

FRIENDS OF FRAYNE

MEETING MINUTES



URSULA FRAYNE: HYBRID TEAMS/BALMORAL CAMPUS – WEDNESDAY 1ST MARCH 2023 – 7.00PM

IN ATTENDANCE

Nikki Middleton, Rebecca McAdam, Aimee Hamer, Patricia Gabb, Heather Fraser, Andy Dalton, Pauline Bourke, Beena Wood, Alysia Hubbard, Jer Sie Pui, Maria Nicolosi, Christina Mandinici, Natalie O'Brien, Sue Deering, Nicole Beresford, Rachel Morgan-Jones, Samantha Swain, Jessica Bouwman, Kristi Rose.

APOLOGIES: Josie D'Aqui, Sally Okoye, Geoff Mills

APPROVAL OF MINUTES

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

Moved – Samantha Swain

Seconded – Maria Nicolosi

PRINCIPAL'S REPORT

Made by **Jessica Bouwman**

New Staff for 2023: There are 26 new staff members at Ursula Frayne this year. The reason for such a large number of new staff is because of recent changes to the EBA regarding the amount of DOTT (duty other than teaching) time and the inclusion of homeroom into timetabling. This has required more staff to be employed.

Review of Year 12 results for 2022: Excellent results from our Year 12 students across both the ATAR and ASPIRE pathways. There were a number of students who achieved an ATAR result of 90 or above. It was recognised that many of these students started on the Balmoral Campus and continued through to the Duncan campus and it is important to acknowledge the contribution of all staff involved in the journey of these students. Ursula Frayne continues to perform well according to Median ATAR scores, particularly in English, Human Biology, Maths Applications, Modern History, Religion and Life, and Geography, where our students performed in the top 15% of the state. Our VET (Vocational Education Training) students also performed well with 26 students obtaining a Certificate 4, which allows for another pathway to university. 38 students achieved a Certificate 3 qualification. Cert 3 and Cert 4 students went off campus one day a week to complete their certificates at a registered training organisation or through TAFE. Our high achievers from both the ASPIRE and ATAR pathway were recognised at a High Achievers assembly at the beginning of the year. 73 out of the 85 students who applied to university received their first preference, which is a great achievement.

Strategic Direction: Outline of the Strategic Direction for 2023. Christian Service Learning is a huge focus for this year and making sure that the program engages with the community and our families and working with our partner parishes (There are many parishes that feed into Ursula Frayne). Working on consolidating Education practices where strategic directions in this area may not have been able to be put in place due to Covid restrictions. Community relates to pastoral care, the "Transforming Lives" strategies and the

“Wellbeing Framework” which have all been handed down by CEWA, and Frayne will be looking at ways that are engaging to incorporate these strategies into our framework. Stewardship – Looking at how we are encouraging our staff to grow. Student voice – giving the students a say.

Review Process: The Quality Catholic School Cyclic review is due this year, as is The National School Improvement Climate Survey, which is traditionally held every two years. This will involve input from staff, students and parents and will be held during term three.

Friends of Frayne Support: Some possible future projects at the school which could be supported by the Friends of Frayne include:

- Cubby house in the Preparatory School. Estimated cost of \$1500.
- Year 6 Courtyard. Estimated cost of \$15000
- Updating Honour Boards on the Duncan Campus. Estimated cost of \$5000

Parent Voice: Engaging with parents to see what they want to see happen at the school. This year will see the development of a Code of Conduct for parents at Ursula Frayne. The focus will be on respect for everyone in our community and will be created by our parents. There is already a Code of Conduct for staff and students.

