

FRIENDS OF FRAYNE

MEETING MINUTES



URSULA FRAYNE: HYBRID TEAMS/BALMORAL CAMPUS – WEDNESDAY 21ST JUNE 2023 – 7.00PM

IN ATTENDANCE

Heather Fraser, Geoff Mills, Andy Dalton, Jessica Bouwman, Sarah Quinn, Patricia Gabb, Sue Deering, Nikki Middleton, Nicole Beresford, Julie-Anne Simmons, Christina Mandinici, Aimee Hamer, Nicola Iannantuoni, Maria Nicolosi, Jer Sie Pui, Samantha Swain, Rebecca McAdam, Natalie O'Brien, Pauline Bourke

APOLOGIES: Josie D'Aqui, Sabrina D'Cruze, Sally Okoye

APPROVAL OF MINUTES

The minutes were read from the previous meeting held on Wednesday 3rd May 2023 and approved by:

Moved – Christina Mandinici

Seconded – Aimee Hamer

PRINCIPAL'S REPORT

Made by **Geoff Mills**

Congratulations: Congratulations to Andy Dalton on his appointment as Acting Principal of Sacred Heart, Goomaling for Second Semester. We wish him all the best in his new role. There will be a necessary ELT reshuffle on the Balmoral Campus for Second Semester.

Blessing of the Sound System: A blessing ceremony was held last week for the new sound system in the Balmoral hall. Thank you to the Friends of Frayne for their generous contribution. It has made a huge difference to the quality of the sound during assemblies and performances.

Honk: Thank you to the Friends of Frayne for their hospitality at Honk! The Musical. It was great to be able to host a musical at the school once again after a break due to Covid.

Year 11 Camp and Retreat: The Year 11's recently went on their three day camp and retreat in Hillarys. It was great to see the students flourish outside of the school environment.

Pastoral Structure 2024: The school community is continuing to grow which necessitates some changes to the pastoral structure. The Frayne Graduate Statement identifies the qualities, attributes and dispositions of College students. Pastoral care is a collaborative endeavour. Staff are looking at areas that need strengthening pastoral care and support to students.

Canteen: The Duncan Campus canteen has traditionally served morning tea and lunch. Many students are on campus from 7.30 in the morning for clubs and activities. The library is open until 5pm in the afternoons and there are homework clubs and activities after school. To prevent the students from going off-campus to the shops and returning with food, which presents duty of care problems, it has been proposed that the canteen opens for extended hours before and after school. Ideas were floated for breakfast and afternoon

tea ideas. The parents were asked for feedback on whether it was appropriate to serve some sweet/salty treats for afternoon tea since this is what the students seem to be going off campus for. When the students were asked, they suggested items like sausage rolls, sushi and muffins.

PRESIDENT'S REPORT

Made by **Nikki Middleton**

- **Volunteers:** All events have been well supported. Thank you to all of the volunteers who have assisted in another busy term.
- **Bank Accounts:** The Friends of Frayne bank accounts have been closed and we have new payment processes in place. Sue will update further in Matters Arising.
- **Blessing of the Sound System:** Thank you to Andy and the staff for the lovely blessing ceremony for the sound system. It was a lovely afternoon.
- **Community Building:** Our Class Coordinators are doing a wonderful job of connecting our families through communications and social events.
- **Role Descriptions:** All 14 Council role descriptions have been updated and will be loaded on the College website soon.
- **Parent Code of Conduct:** The development of a Parent Code of Conduct is almost complete. Sabrina D'Cruze is heading this project with the help of Nikki Middleton, Heather Fraser, Brad Scully and a couple of other parents. It is ready to go to Geoff and the ELT for approvals and should be ready to be rolled out early next term.
- **CSPWA Photo Competition:** Rebecca has been working hard with Mary McGonigle to go through all the photos from past events and will submit our entry next week. Thank you to Rebecca and Mary for the time and effort that they have put into this project.
- **Nikki absent for Term 3:** Nikki will be away for all of next term. She will keep in contact on the chats and emails. She will be unable to chair the meetings but will endeavour to join us online. Aimee and Pat will chair a meeting each in her absence. Nikki will be absent from the Year 7 Information Evening but will send notes to Pat closer to the time.
- **Congratulations:** Congratulations to Andy on his appointment to Acting Principal at Sacred Heart, Goomaling next term. We wish you all the best.

COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

- **Honk!:** Friends of Frayne provided refreshments for the 4 sessions of the musical. Thank you to Maria and Natalie who coordinated this event.
- **ACC Cross Country:** We provided refreshment hampers for the students participating in the ACC Cross Country Carnival, containing muesli bars, fruit and drinks.
- **Mother's Day Celebration:** Friends of Frayne were happy to sponsor the cake for this event and some chocolates for the Mothers and Grandmothers. Pauline has yet to send the invoice for the chocolates so Pat will follow this up.
- **Athletics Carnival Sausage Sizzle:** The carnival is this Friday and orders have closed. Pat queried why there weren't many teacher orders this year for the Friends of Frayne provided sausage, but realised that she accidentally set up trybooking with prices for the teachers instead of for free. Refunds will be given for few teachers that did order. Maria will organise extras. Jessica advised that the staff are provided with lunch by the College that day so the sausage would be in addition to that lunch. 200 of the bread buns for this event have been kindly donated by the East Perth Chiro. Thank you to them for their generosity.

- **Year 12 Parent Information Evening:** This is coming up on the 26th of July. Pat will liaise with Joe Sciorilli to see if help is required.
- **Into the Spotlight:** Coming up on the 27th of July. Pat will liaise with Ashley Baker.
- **Year 7 Parent Information Evening:** Coming up on the 30th of August.

Balmoral Campus Coordinator Report – Aimee Hamer:

- **Disco:** Very well attended event. We sold 479 tickets, which was a new record. We cooked over 500 sausages on one barbecue. A profit of approximately \$3000 was made. A few things were learned. We ran out of tomato sauce so a note has been made for next year. The feedback on the wristbands was that it was double handling, so a new process will be thought of for next year. Feedback was that the check in lists need to be in year groups rather than alphabetical order to speed up check in. Overall it was a great event and we had great feedback. Thank you to all who were involved.
- **Kindy Speech Screening Information Session:** We provided tea, coffee and biscuits. Thank you to Josie for setting this up.
- **Junior School Cross Country Carnival:** A coffee van has been organised for the parents attending.
- **Book Fair:** The dates (21st – 24th August, week 6) have been confirmed with Scholastic. The books will be delivered on the Thursday before. Resources for promotion have been received. We will be putting a call out for volunteers closer to the date. Sam and Aimee will be supervising each session. The theme this year is "Hats off for reading". Aimee and Sam will collaborate with Sabrina, and Andy's replacement to organise the set up.
- **Class Coordinators:** Aimee also thanks the wonderful Class Coordinators for their efforts to keep their classes socialising.

Advisory Council Representative Report – Rebecca McAdam

- There have been two Advisory Council meetings since our last Friends of Frayne meeting.
- At the first meeting a representative from CEWA attended to discuss the process for appointing a replacement Principal. A brainstorming session was held to identify the qualities that Council members would like to see in a new Principal. The process of appointing a new Principal is underway.
- Council members were shown plans for the new builds for stages 13A (across the road on Teague St), and 13B (New classrooms on the Duncan St side of the school. 13A is almost at the stage of going to JDAP. It is planned to be a Year 11 and 12 learning center and specialist exam center. 13B involves the demolition of the current older style classrooms on the Duncan St side and build new two storey classrooms in keeping with previous builds.

Treasurer's Report – Sue Deering

- **Bank balance:** as at 31st May \$102,000
- The Friends of Frayne bank accounts are now closed. Jody has opened a general ledger account so that we can keep track of our costs.

MATTERS ARISING FROM PREVIOUS MEETING

Small Grant Applications: Three new Small Grant Applications were received in the last week for projects across both campuses.

