



# The Hutchins School Parents' Association Meeting

**Date:** Tuesday 14 May 2024

**Location:** Conference Centre

**Meeting opened:** 6.38am

## **Present**

Laura Machin  
Shirl Badenach  
Courtney Bell  
Lynn Redwig  
Rowena Salter  
Holly Orsman-Smith  
Pip Bartlett  
Kate Woods

## **Apologies**

Abby De Borde  
Louissa Johnson  
Krysta Brocklehurst  
Rob McEwan  
Alli McShane

## **Acceptance of Previous Minutes**

Moved – Pip Bartlett  
Seconded – Rowena Salter

## **Actions List**

## **President's report**

The President provided an update on:

*We held a very successful AGM on Tuesday the 19<sup>th</sup> of March 2024. We elected our New Committee members. At this AGM meeting it became apparent that we needed to amend the current PA Constitution to allow us to appoint more than (4) General Members to our Committee. This was a wonderful problem to have, and we welcomed all Members/Parents who nominated to*



*be on the new Committee.*

*As a consequence the Committee gave Notice of a Special General Meeting to be held on the 14<sup>th</sup> of May 2024 to address this issue. That Notice was drafted and signed by 10 members. A copy of that Notice is attached to the Minutes.*

*Hutchins Open Day – Sunday 24<sup>th</sup> of March 2024. Thank you to the Committee members who attended this event and helped with the BBQ.*

*Opening of the Junior School Bush Area, Tuesday 26<sup>th</sup> of March 2024 – It was a privilege for Courtney, Louissa and myself to attend the opening of this new playground area on behalf of the PA. The PA were thanked for our support of the project and presented with flowers by 2 young students. We also helped cut the official ribbon before the students very enthusiastically ran into the new area for the first official play.*

*Anzac Service – Courtney, Krysta and myself attended the Hutchins Anzac Day Service on Tuesday the 30<sup>th</sup> of April 2024 on behalf of the PA. What a treat this was for us all. The Service was a whole school event, and very meaningful and respectful. The Hutchins Senior Choir and Violinist were amazing, as were the Students who read during the service.*

*I attended the Buckland House Mothers Day Breakfast on Friday the 10<sup>th</sup> of May 2024. Another special event for me and all who attended. Very well organized by the School and the Buckland House Leaders for a large group of 180 attendees.*

*Grandparent Days – The dates are:*

*JS – 23 May – At the moment I am the PA Coordinator for this one.*

*ELC – 24 May – Courtney Bell is the PA coordinator, Laura to assist.*

*MS – 7 June - Rowena Salter is the PA coordinator*

*SS – 6 June – Shirl to be PA coordinator*

*PA Article for the Hutchins Communique – to be drafted by me for May 2024 edition.*

The Committee noted the President's report.

### **Treasurer's report**

Treasurers report was provided.

Of note:

\* For current financial year starting 1 February 2024 we are running at a year to date deficit of \$126,997. This is due to the approved project spending of \$163,344 for various projects.

\* Our cash position currently at \$169,117 which is split between balance with school/term deposit.



General Member Laura Machin spoke to the PA Balance sheet as at 13 May 2024.

## The Hutchins School Parent's Association

### Balance Sheet

as at 13 May 2024

	2025 \$	2024 \$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	56,509	55,154
Balance with School	112,608	240,960
<b>Total Current Assets</b>	<u>169,117</u>	<u>296,114</u>
<b>Total Assets</b>	<u>169,117</u>	<u>296,114</u>
<b>Net Assets</b>	<u>169,117</u>	<u>296,114</u>

### Equity

Retained Earnings Brou
Current Year Surplus / (
<b>Total Equity</b>

## The Hutchins School Parent's Association

### Income & Expense Statement

For the period ended 13 May 2024

	2025 \$	2024 \$
<b>Income</b>		
Tuckshop Profit	21,087	73,304
Interest	-	1,501
Entertainment Books	13	78
Parent Subscriptions	16,998	18,203
Fundraising Functions Net Profit	-	23,779
<b>Total Income</b>	<u>38,098</u>	<u>116,865</u>
<b>Expenses</b>		
Audit Fees	925	875
Donations to the School	163,344	37,772
Thank you's/Gratuities	195	112
General Catering	91	339
Social Functions	540	1,065
<b>Total Expenses</b>	<u>165,095</u>	<u>40,163</u>
<b>Net Surplus / (Deficit)</b>	<u>( 126,997)</u>	<u>76,702</u>



The Hutchins School Parent's Association  
 Activity Report  
 For the period 1 February 2024 - 13 May 2024

