****FRIENDS OF FRAYNE

 MEETING MINUTES

**URSULA FRAYNE: Duncan CAMPUS – Tuesday 20th April 2021 – 7.00PM**

# In Attendance

Chelsea Dale, Carla Ramsland, Andy Dalton, Josephine D’Aqui Matija Ng Chong Tin, Kayo Adams, Jasmine Collier, Nikki Middleton, Sally Okoye, Jessica Pochintesta, Julie-Anne Simmons, Geoff Mills, Heather Fraser, Kyla Garic, Pauline Burke.

***APOLOGIES:*** *Samantha Butler, Samantha Swain, Aileen Emery , Vanessa Ormonde Barker.*

# Approval of Minutes

The minutes were read from the previous meeting held on Thursday 4th March and approved by:

**Moved** – Julie-Anne Simmons

**Seconded** – Josie D’Aqui

# MINUTES ARISING FROM PREVIOUS MEETING

**Parent Event:** This year we will be holding a Music/Retro Bingo event on Saturday the 26th June. We are outsourcing the entertainment to John Lennon. Word is that he is very entertaining. He organises all of the entertainment. Jess has enquired about curtains for decorating the gym but would like to know what the budget is for decorating. This will need to be decided soon. Ticket pricing needs to be set too. Usually we sell the tickets in tables of ten. Sometimes there are people who may be new to the school or just don’t know people well who have trouble making a group of ten, so we need to factor in the option to purchase individual tickets and we can put tables together for people. At the previous Trivia night in 2018 we sold 32 tables at $150 per table of ten people. It was decided that $20 per person would be a reasonable amount this year. The question was asked whether we could provide some sort of food for people who do not want to bring their own. Sally and Jess had discussed this previously and decided that it would be a good idea, but that we still need to provide the option for people to bring their own too. They will look into some form of catering which will need to be pre-ordered before the night. There will be optional fancy dress. The sub-committee will start collating a list of businesses to approach for donations for the silent auction and a note will go in the newsletter asking the Frayne community for donations as well.

**Charter Review:** Veronica Parker will Chair the sub-committee. Other members are Julie-Anne Simmons, Vanessa Ormonde-Barker and Sue Deering. There is a meeting proposed for the 30th of April at 8.45am at the Balmoral Campus. Julie-Anne has the Word version of the Charter and the list of items to review.

**Sustainability Sub-committee:** The first meeting in due to be held on Thursday the 29th of April at 3pm on the Duncan Campus.

**Friends of Frayne Cluster Championship:** Sally is waiting to hear back from Joe. To begin with, we need another board so that Middle School and Senior School are both represented. Once the boards are up we will need to put up the scores for term one, which will need to be calculated. Pauline will follow up with Joe.

# Principal’s Report

Made by **Geoff Mills**.

**Parking:** There was a follow up discussion on the parking issues raised at the previous meeting. Geoff has sent two emails to the parents on the Balmoral campus regarding etiquette and safety concerns. The feedback received indicated some confusion over signage, which is being addressed, and that some people doing the wrong thing may have been Grandparents who had not received the correspondence. Veronica has been working with the Town of Victoria Park to help rectify the issues. Geoff has been contacted by Community Newspapers regarding comment about an issue that was raised at a council meeting regarding parking issues around the school and how the community and Vic Park can work together more effectively to resolve these issues. Geoff commented that the school would like to continue to work together with the Town to seek solutions, and a reminder for everyone who travels around schools to be mindful of children.

**Staffing:** Welcome to Courtney Marchesi who is our new Marketing and Communications Officer who started during the school holidays. Courtney and Mary McGonigal will now be based at the Balmoral campus one day a week to allow them to become more familiar with the running of both campuses. We also welcome two new Teacher Assistants, Chloe Sage and Cate Semini, who is a former student. Other new staff include Emma Van Woerden, who is replacing Son Nguy, who is on long-service leave, and Edward York is taking Science on the Duncan Campus. Two new sport teachers Matthew Reilly and Erin Chapellini are joining a couple of days a week to help out with Health and Physical Education. Perth Football Club have offered two players to work with the students on the Duncan Street Campus initially, but hopefully with the Balmoral Campus students down the track too.

