

FRIENDS OF FRAYNE

MEETING MINUTES



URSULA FRAYNE: HYBRID TEAMS/DUNCAN CAMPUS – WEDNESDAY 29TH MARCH 2023 – 7.00PM

IN ATTENDANCE

Sabrina D’Cruze, Geoff Mills, Joe Sciorilli, Pauline Bourke, Christina Mandinici, Natalie O’Brien, Nicola Iannantuoni, Aimee Hamer, Rebecca McAdam, Andy Dalton, Patricia Gabb, Nikki Middleton, Heather Fraser, Sarah Quin.

APOLOGIES: Sally Okoye, Maria Nicolosi, Nicole Beresford, Sue Deering, Jessica Bouwman, Josie D’Aqui, Samantha Swain, Jer Sie Pui.

APPROVAL OF MINUTES

The minutes were read from the previous meeting held on Wednesday 1st March 2023 and approved by:

Moved – Patricia Gabb

Seconded – Christina Mandinici

PRINCIPAL’S REPORT

Made by **Geoff Mills**

Thank You: A number of staff members have recently suffered losses in their families. Thank you to the Friends of Frayne for the thoughtful and heartfelt care packages that were received to help those families reflect prayerfully on their loved ones.

Events for Term 1: It has been a busy term with a lot of events, including some new and some returned events, after Covid disruptions in the first term of the last couple of years. There was a Musical camp earlier in the term for the principle cast members and musicians of our musical “Honk”, to come together and rehearse. There have been a number of retreats and the swimming carnivals also took place.

Neurodiversity Week: A new initiative this year which enabled our families to come together and allow them to know that they are understood in their diverse needs. It allowed families to share experiences and find out what support is available. Close to 80 parents attended the Neurodiversity evening on the Friday night as well as a significant number of students. Thank you to the Friends of Frayne for their support with providing funding for the artist who worked with the students, and for providing refreshments and hospitality on the evening. Lots of positive feedback was received by parents and students.

Harmony Week: There is talk about extending Harmony week events onto the Balmoral Campus next year, where the Senior leaders can work together with the younger students. 66 students wore traditional dress. Students took pride in their heritage. The Duncan Campus is represented by around 50 different nationalities.

Ride to School Day: Thanks to Aimee and Julia Horgan (assistant head of Preparatory School) for their efforts in organising a fantastic event. 85-90% of students from each class participated this year which is the best we have had. Nearly 90kg of fruit was handed out.

Heat is on: The music and drama showcase was a great night. Thank you to the Friends of Frayne for their hospitality on the night.

New Principal appointment: Geoff will be retiring at the end of this year. The announcement was made now to allow time for the new principal to be appointed and for them to get to know the school and the Frayne community. Later in the year the school will participate in the Quality Catholic Education School Review (QCESR), which will allow us to reflect on our journey as a school, where we are, and how we are planning on improving. Hopefully, the new principle will be in place in time to be involved in this, which will give them a good understanding of our school.

PRESIDENT'S REPORT

Made by **Nikki Middleton**

- **Term 1:** We have started the year on a positive note with being able to hold all of our events uninterrupted. It has been great to have all of the families involved again and it is particularly great to see so many Duncan campus parents becoming more involved. Thank you to everyone for their contributions this term. We are a great team.
- **New Junior Sub-School Coordinator:** Thank you to Nicola Iannantuoni for taking on the role of Junior Sub-school coordinator this year.
- **Congratulations to Geoff on announcing his retirement:** We support your decision and are excited for your next adventures.
- **Terms of Reference Guidelines:** These are now up on the Friends of Frayne page on the college website, under the "Documentation" tab.
- **Care Packages:** Jer Sie has hit the ground running this year and has been doing a wonderful job putting many care packages together for the community. Thank you Jer Sie.
- **Social Events:** There have been lots of class social catch ups happening this term, particularly on the Balmoral campus, facilitated through our Class Coordinators. Last week, the year 7 Mum's had a catch up that included new and existing parents, and was organised by one of the parents.
- **Photo Competition:** CSPWA are running a photo competition. All P&F's can submit photos up until the end of term 2. Photos don't need to be recent, but shouldn't include students. Nikki will ask on the Friends of Frayne WhatsApp to see if anyone is interested in pulling some photos together to enter.

COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

- **Neurodiverity Night:** Thank you to Rebecca for all of the lovely cupcakes and the catering. It was a very successful evening.
- **The Heat is On:** We provided catering. Thank you to the parents who came and volunteered.
- **College Musical:** Pat has spoken to Matt Hall and confirmed that Friends of Frayne will provide biscuits and beverages for the Wed, Thurs, Fri and Sat performances. We have put a call out on the Facebook page, looking for people who can help with costume alterations and props.
- **ACC Swimming:** We provided boxes with fruit, muesli bars and juice boxes.
- **Cross Country:** Friends of Frayne are providing icy poles for the students when they finish running. It has been a bit challenging to organise this year as the Year 7s and 8s sport classes are all running on different days due to having different sport days this year.
- **Mother's Day:** Pat will be putting a post on Facebook soon to seek out parents who can supply 200 cupcakes for the Middle School Mother's Day breakfast.

