****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: BALMORAL CAMPUS – tHURSDAY 4TH mARCH 2021 – 7.00PM**

# In Attendance

Samantha Butler, Kylie Benton, Kayo Adams, Veronica Parker, Sabrina D’Cruze, Joe Sciorilli, Sally Okoye, Jessica Pochintesta, Heather Fraser, Julie-Anne Simmons, Jasmine Collier

***APOLOGIES:*** *Samantha Swain, Aileen Emer, Nikki Middleton, Matija Ng Chong Tin, Vanessa Ormonde-Barker.*

# Approval of Minutes

The minutes were read from the previous meeting held on TUESDAY 16TH FEBRUARY and approved by:

**Moved** – Jasmine Collier

**Seconded** – Julie-Anne Simmons

# MINUTES ARISING FROM PREVIOUS MEETING

**Movie night:** This was mostly covered in the Balmoral Campus Coordinator’s update, see below. Everything is organised and ticket sales are going well.

**Review of Meeting Dates for 2021:** The proposed changes were shared. Veronica will take to the ELT to check for clashes and will get back to us. The Online College calendar is kept up to date so the dates will be updated on there. We will also advise of the changes to the meeting dates in the College newsletter.

**Review of the Friends of Frayne Charter:** Julie-Anne has offered to be the Exec of the Charter Review Sub-committee, alongside Vanessa Ormonde-Barker, who was on the previous Charter Review. Veronica to decide who else is to be on the review. It should only take around 3 meetings as there are only a few changes to make. We need to change the wording to reflect the change in name from College Board to College Advisory Council. There needs to be clearer guidelines on spending and expenditure, particularly leading up to big expenditures/events where expected costs are outlined up front. Currently in the Charter there is a requirement that three Exec’s need to sign off on large expenditures. Also need to cover what to do in the event of the President’s role not being filled.

**Sustainability Sub-Committee:** Response from parents for committee members has been good. Kylie Benton, Srimin Pereira and Heather Fraser will make up part of the committee, along with Jean Redfern from the Duncan Campus. Jean heads the Student Council of Environment and Sustainability on the Duncan Street Campus. Paula Western is also interested in helping. Geoff would also like some student involvement so Jean will ask for input from the students on the Environment and Sustainability Council. Veronica suggested that another teacher from the Balmoral Campus who has also worked with Curtin University and the Climate Clever Kids program may be interested so an invitation will be extended to her. Joe Mentioned that the kids are very motivated in this area and is already working on a Lids for Kids project to recycle plastic drink lids across both campuses. Kylie and Heather to communicate with Sabrina and Andy about ways to make this work on the Balmoral Campus. Important to do 2 or 3 things well rather than lots of things poorly.

**Cluster Championships:** Joe endorses this idea. He suggests focusing on the positives, and not going down the path of issuing demerits. Can be run in sub-schools with Joe overseeing Senior School and Pauline overseeing Middle School. Work with the student leaders to design what the competitions would be to add to the points tally. Joe will need a bit of time to get it organised with the Cluster leaders, but is enthusiastic and happy to coordinate. The Cluster Championships will be a good way to balance out all of the corrections that are handed out regarding hair length, correct uniform, etc. Perhaps there could be a reward for teachers to remember to give out points. Year 11’s and 12’s can take charge of the scoring. Sabrina added that it is harder to implement in the primary school as we they don’t have clusters. Perhaps points can be awarded to factions at the Lap-a-thon. For now we can see how it rolls out at the Duncan Campus and then see how it could be adapted for the Balmoral Campus. Need to work out what the end goal is. Perhaps a Friends of Frayne trophy or a cluster pizza party at the end of the year. Currently there is only a Senior School Cluster board so perhaps the Friends of Frayne could look at funding a board for the Middle School.

# Principal’s Report

Made by Veronica Parker.

**Updates:**

1. Thank you to the team who organized the refreshments for the Year 7 information night and welcome. Pauline Burke apologises for not being here to thank you herself. It was a great night with lots of positive feedback received.
2. There have been tours conducted on the primary and secondary campuses for new families, and Geoff has also given a tour for Principals from other schools, which is a great opportunity to share experiences and ideas.
3. Enrollments are strong on both campuses and there is a strong demand for places in the school.
4. The canteen for both campuses is now operating out of the Duncan Street campus canteen. There is a new menu and food is prepared on Duncan Street and then brought over to Balmoral Street. There was a need to operate this way as the Balmoral Street canteen had been operating at a loss for many years. Refurbishments were needed and it was just not financially viable to continue operating in the same way. There is concern however around the number of people using this service at the moment and its viability ongoing. Feedback will be sought to see how improvements can be made regarding menu and logistical issues.
5. Uniform Shop – Feedback is welcome on how the uniform shop is operating. It is expected to become quite busy soon as we head into Term 2 and full winter uniform is required by week 3 of Term 2. Last year was unusual with adjustments to the uniform requirements made due to Covid 19. This year there will be a focus on a return to a high uniform standard.
6. Parents on site – We are still bound to social distancing requirements but are welcoming parents on campus as much as we can within those requirements. Last week, the High School held their swimming carnival at HBF Stadium. Unfortunately, parents were unable to attend due to the venue’s capacity restrictions, which was disappointing but beyond the control of the school.
7. Child Safe Framework – The safety of our kids is first and foremost. Over the holidays all classrooms were fitted with glass doors which is one of the ways the school is trying to improve visibility throughout the school. All staff are required to complete mandatory reporting. All staff have been trained in mandatory reporting. This training will also be extended to the Advisory Council and the Friends of Frayne Committee.
8. Balmoral Campus staff undertook professional development last Monday. Focus was on Bright Path which is a formative assessment program to assist with writing.