**Movie Night:** Thank you to all who were involved in the planning for this event. Veronica reported that it was a really great night and Geoff liked the movie selection.

**Winter Uniform:** There will be a return to full winter uniform on week three of this term. Last year some concessions were made regarding uniform due to Covid 19, but this year we want to see a return to high standards regarding the wearing of uniforms. Pauline will be sending out a checklist to the parents so that they know exactly what is expected.

**Town of Victoria Park Volunteer Sundowner:** Each year the Town of Victoria Park hold a social event to thank of the volunteers in the Town. Geoff has sent the information for this event through to Sally and Jess and will leave it to them to forward on.

# PRESIDENT’S REPORT

The role of President is still currently vacant.

# COUNCIL REPORTS

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

* Cross Country: Years 10, 11 and 12 have run their cross country races already. We had parent volunteer to hand out icy poles at the end and it was great to see lots of new faces volunteering. The year 8’s, 9’s and 10’s will have theirs over the course of the next few weeks. There was a change of date for the year 9’s because of school photos.
* Music and Arts: The Friends of Frayne will be providing tea and coffee at some upcoming events.
* Interschool Swimming Carnival: The Friends of Frayne provided some boxes of snacks like muesli bars, fruit and drinks, which is always well received.
* Mothers Day: Traditionally the Friends of Frayne have provided cupcakes to the Mums. This year Sally had discussed with Pauline about working with the Technology and Design Students to make a gift for the Mums, however Pauline has since learned that there will be a difficulty in providing the required number in time and she suggested that we might need to go back to the cupcakes. As this event is coming up quickly, Sally will look into our options over the next day or so. We have many talented families in the community who run catering and baking businesses so we will try to make sure that we share the love and support as many of the small businesses in the school community as possible throughout the year.

**Balmoral Campus Report – Jess Pochintesta**

* Movie Night: The annual movie night was a great success. Tickets sold out by the Wednesday of that week. We had 100 families join us on the lawn on the Balmoral Campus. The raffles were really popular, the entertainment was fun and we have had some great feedback.
* Ride to School Day: We had a colourful balloon garland hanging at the entrance. We had lots of apples kindly donated by Coles East Victoria Park and Constable Care came to visit.
* Kindy Morning Tea: Sabrina has asked for help from the Friends of Frayne to set up and serve Tea and coffee and cakes/biscuits to the Kindy parents. There are lots of new parents to the school in Kindy this year so this will give them a chance to meet and become familiar with the school.

**Treasurers Report – Jasmine Collier**

* Year 7 Information and Social Evening: After collating all of the invoices and receipts, the final expenditure for the night was $610.90. There were no sales of alcohol on the night. This event is held as a community building event.
* Movie night: The night was a great success. We made a profit of $803.50. Well done to Jess on a great night.
* Other expenses of $429 in this period have been for food boxes and icy poles for interschool swimming and cross country events.
* Closing balance of $92674.40, remembering that $70000 will be contributed to the playground upgrade on the Balmoral Campus.

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

* The Advisory Council held a meeting on the 23rd of March. The council was briefed on the change of dates for the Friends of Frayne meeting for the year and that there would be a Charter review, and a Charter Review Sub-committee was set up. Sub-committees were also set up for the Environmental and Sustainability group and the Parent Event organisation. Julie-Anne also briefed the Council on the Cluster Championship that will be set up.
* At the meeting Geoff shared in the Principal’s report a document from Catholic Education that details the role of a P&F (Friends of Frayne) in a school. This has come about as part of the Incorporation process at Catholic Ed. The key point were that a P&F
	+ Provides support to the staff, students and families within the school.
	+ Provides social and learning opportunities for parents with the Catholic school that contributes positively to the well being of the school community.
	+ Facilitates open communication within the school community.
	+ Through targeted fundraising initiatives assists the school in providing the best possible education and social environment for students.
	+ Communicates and works collaboratively in the spirit of co-operation and partnership with the school principal, leadership team, advisory council and broader Catholic community.

Geoff acknowledged that all of the above points are things that we already do and do well.