Balmoral Campus Coordinator Report – Aimee Hamer:

- **Junior School Swimming Carnival:** We organised a food van and a coffee van and received great feedback about them. Unfortunately, the food van didn't fit through the gates at Aqualife, but we made it work.
- **Ride to School Day:** Well done to Julia Horgan for organising a great event. Constable Care came and greeted students at the gate, and handed out hats and stickers. Coles East Victoria Park kindly donated 90kg of apples and bananas.
- **Movie Night:** Due to be held this Friday evening. 93 families have purchased tickets so far. Fencing to fence off the play equipment has been kindly donated by a Frayne family. Frayne families have donated prizes for a raffle which will be held on the night. Big thank you to the sub-committee who have done a wonderful job putting this event together. We are keeping an eye on the weather as rain is forecast for Friday.
- **Disco:** Aimee has already spoken to the entertainer that we used last year for the disco who is sending a quote, but has verbally stated that she can do it for the same price as last year. The coffee van is booked too. A sub-committee will be set up to organise the disco soon. Proposing a "Night under the stars" theme to take advantage of all of the star decorations in the Friends of Frayne cupboard.
- **Pre-assembly morning tea:** Sabrina has suggested that we could bring back the pre-assembly morning tea for prep school assemblies. This is usually set up by the parents of the class that is presenting an assembly item.

Advisory Council Representative Report – Rebecca McAdam

- All items were addressed in the Principal's report.
- **Orientation:** Jody is organising an orientation tour of the school buildings for the new Council members.

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

- **Budget:** Sue caught up with Pat on the weekend to discuss the budget and update the spreadsheet. She is planning on catching up with Aimee soon to discuss the Balmoral campus budget, and possibly Jer Sie, to get an idea of Care package expenditure.
- **Audit:** Update early next term.
- **Changes to processes due to implementation of Terms of Reference:** Sue has had a meeting to discuss changes to processes regarding purchases and reimbursements. We will need to close the Friends of Frayne bank account and everything will be done through the College bank account. Purchases will need to be made through purchase order books. The school has a long list of suppliers that we have accounts with, which Sue will try to get hold of soon to pass on. Credit card is to be used as a last resort. The process will be well communicated.

MATTERS ARISING FROM PREVIOUS MEETING

Small Grant Applications:

1. Neurodiversity week: Sarah Quin applied for funding of \$500 for an artist to work with students on artwork to be displayed during the Neurodiversity evening.
2. Project Compassion water fight: A student applied for funds to purchase water pistols, sponges and buckets for a water fight against the teachers to raise funds for Project Compassion. They applied for \$200 but only spent around \$80. The water fight is due to be held tomorrow.

Nikki will communicate with the recipients of the small grants, early next term to get an update on how these events went, and hopefully some photos so that we can report back to the community.

MATTERS FOR DISCUSSION

Parent Event: Nikki conducted a poll on the Council WhatsApp chat to see what type of event may be favoured. The consensus was that a casual quiz/trivia/dress-up event would be favoured over a more formal/cocktail/dinner dance event. Dates for an event were discussed and a tentative date of the 28th July (early term 3) set. There is no need to focus on fundraising so there may be no need to organise auction items. A sub committee will need to be set up.

Setting up a shared Google drive for shared Friends of Frayne documents: It has been discussed that it would be good to have a shared space for documents such as event run-sheets, invoice templates, volunteer roster templates etc, which would be beneficial for future committee members. Rebecca has had experience with setting one up before and after some investigation, a Google drive may not be the best option, as the Friends of Frayne does not have an ABN, so we won't be eligible for free access. Joe suggested that we could use Teams Sharepoint if Friends of Frayne have their own Team set up. Andy voiced concerns with security with Google drive. Andy will look into access through the school's Teams. There is a question about whether the Friends of Frayne falls under the school system as a guest, or would we need to set up our own independent. Rebecca will email Andy to start discussions.

OTHER MATTERS

Code of Conduct: Staff and Students both have a Code of Conduct. There is a need to develop a Code of Conduct for parents. Sabrina will head up the development of a Parent Code of Conduct. Friends of Frayne will have input to tailor it to our context. There are resources available through CSPWA that may be helpful.

Easter Jars: The Friends of Frayne were approached by a form Teacher to supply easter eggs for an easter raffle for Caritas. Last year the Friends of Frayne put together some Easter baskets for an Easter raffle because we had been unable to run any other events during term 1 because of Covid. One homeroom ran the raffle for us on this occasion. We decided against doing the same this year as we had been able to return to our regular events. We politely declined the request and explained that it would be unfair to the other forms if we only supplied to one form. We did however let him know that if there were any ideas for a donation that the Friends of Frayne could make to a fundraising event, that is fair to all, that we would be happy to contribute.

NEXT MEETING

Tuesday 21st June 2023 7.00pm at Balmoral Campus.

Motion to adjourn was made at 20.22 and was passed unanimously.