traditionally held every two years, which means that we are due to hold one next year. The Balmoral Movie Night occurs early in the next calendar year and there will be a need to pre-book the movie. We are hoping to have the calendar dates soon. There will be a need to organise sub-committees to organise these events. The Movie Night may need to be held in a different location next year due to the new Ninja Playground on the upper oval and the difficulty of keeping the students off the equipment, or temporary fencing needs to be hired to fence off the equipment.

**Review and Update of Friends of Frayne Role Descriptions:** The descriptions of the roles on the website are quite dated and lots of the roles are missing. Nikki will send each person on the committee their own role’s description and ask for each person to review and make changes/suggestions.

# OTHER mATTERS

**Feedback regarding end of the year functions:** Geoff asked for feedback regarding why we gather together at the end of the year. The overwhelming response was that it is to celebrate. It was also asked what parents think of all of the different celebrations across all of the sub schools and what a whole school celebration might look like. The current celebrations can be a lot for families who have students across multiple sub schools, but because we are a Kindy-Yr 12 school, it might be difficult to find a celebration that is appropriate across different age groups.

# Next Meeting

Wednesday 16th November 2022 7.00pm at Balmoral Campus.

Motion to adjourn was made at 20.52 and was passed unanimously.