

FRIENDS OF FRAYNE

MEETING MINUTES



URSULA FRAYNE: HYBRID TEAMS/BALMORAL CAMPUS – WEDNESDAY 16TH NOVEMBER 2022 – 7.00PM

IN ATTENDANCE

Nikki Middleton, Geoff Mills, Heather Fraser, Patricia Gabb, Maria Nicolosi, Jess Pochintesta, Georgie Nash, Matija Ng Cheong Tin, Christina Mandanici, Julie-Anne Simmons.

APOLOGIES: Sue Deering, Josie D'Aqui, Sabrina D'Cruze, Andy Dalton, Jess Martin

APPROVAL OF MINUTES

The minutes were read from the previous meeting held on Wednesday 26th October 2022 and approved by:

Moved – Matija Ng Cheong Tin

Seconded – Geoff Mills

PRINCIPAL'S REPORT

Made by **Geoff Mills**

Annual Community Meeting: All members of the College Community are invited to attend our Annual Community Meeting (formerly known as AGM) next Tuesday evening.

Thank you: The end of the year is very busy and we thank the Friends of Frayne for their continued support with the many events.

Welcome to Kindy 2023: Last week we held our Kindy information evening for parents of children joining the Frayne community in 2023.

Year 7 2023 Small Group Inductions: We recently held inductions for students who are coming to Ursula Frayne in Year 7 next year who are coming from another school by themselves or in a small group, to allow them a chance to meet others and become familiar with the environment. The whole Year 7 group Orientation will be held tomorrow.

PRESIDENT'S REPORT

Made by **Nikki Middleton**

- **Terms of Reference:** Coming up for discussion later this evening.
- **Class Coordinators 2023:** We haven't had too many nomination as of yet but we may hear from more parents soon, as children will find out their classes tomorrow at the orientation morning. Please encourage people to sign up. Some classes share coordinators this year which worked well for the most part, but may not be next year. We will be encouraging a Year 5 parent to take on the organization of the Year 6 celebration, rather than asking the Year 5 class coordinators to take this task on too. We will also be asking a Year 6 parent to take on organising the Year 6 Shirts and Leavers books, separate to the Class Coordinators.

- **Committee Positions 2023:** Nominations closed yesterday. We have received a few nominations but still no interest for Balmoral Campus Coordinator as yet. We acknowledge that there is a lot on for families at this time of year and some people may be reluctant to commit to next year at this stage.
- **Thank you:** A very special thank you is extended to our outgoing committee members Jess Pochintesta, Julie-Anne Simmons, Matija Ng Cheong Tin and Georgie Nash. Your time and commitment to your respective roles was outstanding and is to be commended.

COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

- Nothing to report.

Balmoral Campus Coordinator Report – Jess Pochintesta:

- **Colour Fun Run:** Another very successful fun run and the kids had a great time. Thank you to everyone who helped on the day.
- **Kindy Information Evening:** Friends of Frayne provided tea and coffee and a light supper. Jess encouraged people to stay and eat, rather than leaving straight away.
- **Kindy Orientation:** Will be held on the 25th of November. Friends of Frayne will provide tea and coffee and Jess will encourage parent engagement.
- **Thank you:** Thanks to all for their support during my time on the Friends of Frayne Committee. It is greatly appreciated.

Advisory Council Representative Report – Julie-Anne Simmons

- The last Advisory Council meeting was held on the 25th of October. The Advisory Council is working through the budget for next year. There are a number of complexities around the budget this time so as of yet, there has been no decision made on what a fee increase might look like for the coming year.

Treasurer’s Report – Nikki Middleton for Sue Deering (apology)

- **Sound System:** Funds have been transferred.
- **Audit:** Thank you to Sue, Heather and Jasmine (former Treasurer) for their efforts in preparing all of the required documentation for the auditor. Next year, 2021 and 2022 will be completed together. From 2023 the Audit will be conducted through the school.

MATTERS ARISING FROM PREVIOUS MEETING

Terms of Reference Discussion: Terms of Reference meeting minutes are attached as an addendum.

The new terms of Reference were circulated to the committee via email before the meeting. Physical copies were also passed around at the meeting. The Video provided by CEWA was watched during the meeting. Community members were notified that tonight’s discussion and vote were to go ahead.