# PRESIDENT’S REPORT

The role of President is still available.

# COUNCIL REPORTS

**Duncan Campus Coordinator’s Report – Sally Okoye**

* The Year 7 Parent information evening and welcome was held last week. This used to be a Middle School Parent event but has subsequently become a focus on the Year 7 parents. Pauline has asked whether we could do something else during the year that involved the Year 8 and 9 parents as well. Being conscious of the fact that people are busy, perhaps a social gathering could be incorporated into an information evening for the Middle School parents, where they are already there and can stay afterwards to socialize. Lighting was still an issue for this event this year. Veronica will follow up on the lighting. Feedback from Sam regarding the food being in boxes due to Covid 19 issues was that it worked really well and might be the way to go in the future. There was some feedback from the sustainability council via email regarding the handing out of bottled water. This is something that we need to look at in the future going into events. We already hire wine glasses so it wouldn’t be too much more to hire water glasses as well. Thank you to Sam for her fabulous running sheet. The timing also seemed to work better this year with parents coming out for refreshments at 8pm rather than 8.30pm.

**Balmoral Campus Coordinator’s Report – Jess Pochintesta**

* Movie night: One week to go. Ticket sales are going well. To date we have sold 70 family tickets which is estimated to be around 280 people. We are hoping to sell 100 family tickets in total. Everything is booked and the movie license is approved.

**Advisory Council Representative Report – Julie-Anne Simmons**

* At the recent meeting Scott Formeston was elected as the Treasurer of the Advisory Council.
* A Treasury sub-committee was established.
* It was mentioned that the $70000 for the playground upgrade may need to be increased to $90000. Still waiting for the proposal to come in from the company.

**Treasurer’s Report – Jasmine Collier**

* Year 7 information night – still waiting on the invoice from the glass hire company and for the alcohol. Current expenditure for the night is $143.70. Thank you from Jasmine as a Year 7 parent this year for a great night and reports of great feedback from other Year 7 parents.
* Movie night – Current expenditure is $1690. There will be further expenses.
* Auxillary - A few receipts to come in.
* Care Packs – Vanessa will be borrowing the credit card soon to do some shopping to stock up for this year’s care packs.
* Signatories for the bank – Currently Melody Miles is still a signatory for the bank. Need to make time to go to the bank to take Melody off and add Heather.
* Bank balance is looking good with $91000, but we need to be mindful that $70000 needs to come out this year for the playground upgrade.

# agenda items

**Junior School Faction Swimming Carnival:** Due to the café at Aqualife being unavailable, Jess has organised for Our Ruby Girl to bring their coffee van to serve drinks. Our Ruby Girl has submitted their permit to the Town of Victoria Park and we are just waiting to hear back.

**Ride to School Day:** Due to Covid 19 restrictions there is no food being served this year. Jess spoke to Sally Watkins and she has requested that we could organise a coffee van at Fraser park that morning to encourage the parents to move out once they have brought their children to school.

**Parent Event:** 26th of June. An email went out to Class Coordinators for ideas for this year’s parent event. Ideas given were: Mix and mingle, bingo, Gatsby dress up, stand-up comedy night (approx. $2000), adult sports competition, music bingo (70’s, 80’s and 90’s theme) and a Magic show (Casino Royale theme). Previously had ben held every year but was moved to every second year due to the organising and resources required. There is an advantage to holding events on campus as it is lower cost due to not paying for a venue and we can make money from alcohol sales. This year there is a need for it to operate as a fundraising event as we will be contributing a significant amount of money to the playground upgrade. Jasmine advised that the decision had been made last year to host a Music Bingo night and Kelly Chambers had already written questions and would probably be happy to host. It was put to a vote and unanimously decided that we would host a Music Bingo night. Previously we had 330 people come to the 80’s quiz night. We would need to know the number of people we could host. Veronica will follow up with the capacity for the gym. Fundraising will come from ticket sales, alcohol sales and silent auction items.

# OTHER INFORMATION

**Parking:**  A Camberwell St resident has approached Jess about the parking issues on the street. He has taken photos of cars which are parking on verges and footpaths and in resident’s driveways. He reports damage to sprinklers, etc. There also appears to be some confusion over what time children can enter the classroom in the morning. Last year parents were asked to drop children off at the gate and then leave, which meant that the traffic was moving on. This year parents in the Kindy and Pre-Primary classes are asked to stay with their children until the bell goes at 8.35. At the beginning of the year in an email the parents of Preparatory School Students were encouraged to park on the Camberwell St side of the school, but the parking is proving quite difficult on that side. It was noted that parking on the Balmoral Street side around Fraser Park is much easier. Veronica will communicate to families to encourage parking at Fraser Park to alleviate stress on Camberwell Street. A question was asked about whether the Concierge service that was running in the Balmoral Street Kiss and Drive could continue running. Veronica and Sabrina reported that it was not viable to continue this year as they had to adjust the Teaching Assistants work hours to accommodate it, which was impacting teaching time. Veronica noted that there needs to be consistency of communication with parents regarding classroom opening hours.

# Next Meeting

Tuesday April 20th, 2021, 7.00pm at Duncan Campus.

Motion to adjourn was made at 8.16pm and was passed unanimously.