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
<b>New parents dinner</b>					
29/02/2024	new parent cocktail evening (21/2) canapes	Trippas White Group Pty Ltd (Formerly Alliance Ca)		521.50	
21/02/2024	Ice	Ampol Australia Petroleum Pty Ltd		18.18	
<b>Total for new parents dinner</b>			-	539.68	- 539.68
<b>Tuckshop Profits</b>					
29/02/2024	Management Fee Net Operating Cost FEB 2024 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	7,159.42		
31/03/2024	Management Fee Net Operating Cost MAR 24 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	9,776.04		
30/04/2024	Management Fee Net Operating Cost Apr 24 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	4,151.59		
<b>Total Tuckshop Profits</b>			21,087.05	-	21,087.05
<b>P&amp;F Subscriptions 2024</b>					
19/03/2024	Transfer PA subscriptions to PA		17,068.45		
13/05/2024	Reversal of parents association subscription			70.00	
<b>Total P&amp;F Subscriptions</b>			17,068.45	70.00	16,998.45
<b>2024 Donations to the School</b>					
1/02/2024	Luna Ball Fountain	Howrah Nursery		1,727.27	
5/03/2024	Parenting 360 Access for the Hutchins School	Personalised Learning 360 - PL360		9,090.91	
19/03/2024	Capital donation from PA for Bushplay area by Broadview Landscaping			147,768.60	
6/03/2024	Aboriginal Mat - ELC Project	Modern Teaching Aids Pty Ltd		261.41	
6/03/2024	Twigz Hand - ELC project	Modern Teaching Aids Pty Ltd		103.89	
8/03/2024	350L Kentwood Storage box - ELC Project	Bunnings Pty Ltd		307.27	
8/03/2024	Army Green Duty Jerry Can - ELC Project I/N: 3240536	Bunnings Pty Ltd		54.36	
8/03/2024	Broom - ELC Project I/N: 0491603	Bunnings Pty Ltd		24.49	
8/03/2024	Buckets - ELC Project I/N:4461010	Bunnings Pty Ltd		3.60	
8/03/2024	Delivery - ELC Project	Bunnings Pty Ltd		45.45	
8/03/2024	Icon Plastics 20mm Drum Tap - ELC Project I/N:3241518	Bunnings Pty Ltd		5.62	
8/03/2024	Organic Garden Co - ELC Project I/N:0333263	Bunnings Pty Ltd		309.18	
8/03/2024	OUTDOOR STORAGE KETER 350L KENTWOOD STORAGE BOX - ELC Project	Bunnings Pty Ltd		153.64	
8/03/2024	Pope hand Spray - ELC Project I/N:0344132	Bunnings Pty Ltd		27.64	
8/03/2024	Saxon Kids Gloves - ELC Project I/N:0256799	Bunnings Pty Ltd		28.04	
8/03/2024	Timber Outdoor Bench - ELC Project I/N:0259938	Bunnings Pty Ltd		126.36	
8/03/2024	Tumbleweed Worm Blanket - ELC Project I/N:3160016	Bunnings Pty Ltd		22.73	
8/03/2024	Tumbleweed Worm Cafe - ELC Project I/N:3160013	Bunnings Pty Ltd		90.00	
8/03/2024	Watering Can - ELC Project	Bunnings Pty Ltd		41.35	
13/03/2024	OUTDOOR STORAGE KETER 350L KENTWOOD STORAGE BOX - ELC Project	Bunnings Pty Ltd		153.65	
18/03/2024	Install RPZD hose tap for JS Bank irrigation	Aqua Line Plumbing & Gas		1,267.00	
29/04/2024	Lion Banner production & installation in pre-kinder courtyard space - approved	Display Equipment		1,870.00	
5/05/2024	Pot/ Saucer x3 / Veg Seeds / Plants	Bunnings Pty Ltd		168.83	
<b>Total 2024 Donations to the School</b>			-	163,344.01	- 163,344.01
<b>Catering</b>					
29/02/2024	PA meeting platter for 13th Feb	Trippas White Group Pty Ltd (Formerly Alliance Ca)		43.60	
20/03/2024	PA agm catering 19th march	Trippas White Group Pty Ltd (Formerly Alliance Ca)		47.32	
<b>Total Catering</b>			-	90.92	- 90.92
<b>Administration &amp; Miscellaneous</b>					
1/03/2024	Flowers for Paul Robinson	Fiori Florist		195.45	
31/03/2024	Audit of Hutchins School Parents Association	Wise Lord & Ferguson		925.00	
12/04/2024	Entertainment Publications of Australia Pty Ltd	Entertainment Publications of Australia Pty Ltd	12.73		
<b>Total Administration &amp; Miscellaneous</b>			12.73	1,120.45	- 1,107.72
<b>Net Activity</b>			38,168.23	165,165.06	- 126,996.83

The Committee **noted** inaccuracies in the report. A request to the Treasurer to please recirculate (**Action 4 – President**).

**Principal's Report**

**Correspondence**

**Incoming**

- Email from Prefect Josh Wise regarding ELC/JS Movie Night
- Email request from Fahan to assist at their school fair and to borrow chocolate



wheel and dunking machine.

## **Outgoing**

## **Business Arising**

### **Colour Run**

The Committee discussed that this would not be a feasible option in regard to timing and engagement.

### **PA Handbook**

The Committee viewed the new PA Handbook which is still in draft stage. Sub-committee to finalise for the next meeting.

### **Supporting Prefect Community event**

Prefects requested support from the PA for an ELC/JS movie night. The PA will provide funding support up to the value of \$500 for the prefects if they are out of pocket from the Pizza.

Moved: Courtney Bell

Seconded: Pip Bartlett

## **Other business**

### **Community Engagement event**

The committee discussed possible community engagement events for parents. A sub-committee consisting of the members at this meeting (Shirl Badenach, Courtney Bell, Kate Woods, Laura Machin, Pip Bartlett, Holly Orsman-Smith, Lyn Redwig, Rowena Salter) to finalise suggestions with the event planned for Friday 30 August.

**Meeting closed: 7.36pm**