PRESIDENT'S REPORT

Made by **Nikki Middleton**

- **Welcome:** Welcome to all of our new and returning Council members and wider Frayne community.
- **Commissioning and Formation Meeting:** Last week the Friends of Frayne Executive members, the College Executive Leadership Team and the College Advisory Council members came together. All groups are working together to better the school experience for our community. This is the first time these groups have come together and has come about because of the new Terms of Reference.
- **Early Events for 2023:** It is early in the term and we have already been involved in the Year 7 Information Evening and Social Event, the Class Coordinator induction on the Balmoral Campus.
- **Events:** In 2022 the Friends of Frayne supported over 30 events across the two campuses. This is a team effort made possible by the coordination by our council members and the amazing support that we receive from the wider community and staff. We are hoping to provide the same level of support this year.
- **Terms of Reference:** This was adopted at our last meeting and is now in effect. Not a lot of change to our structure but our financial processes will need to change.
- **Audit:** The Audit for the last 7 years will be finalised soon.

COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

- **Middle Sub School Coordinator:** Welcome to Natalie O'Brien who is our new Middle School Coordinator. Thank you for taking on the role.
- **Year 7 Information Evening and Social Event:** We had a great turnout with 133 of the 158 families attending. The feedback was very positive. This year we distributed forms to parents to fill out should they wish to volunteer, so we now have a list of people to call on when we need assistance. Bar sales on the night were low, only one or two sales. We offer this as we have to apply for a Liquor Licence anyway, so it gives people the opportunity to have another drink if they like. There have been lots of queries about whether we will be hosting a social drinks this year, so we may potentially offer a Broken Hill social evening, possibly in term 2.

- **Neurodiversity Week:** There is an event next Friday evening on the Duncan Campus open to all parents and students. The Friends of Frayne have been asked to provide some catering. Rebecca McAdam has kindly offered to make some cupcakes and will be organising a cheese platter. Thank you Rebecca! We also received a Small Grant Application to pay for an artist to work with students who will create some artwork which will be displayed on the evening, which the Exec team have approved.
- **Music hospitality:** Ash Baker has asked for support to provide hospitality at a Rock Concert event (Heat is On – Friday 24th March) which will be held on Duncan street. Pat has a meeting with Ash on Friday to discuss further.
- **Musical (Honk):** The College musical will be held during term 2 and Matt (Arts Coordinator) has already contacted Pat regarding Friends of Frayne support.
- **Cross Country:** The classes have been split this year, due to the Year 7's and Year 8's not having sport at the same time this year. There will be 3 separate groups for year 7, 3 separate groups for year 8, and the year 9's are all running together.
- **ACC Swimming Carnival:** 23rd March. Sally will be organising food boxes. Thanks Sally.
- **Junior Sub School Coordinator:** We are still looking for someone to take on this role.

Balmoral Campus Coordinator Report – Aimee Hamer:

- **Junior School Swimming Carnival:** 17th March. We have booked a coffee van, Ruby on Wheels. Still looking for a food truck that is available that day.
- **Ride to School Day:** 24th March. Coles East Victoria Park have been contacted with a request for apples again. Jess Pochintesta is kindly organising Constable Care, Stickers and hats. Two gift vouchers will be purchased for prizes, One each for Preparatory and Junior School.
- **Movie Night:** 31st March. A sub-committee of 5 parent volunteers has been established to plan this event. Six companies have been approached for a quote for temporary fencing to fence off the Ninja playground, however only one company has returned a quote (\$352). The permit has already been applied for and the screen is booked and paid for. The movie this year will be "Minions – The Rise of Gru". Chosen to accommodate all age groups. With the new playground taking up some of the space and two additional classes with the bubble groups in year 1 and Kindy this year, there is not enough room for food trucks. Possibility of running a sausage sizzle, pre-purchased through Trybooking. To avoid cash sales on the night, party bags will be pre-purchased through Trybooking. The sub-committee is also looking at how to Friend-raise on the evening. Advertising for Frayne Family businesses will be offered again. Previously we have charged \$20 for promotion on a slideshow before the movie. This year we will possibly raise the price but include business logos on all promotional materials and communication.

