



# The Hutchins School Parents' Association Meeting

**Date:** Tuesday 19 March 2024

**Location:** Conference Centre

**Meeting opened:** 7.05pm

## Present

Dayana Baker	Krysta Brocklehurst	Laura Machin
Shirl Badenach	Kate Woods	Pip Bartlett
Courtney Bell	Louissa Johnson	Maki Nagamine
Lynn Redwig	Sam Whang-Randall	Tes Ashbolt
Rob McEwan	Rowena Salter	Abby De Borde
Alli McShane	Sol (via zoom)	
Holly Orsman-Smith (via zoom)		

## Apologies

Nil

## Acceptance of Previous Minutes

Moved - Abby De Borg

Seconded - Rowena Salter

## Actions List

## President's report

As new roles have just been appointed there is no Presidents report. However, it was noted that Shirl Badenach has been on PA committees for over 16 years at both Fahan and Hutchins. Shirl thanked everyone for attending the AGM and meeting this evening and she is looking forward to the role.

## Treasurer's report

The Treasurer spoke to the PA Balance sheet as at 19 March 2024.



## Treasurer's report

### The Hutchins School Parent's Association

#### Balance Sheet

as at 19 March 2024

	2025 \$	2024 \$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	55,154	55,154
Balance with School	106,061	240,960
<b>Total Current Assets</b>	<u>161,215</u>	<u>296,114</u>
<b>Total Assets</b>	<u>161,215</u>	<u>296,114</u>
<b>Net Assets</b>	<u>161,215</u>	<u>296,114</u>
<b>Equity</b>		
Retained Earnings Brought Forward	296,114	219,412
Current Year Surplus / (Deficit)	( 134,899)	76,702
<b>Total Equity</b>	<u>161,215</u>	<u>296,114</u>

### The Hutchins School Parent's Association

#### Income & Expense Statement

For the period ended 19 March 2024

	2025 \$	2024 \$
<b>Income</b>		
Tuckshop Profit	7,159	73,304
Interest	-	1,501
Entertainment Books	-	78
Parent Subscriptions	17,068	18,203
Fundraising Functions Net Profit	-	23,779
<b>Total Income</b>	<u>24,228</u>	<u>116,865</u>
<b>Expenses</b>		
Audit Fees	-	875
Donations to the School	158,587	37,772
Thank yous	-	112
General Catering	-	339
Social Functions	540	1,065
<b>Total Expenses</b>	<u>159,126</u>	<u>40,163</u>
<b>Net Surplus / (Deficit)</b>	<u>( 134,899)</u>	<u>76,702</u>



The Hutchins School Parent's Association  
Activity Report  
For the period 1 February 2024 - 19 March 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	
Total for new parents dinner			-	539.68	- 539.68
<b>Tuckshop Profits</b>					
29/02/2024	Management Fee Net Operating Cost FEB 2024 - Cante	Trippas White Group Pty Ltd (Formerly Alliance Ca)	7,159.42		
Total Tuckshop Profits			7,159.42	-	7,159.42
<b>P&amp;F Subscriptions 2024</b>					
19/03/2024	Transfer PA subscriptions to PA		17,068.45		
Total P&F Subscriptions			17,068.45	-	17,068.45
<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	
Total 2024 Donations to the School			-	158,586.78	- 158,586.78
<b>Net Activity</b>			24,227.87	159,126.46	- 134,898.59

The Treasurer pointed to a funding item that was not clear – a Luna ball fountain. Clarification would be sought regarding the expenditure item. **(Action 1 – Secretary)**

The Committee **noted** the Treasurer’s report.

### Principal’s Report

The Principal provided an update on:

*Student Leaders – Year 12 Hutchins students, along with students from Collegiate and Fahan held a quiz night to celebrate International Women's Day and raise funds for the charity, Tassie Mums. Fahan alumni, Zehra Naqvi, was guest speaker at the event. The day prior, Kath McCann was invited to the Senior School Assembly as a guest speaker for IWD.*

*Rowing - the Hutchins U/16 First VIII and Opens First VIII rowing teams won at the Head of the River on the weekend of 16 March. The Opens crew will travel to compete at the 2024 Australian Rowing Championships in Sydney this week.*

*SSATIS Athletics Carnival – the Hutchins team performed very well, winning the Boys Junior Shield, the Boys Senior Shield and the Boys Aggregate Sheild. This is the second year in a row Hutchins have won all three shields, an amazing achievement.*



*Motivational speaker, Daniel Merza (motivational speaker & author) visited Hutchins in Week 4 and presented three BEAT Bullying sessions across Middle School.*

*Open Days – we currently have 36 family groups registered for Sunday and another 8 family groups registered for the Wednesday.*

*Building site update.*

*Following the discovery of human remains the excavation has involved only soil known to be old landfill without breaking the original ground level to minimise the chance of any more discoveries until a protocol has been accepted by the Director of Public health and the Regulator for Burials and Cremations.*

The Principal responded to questions from the Committee. Feedback was provided to the Principal around the timing of communication from the Advancement Office.

The Committee **noted** the Principal's report.

## **Correspondence**

### **Incoming**

- Thank you email received from Stephen Coventry (Head of Junior School) in regard to funding for the parenting360 program.
- Invitation to the bush area opening on Tuesday 26 March received

### **Outgoing**

- Confirmed the proposal funding of the Parenting360 program for the value of \$10,000 only. The project proposal was put forward by Stephen Coventry.

## **Business Arising**

The Committee agreed to form a sub-committee to develop a Parents' Association handbook and clarify the constitution. Members who volunteered to be part of this were Pip Bartlett, Courtney Bell, Holly Orsman-Smith and Kate Woods.

## **Other business**



### Constitution Issues

The Committee discussed the need to increase the quota for General Committee members in the PA Constitution, beyond four members. It was noted that a proposal to amend the Constitution would be put to a special meeting in May with additional nominations for General Committee members to be accepted at that meeting.

### Mother's Day BBQ

The Committee discussed the Mother's Day BBQ and noted that it would be a Junior School focused event, not a PA supported event.

### Colour Run

The Committee discussed that a colour run could be the main fundraiser for the PA held towards the end of the year. More information would be provided for the PA to consider at its next meeting. **(Action 2 – Secretary)**

### PA Meeting Dates

The Secretary will confirm PA meeting dates for 2024. **(Action 3 – Secretary)**