# agenda items

**Class Coordinator Update:** Thank you to Amanda Davies (4 Red) and Charmaine Morgan-Woods (PP Red) for their work in the Class Coordinator roles for their classes in Term 1. We welcome Georgie Nash (PP Red) and Crystal Banfield (4 Red) as our new Class Coordinators for these classes. We acknowledge that there had been some difficulties experienced with getting all of the class contact forms back in a timely manner last term. Jess and Sally had a meeting with Geoff to address the issues. It has been decided that next year the forms will be sent out via SEQTA which can be filled out and returned electronically. The school will then provide us with an Excell spreadsheet for each Class Coordinator. This should make things much easier. Feedback was sought from the Class Coordinators last term to determine the difficulties they were having. From that feedback we determined that there was a year 4 and a year 6 class that didn’t have enough forms returned so we are going to send those out again to those classes via the teacher who will then collect them and give them back to the Class Coordinators. Thank you to our Class Coordinators for the feedback so that we could work to resolve these issues.

**Arts Review:** This was mentioned in the Duncan Street Campus Report.

**Junior School Interschool Swimming Carnival:** We will be providing snack boxes for the competitors, like we did for the Duncan Campus swimmers. Josie and one other on the Balmoral campus will organise. Perhaps we can approach Coles for some more free apples. Sally will touch base with Josie to let her know how that works.

**Disco:** Coming up on the 14th of May. Matija has done up a poster already. Session times will be similar to last year. The Kindy Disco will be held in the hall this year too, instead of the hive. We have outsourced the entertainment to a duo who DJ and organise entertainment. Tickets should be able to go on sale ASAP. Jasmine will set up the Trybooking. There will be a sausage sizzle this year. Sausages are to be pre-ordered with ticket sales. We will be doing snack bags similar to the ones we did at the Movie night that are part of the ticket price. These will be given at the end of the night. The question was raised about only having 15 minutes between session times and whether that was enough time to do the change over. Andy advised that it was requested for the Junior school disco to finish a bit earlier as last year the year 3’s and 4’s were flagging at the end of the night. Jess will investigate with the entertainers what the cost difference would be to increase the break between session times to half an hour. It was suggested that we could move the crates of drink bottles/jumpers etc outside the hall for collection as they exit to streamline the process. Trybooking needs to be set up so that tickets are booked under student names and classes, rather than parent names. Andy volunteered to help with the set up of Trybooking.

# OTHER INFORMATION

**Duncan Street Campus Cluster Athletics Carnival:** There is a change in location this year to Ern Clarke Athletics Centre. It has been requested that the Friends of Frayne provide a sausage sizzle on the day which we can use as a fundraiser. This would be great as it can counter some of the Duncan Campus costs. Sally will find out about the need for a coffee van on the day too.

**Canteen:** Geoff explained the changes to the Balmoral Campus Canteen days. The Uniform shop and the canteen are run as separate entities and therefore need to be self-sufficient. They cannot run at a loss as this becomes a drain on educational funds. The school has been tracking canteen sales on both campuses for the last two years. To break even on the Balmoral St campus there needs to be daily sales of $330. There were only a few days across Term 1 where the canteen met daily sales targets. Thursdays and Fridays were the most profitable days across the term. In the interest of not losing the service altogether the decision was made to only provide canteen services on Thursday and Fridays in the hope of building it back up again. The Executive Leadership Team have met over the provision on icecreams on Thursday and Fridays and the students have voted in the icecreams that will be for sale. There will be 2 available at $1 and 2 available at $2. Geoff sought ideas for how to promote the Thursday and Friday canteen days. There will be a focus on advertising the canteen and also a review of the food options on offer on Thursdays and Fridays to ensure that there are options available to suit younger children. Geoff will also email the parents with an explanation of the reduction in days and the need to support the canteen on the Balmoral Campus in order to build it up to further days.

**Care Packages:** Sally provided an explanation of the Care Packages program as there had been some questions about what it is. Vanessa Ormonde-Barker organises this program that provides a card and small basket of gifts to families in the Frayne community who have lost a family member. She works with the campus minister who lets here know when there is a family in need, but it also works through word of mouth. An email will go out to the Class-Coordinators with a little explanation and a reminder of the process soon.

# Next Meeting

Wednesday 26th May 2021 on the Balmoral Campus.

Motion to adjourn was made at 8.01pm and was passed unanimously.