Advisory Council Representative Report – Rebecca McAdam

- **Formation and Commissioning meeting:** Last week there was a joint meeting between the College Advisory Council, the executive members of the Friends of Frayne and the College Executive Leadership Team. This then led into the first meeting of the year for the Advisory Council where Geoff gave the Principals Report, as presented tonight by Jessica Bouwman.
- **Elections** were held for roles on the Advisory Council. Chair – Richard Myles, Deputy Chair – Dr Mary Turonek and Treasurer – Jason Fair.
- **Fee increase:** A meeting was held at the end of last year to decide on an increase on fees of 4% for 2023 which has been communicated to families.
- **Stage 13:** The design is ready to go to JDAP.
- **Next meeting:** 21st March, with a purpose of mapping out the priorities for the year.

- **Bank balance:** Closing balance as at 28th February 2023 - \$49,318.51
- **Expenditure this month:** Colour run donations (from 2022), Kindy playdate, movie night, care packages, auxiliary expenses, Year 7 information and social, CSPWA membership, Neurodiversity week small grant.
- **Audit:** The Audit is currently paused due to a death in the family of the Duncan Campus parent who has kindly taken on the task of completing the audit for the previous years. From this year the audit will be taken on by the school as required by the new Terms of Reference.
- **Reimbursement Form:** Some forms have been printed off and are available from the Friends of Frayne box on Balmoral Street for people to fill in when requesting a reimbursement.
- **Small Grants:** Small grants applications are available for projects up to \$2000 to enhance the school experience across both campuses. This will be promoted again to staff and students.
- **CSPWA membership:** We have recently renewed our membership to CSPWA. Nicole Beresford (a Frayne parent who works for CSPWA) explained that CSPWA work to support parents in the Catholic School system. They provide advocacy for Catholic Schools. There is a conference every year, as well as an Awards and Excellence night. They provide an online induction for all members. They also provide many resources to support Parents and Community organisations. There are Code of Conduct resources that would be beneficial as we establish our Parent's Code of Conduct this year.

MATTERS ARISING FROM PREVIOUS MEETING

Terms of Reference – additional Friends of Frayne Guidelines: The Terms of Reference document will replace our existing charter. Our council structure is unique because we are a K-12 school across two campuses and our council roles reflect that. While we cannot change the wording for the Terms of Reference we can add an appendix which explains our structure (ie: President instead of Chair, no Deputy Chair but we have a Balmoral Campus Coordinator and a Duncan Campus Coordinator etc...). Nikki circulated a draft appendix document.

Small Grant Applications: We received an application from the College Chaplain, Sarah Quin, requesting funding of \$500 for an artist to work with students with special needs to create artwork which will be displayed on Neurodiversity night. The Executive Council members were happy to endorse this application.

MATTERS FOR DISCUSSION

Movie Night: Covered in the Balmoral Campus Report.

Care Packages Distribution: Our new Care Packages Coordinator, Jer Sie has caught up with Vanessa for a handover. There have been quite a number of grieving families in our community this year and Jer Sie has been very busy. A discussion was held to establish the best process for handing over the care packages to the students. The College Chaplain, Sarah Quin is the key person for coordination/contact for both campuses when care packages are being organised, alongside the Heads of School for that child. The Care Package Coordinator is to send an email to Sarah or the Head of School if Sarah is not available, when packages are ready to be delivered. There is a care package email address which is up and running.

Event Planning for 2023: The Parent event is traditionally held every two years, and is due to be held this year. A date hasn't been set yet and alternative suggestions are welcomed. There is a possibility that we could send out an online feedback form for parents to let us know what type of event would be preferred.

OTHER MATTERS

Middle School Mother's Day Morning Tea: Pauline Bourke sent out a survey to parents to see whether parents would prefer to continue with the morning tea, or would prefer to have a breakfast before school. 202 families responded and Breakfast was chosen as the preferred option.

NEXT MEETING

Tuesday 29th March 2023 7.00pm at Duncan Campus

Motion to adjourn was made at 20.55 and was passed unanimously.

FRIENDS OF FRAYNE

SPECIAL MEETING MINUTES



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

IN ATTENDANCE

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

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.	