

FRIENDS OF FRAYNE

MEETING MINUTES



URSULA FRAYNE: HYBRID TEAMS/BALMORAL CAMPUS – WEDNESDAY 3RD MAY 2023 – 7.00PM

IN ATTENDANCE

Sabrina D’Cruze, Andy Dalton, Jessica Bouwman, Patricia Gabb, Rebecca McAdam, Nikki Middleton, Nicole Beresford, Aimee Hamer, Christina Mandinici, Nicola Iannantuoni, Sue Deering, Josie D’Aqui, Heather Fraser

APOLOGIES: Geoff Mills, Sally Okoye, Maria Nicolosi, Samantha Swain, Jer Sie Pui, Natalie O’Brien, Pauline Bourke.

APPROVAL OF MINUTES

The minutes were read from the previous meeting held on Wednesday 29th March 2023 and approved by:

Moved – Christina Mandinici

Seconded – Aimee Hamer

PRINCIPAL’S REPORT

Made by **Jessica Bouwman**

Reflection on Term 1: Overall a very successful start to the year thanks to the hard work of all staff and the dedication of all parents in their support of the staff and students. We finished the term with the Stations of the Cross on both campuses and the Anzac Day services. Particular mention was made of the respectful way that the students conducted themselves during these ceremonies, particularly on the Duncan St campus.

Parent Teacher Interviews: Conducted on the first day back of Term 2. On the Secondary campus, there was a focus on calling them Parent/Student/Teacher interviews to encourage the students to take responsibility for their learning and to allow the students to be part of the conversation about their work habits. Feedback was sought from parents in attendance regarding timing of interviews in the term (beginning of the term) and duration (7 minute interviews). Feedback received from a Duncan campus parent was that the 7 minutes is sufficient for most teachers, but perhaps longer is needed for year 7 core teachers who cover a number of subjects. Parking was an issue. There might be a need for a time allowance on the Duncan campus for parents to move between classrooms/interviews. Some parents had a problem with the automatic booking system booking meetings across the two campuses, but not allowing for travel time in between. Some parents did not receive an email with their schedules. Some parents expressed that they preferred the PTO booking system used previously, but it was explained that Edval is the booking system that is provided with the software package that has been adopted by all Catholic schools, and this is what will be used going forward. The school will make sure that explicit instructions are given to parents when next using the booking system. Some parents tried to make appointments with specialist teachers and their appointments were cancelled.

Exams: Senior School students are preparing for exams later this term. For our ASPIRE students, this period allows them time to maximise workplace learning hours and catch up on their course work.

Family Day Liturgy and Reflection days: Opportunities for our students to move out of the classroom and see things from a different perspective.

College Production: Honk! Students from both of our campuses are involved. There will be lots of promotion over the coming weeks.

Uniform – Feedback sought: Winter Uniform from the start of Term 2, which is different to what has been done in previous years. The decision was made to start at the beginning of the term because staff, particularly on the Duncan campus, found that it was difficult to keep consistency in uniform requirements, with a 2-week lead in. There have been some questions from parents as to whether their students could wear the shorts during the winter. Feedback was sought from those in attendance about what they thought about giving the students the option to wear the shorts in winter. There was a mixture of responses for and against. Sabrina mentioned that long pants would still be required for formal occasions and school photos, so there may be a need for parents to purchase them anyway.

Feedback was also sought on the current sport tracksuits. Currently, the sport tracksuit is different on the Balmoral campus to the Duncan Campus. They are made from very different materials. The ELT has had discussions on whether there should be one consistent tracksuit and would like to know what parents think. There is concerns about whether the parachute material of the high school tracksuit pants would be durable enough for the primary school students who tend to wear through the knees quickly. Another question was raised about whether to allow Velcro school shoes as an option instead of lace up shoes in the early years. It was suggested that an online survey could be sent out to parents to ask for further feedback.

PRESIDENT'S REPORT

Made by **Nikki Middleton**

- **Movie Night:** Well done to Aimee and the sub-committee on organising a fantastic evening. Thank you to the College staff for helping us to move it indoors in the College gym. The change of venue worked really well.
- **Budget:** Tonight we will be having a close look at the budget to allow us to work out how much to allocate to small grant applications and any upcoming projects that the college would like some help with.
- **Transition to using the College bank accounts:** Sue will discuss during her report.