1. **Boy's Dance Group:** A request came through from a teacher from the Duncan Campus, Kylie Hunter, who seeks funding to continue a Boy's dance group in term 3. This group was successfully run through term 2 and was well attended by boys from different year groups. The request of \$2200 would be used to pay dance instructor, Owlkeyme to run weekly classes throughout term 3. The requested amount is \$200 over the limit set for Small Grant applications, however, the council

members all agreed that this was a worthwhile program that benefitted many students and the application was approved for the full amount of \$2200.

2. Catholic Performing Arts Dance Group. A request was received from Kendra Edmonds and Sabrina Del Rosso from the Balmoral Campus for funding for their Year 5 and Year 6 dance troupe who will be performing at the upcoming Catholic Performing Arts Festival. They are seeking \$400 to pay for costumes and accessories for 45 students for the performance. All in attendance agreed to approve this application.
3. C-Pen Reader for use in the literacy center on the Duncan campus with students who are not yet functionally literate. The student can use the pen to scan a text and the pen will read the text to the student. It can be used with headphones and will allow more independence for these students. It will also allow families to trial the device at home to see whether this is something that will work for their child, which they can then purchase or access funding through their provider to purchase. The request is for \$402 for the purchase of 1 pen. The council heard a first hand account from a parent at the meeting whose child has a C-Pen and heard all of the benefits that their child has received. This application was unanimously approved.

New Purchasing Processes for Friends of Frayne: Sue outlined the new purchasing processes that are now in place since the Friends of Frayne bank accounts have been closed and reimbursements and purchases will now go through the school accounts. Payment from personal funds is strongly discouraged.

The preferred payment methods are now:

1. Purchase order books (One each for Balmoral and Duncan Campuses) which can be taken to any preferred provider. A list of suppliers has been provided by the school.
2. Coles card.
3. Invoice from supplier.

The new Approvals form needs to be completed for each purchase with all details included. Exec approvals are required for all purchases that have not been pre-approved in the budget. This form can be sent electronically to Sue, who will then pass on to Jody or Leanne Appleford. Ideally invoices should go to Leanne on a Monday to allow time to be paid for by Wednesday as Geraldine (who will be processing) only works Monday to Wednesday.

Jody has activated the Payment Squares that were purchased by Friends of Frayne in the past. He has also supplied an ipad that goes with the squares which has the app loaded. These can be used at events for taking card payments. Jody has requested that the school be able to use the payment squares when not in use by the Friends of Frayne.

The Balmoral Campus purchase order book will be kept in the safe on the Balmoral Campus. Geoff suggested that the Duncan Campus purchase order book could be held in Mandy's office.

Geoff acknowledged the huge amount of work that this has been for Sue this year and thanks her for all of her efforts.

Care Packages Update: So far this year, Jer Sie has prepared 31 care packages across 18 families from all year groups. This is up from last year as Vanessa prepared around 30 packages for the year last year. There is more awareness of the care package program and a clearer process in place, which may account for the increase. Thank you to Sarah Quinn for her help with setting up a clear process.

MATTERS FOR DISCUSSION

Parent Event: The theme has been chosen and is "Dress as your Favourite Film Icon". A planning sub-committee is in place consisting of 8 parents. Ticket sales have started on Trybooking. The QuizMeisters have been booked in to run the quiz and the deposit has been paid. Nikki has applied for the Liquor License. We are currently getting furniture hire quotes. The O'Brien family who own Cellarbrations Carlisle and East Victoria Park will be providing the Alcohol on consignment. Hoping to organise a dance floor again as it was popular at the last event. The sub-committee is currently working on organising prizes. We still need to source an MC for the evening. Geoff will ask his brother if he will MC for us as he has done it for us in the past. We still need to organise decorations. There is a family who are generously offering to donate a photo booth and decorations for the evening. We may seek quotes for heaters for the night as it will be cold in the gym. Aimee will liaise with Jody to find out who the school has used in the past.

OTHER MATTERS

None

NEXT MEETING

Wednesday 2nd August 2023 7.00pm at Balmoral Campus.

Motion to adjourn was made at 21.07 and was passed unanimously.