The Friends of Frayne can retain their name and the roles that we currently have. The biggest change for us will be with the financial management. The Terms of Reference were introduced with the aim to help those schools that don’t have these practices in place, however there won’t be too many changes to our current structure. We can add an appendix to explain that “President” refers to our “Chair” etc.

At the beginning of the year, the Friends of Frayne committee will attend a Commissioning and Formation evening together with the College Advisory Council and the Executive Leadership Team. There will be the opportunity for a planning meeting to plan what we plan on spending over the course of the year. Team members will be appointed to their roles for two years but can step down at any time. Geoff can write to the Director to ask for exceptions if needed. There will be no bank account and no debit card. All expenses will go through the school bank account.

There was a meeting last week between Geoff, Jody Cabalzar, Nikki, Sue and Heather to go through the finer financial details. We are aiming to minimise personal reimbursements. The Treasurer role won't be less work as they still need to process and put through requests for reimbursement, and keep track of income and expenditure for events. There will be an order book to use with preferred suppliers. Credit cards have always been used as a last resort at the school and there is a push to move away from their use across the system. Sue has already sent an email to Pat and Jess to find out who/where we purchase from so that we can check with Jody whether they are already preferred suppliers. There will be a capacity for Petty Cash if it is needed. This will all involve a change of mindset and a need for forward planning. We may be able to go direct to a supplier, for example, for icy poles for the cross country. The possibility of having an order book for each campus was discussed. The books could be left in the front office.

Role Descriptions: The Terms of Reference have some role descriptions in place and CSPWA have resources available.

Small Grants Applications: No new applications have been received. We have let Jeannie Walker know about the approval for the 10 Apple Pencils.

MATTERS FOR DISCUSSION

Pre-planning Events for 2023: There will be a need to set up sub-committees for each of the major events, which will help to engage other parents and make the tasks less daunting.

Movie Night is traditionally held during Term 1. Discussions were held over alternative venues due to the installation of the Ninja Playground. Jess has a quote from a temporary fencing Contractor who suggested it would cost \$350 to fence off the playground for the evening (30ish meters of fencing needed). By early term one we will need to have organised the licencing, choose the movie and book the food trucks. As the community grows we may need a plan for fitting more people. The possibility of booking out a theatre was raised. The run sheets from past events are available to help with planning.

Parent Event: Nikki will Liase with Sabrina about setting a date.

OTHER MATTERS

Nil

NEXT MEETING

Tuesday 22nd November 2022 7.30pm at Duncan Campus (College and Friends of Frayne AGM)

Motion to adjourn was made at 20.37 and was passed unanimously.

FRIENDS OF FRAYNE

SPECIAL MEETING MINUTES



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APOLOGIES: Sue Deering, Josie Daqui, Sabrina D’Cruze, Andy Dalton, Jess Martin.

PRESIDENT: Nikki Middleton

AGENDA ITEMS

Topic lead	Topic	Papers/documents
<p>President: Nikki Middleton</p>	<p><i>Introduce the new model of operation for P&F Groups in CEWA Schools and the reasons for adopting the P&F Group Terms of Reference.</i></p> <p><i>Discussion.</i></p>	<p>Introduction video</p> <p>Joint Letter</p>
<p>President: Nikki Middleton</p>	<p>Motions to be voted</p> <p>Motion 1: The Friends of Frayne agrees to becoming a Committee of Ursula Frayne Catholic College and will no longer be a separate entity in accordance with their current constitution, effective 1st of January 2023.</p> <p>Moved: Matija Ng Cheong Tin</p> <p>Seconded: Patrica Gabb</p>	
<p>President: Nikki Middleton</p>	<p>Motion 2:</p> <p>The Friends of Frayne, after satisfaction all outstanding debts have been paid, agree surplus funds to be transferred to Ursula Frayne Catholic College’s operating bank account to be held in quarantine for the P&F Committee and the P&F Bank accounts (Westpac Community Solutions Cash Reserve acc#362819, Wespac Community Solutions</p>	

	One acc#156361, Westpac Community Solutions One acc#362800) to be closed.	
President: Nikki Middleton	Motion 3: The Friends of Frayne will adopt the Catholic School Parents and Friends Group Terms of Reference in place of their current constitution, effective 1 st January 2023.	