COUNCIL REPORTS

Duncan Campus Coordinator Report – Patricia Gabb:

- **Cross Country:** This is usually run in year levels. This year, due to differing sport days, there were 3 different sessions for year 7 and three different sessions for year 8, creating difficulties in organising parent volunteers for handing out icy poles. It also inconvenienced the canteen staff as they were being disturbed regularly. Pat will email Duncan campus staff with her concerns.
- **Mother's Day Breakfast:** 12th May. 500 people have RSVP'd (Mothers, Grandmothers and Students). It was decided that cupcakes were too expensive, so Belgian chocolates and prayer cards were organised as an alternative.
- **College Musical (Honk!):** Friends of Frayne will be providing tea, coffee, juice and biscuits. The Education Support students are making popcorn and lolly bags for sale and we don't want to detract from their sales. There will be 4 shows.

Balmoral Campus Coordinator Report – Aimee Hamer:

- **Movie Night:** It was a very successful evening. The Sub-committee were fantastic! Big thank you to Josie and Christina for all of their effort. Thanks also to Nikki who dropped everything to help coordinate the venue change on the day. A profit of \$1576 was made on the evening.
- **Disco:** 26th May. Perth Party Entertainment are booked in to run the three discos again. The flyer is ready to go into the newsletter and the Trybooking link is ready for ticket sales to start tomorrow.
- **Cross Country Carnival:** The coffee van has been booked.

Advisory Council Representative Report – Rebecca McAdam

- The Advisory Council have not met since our previous meeting.
- The next meeting is due to be held on the 16th of May.

Treasurer's Report – Sue Deering

- **Bank balance:** as at 30th April 2023 is \$48,992.26
- **Closing accounts:**
- **Transition to College bank accounts:** Last week we received a list of all the places that the school has accounts with, from the college. Sue has confirmed that we can have two purchase order books, one for Balmoral and one for Duncan campus. We will still need to fill out our reimbursement form for Sue so that she can note what the purchases were for. Sue will enquire with Jody about the possibility of getting a Coles card. We will keep the current accounts until mid May to get us through the first few events.
- **Budget:** A high-level budget has been put together to assist with allocating funds, using amounts from previous events to estimate potential costs for the year. This was distributed during the meeting.

MATTERS ARISING FROM PREVIOUS MEETING

Small Grant Applications: No new applications have been received since our last meeting. Nikki will be contacting past recipients for some follow up.

Clarification of new purchasing processes: Covered in the Treasurer's Report.

MATTERS FOR DISCUSSION

Parent Event: Saturday 29th July. A sub-committee will be required and a call will go out for volunteers very soon. We will need to secure an approved manager for the liquor license. The College gym has been booked for that date but may not be available for set up until 3.30pm on the Friday before. There is no need to fund raise at this event so there may not be a silent auction this time.

Shared Storage: Rebecca emailed Andy after discussions at our last meeting and he has kindly set up a Team for Friends of Frayne on Microsoft Teams where documents can be stored on Sharepoint. Committee members can give their email addresses to Andy to gain access. Our Team needs to be managed by the ELT members as we are not linked to CEWA.

Coffee Machines: It has been noted that at events, not many people are opting to make an instant coffee when we provide Tea and Coffee. It was suggested that we could purchase a pod coffee machine for each campus for events. A discussion was had on the practicality of making coffees on scale with the pod machines and warming milk, also the possibility of hiring a more suitable machine for events. The Friends of Frayne did have some Nespresso machines in the past, but they were not used often because of the difficulties mentioned. Further research will be needed.

OTHER MATTERS

Parent Forum: Tuesday 30th May. Sabrina requests that the Friends of Frayne help promote the upcoming Parent Forum on the behaviour Management program; "1,2,3 Magic".

Code of Conduct: Sabrina has been tasked with establishing a Parent Code of Conduct to establish the expectations of parents and will be setting up a Sub-Committee of parents from across all Sub-Schools.

NEXT MEETING

Wednesday 2nd August 2023 7.00pm at Duncan Campus.

Motion to adjourn was made at 21.16 and was passed unanimously.