



# The Hutchins School Parents' Association Meeting

**Date:** Tuesday 22 October 2024

**Location:** Board Room

**Meeting opened:** 6.33pm

## **Present**

Shirl Badenach

Courtney Bell

Rob McEwan

Rowena Salter

Kate Woods

Krysta Brocklehurst

Abby De Borde

Laura Machin

Tess Ashbolt

Louissa Johnson

## **Apologies**

Holly Orsman-Smith

## **Acceptance of Previous Minutes**

Moved – Abby De Borde

Seconded – Shirl Badenach

## **Actions List**

## **President's report**

Accepted invitation to JS End of Year celebration and MS/SS Speech Night



## Treasurer's report

### The Hutchins School Parent's Association

#### Income & Expense Statement

For the period ended 21 October 2024

	2025	2024
	\$	\$
<b>Income</b>		
Tuckshop Profit	54,236	73,304
Interest	1,355	1,501
Entertainment Books	25	78
Parent Subscriptions	16,788	18,203
Fundraising Functions Net Profit	684	23,779
<b>Total Income</b>	<u>73,089</u>	<u>116,865</u>
<b>Expenses</b>		
Audit Fees	925	875
Donations to the School	169,161	37,772
Thank you's/Gratuities	195	112
General Catering	233	339
Social Functions	540	1,065
Winter Wonderland Cocktail Party	2,343	-
Miscellaneous Expenses	257	-
<b>Total Expenses</b>	<u>173,654</u>	<u>40,163</u>
<b>Net Surplus / (Deficit)</b>	<u>( 100,566)</u>	<u>76,702</u>

### The Hutchins School Parent's Association

#### Balance Sheet

as at 21 October 2024

	2025	2024
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	56,509	55,154
Balance with School	139,039	240,960
<b>Total Current Assets</b>	<u>195,548</u>	<u>296,114</u>
<b>Total Assets</b>	<u>195,548</u>	<u>296,114</u>
<b>Net Assets</b>	<u>195,548</u>	<u>296,114</u>
<b>Equity</b>		
Retained Earnings Brought Forward	296,114	219,412
Current Year Surplus / (Deficit)	( 100,566)	76,702
<b>Total Equity</b>	<u>195,548</u>	<u>296,114</u>

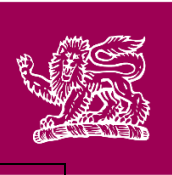


The Hutchins School Parent's Association  
Activity Report  
For the period 1 February 2024 - 21 October 2024

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>			<b>0.00</b>	<b>539.68</b>	<b>-539.68</b>
<b>Winter Wonderland Cocktail Party</b>					
29/08/2024	Hutchins Parents Association Winter Wonderland Cocktail Party x 125pax	T42 Hobart		4586.36	
30/08/2024	Music Performance PA Event	Nick Marshall		500.00	
3/09/2024	Trybooking - Winter Wonderland Cocktail Tickets	Trybooking.com NA	3175.00		
3/09/2024	Trybooking Fees- Winter Wonderland Cocktail	Trybooking.com NA		72.23	
11/09/2024	Tax Ports - Parking for event set up PA winter wonderland x 3 - J McPhee	Petty Cash		30.40	
2/09/2024	Reimbursement - PA Event Expenses - Parking fees	Ms C Bird		29.04	
<b>Total Winter Wonderland Cocktail Party (activity complete)</b>			<b>3175.00</b>	<b>5518.03</b>	<b>-2343.03</b>
<b>Tuckshop Profits</b>					
29/02/2024	Management Fee Net Operating Cost FEB 2024 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	7159.42		
31/03/2024	Management Fee Net Operating Cost MAR 24 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	9776.04		
30/04/2024	Management Fee Net Operating Cost Apr 24 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	4151.59		
31/05/2024	Management Fee Net Operating Cost May 24 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	8360.01		
1/07/2024	Management Fee Net Operating Cost June 2024 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	7712.00		
31/07/2024	Management Fee Net Operating Cost Jul 2024 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	14031.15		
31/08/2024	Management Fee Net Operating Cost Aug 24 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	403.29		
30/09/2024	Management Fee Net Operating Cost Sep 2024 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	51,842.22		
<b>Total Tuckshop Profits</b>			<b>54235.75</b>	<b>0.00</b>	<b>54235.75</b>
<b>P&amp;F Subscriptions 2024</b>					
19/03/2024	Transfer PA subscriptions to PA		17068.45		
13/05/2024	Reversal of parents association subscription			70.00	
18/06/2024	Reversal of parents association subscription			35.00	
8/06/2024	Reversal of parents association subscription			140.00	
21/10/2024	Reversal of parents association subscription			35.00	
<b>Total P&amp;F Subscriptions</b>			<b>17068.45</b>	<b>280.00</b>	<b>16788.45</b>
<b>2024 Donations to the School</b>					
1/02/2024	Luna Ball Fountain	Howrah Nursery		1727.27	
5/03/2024	Parenting 360 Access for the Hutchins School	Personalised Learning 360 - PL360		9090.91	
19/03/2024	Capital donation from PA for Bushplay area by Broadview Landscaping			147768.60	
6/03/2024	Aboriginal Mat - ELC Project	Modern Teaching Aids Pty Ltd		261.41	
6/03/2024	Twigs 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: 0491803	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:0233263	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	Savon 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		1267.00	
29/04/2024	Lion Banner production & installation in pre-kinder courtyard space - approved for payment by the PA (Dec 2023)	Display Equipment		1670.00	
5/05/2024	Prof Saucer x3 / Veg Seeds / Plants	Bunnings Pty Ltd		168.83	
7/05/2024	Plants for Bush Play Area	Plantalot - Tasmanian Native Plant Nursery		3856.20	
14/05/2024	Potting mix for veg raised beds - ELC Project	Bunnings Pty Ltd		67.84	
16/05/2024	potting mix bags for ELC raised beds	Bunnings Pty Ltd		38.76	
30/05/2024	Wheelbarrow - Pam's ELC project	Modern Teaching Aids Pty Ltd		137.90	
24/07/2024	25l bags garden soil mix - ELC Project	Bunnings Pty Ltd		96.91	
10/09/2024	Plants for Kindergarten - Pamela Tonelli	Mrs P Tonelli-Pirie		70.63	
24/09/2024	sleep storage cart - approved 17/09/24	Modern Teaching Aids Pty Ltd		5784.00	
24/09/2024	Lego Brick sets - approved 13/08/24	Modern Teaching Aids Pty Ltd		5279.90	
24/09/2024	Lego storage trolley - approved 13/08/24	Modern Teaching Aids Pty Ltd		5484.95	
<b>Total 2024 Donations to the School</b>			<b>0.00</b>	<b>169161.10</b>	<b>-169161.10</b>
<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	
15/05/2024	PA meeting platter	Trippas White Group Pty Ltd (Formerly Alliance Ca)		37.00	
31/08/2024	Cheese platter for PA meeting - 10pax	Trippas White Group Pty Ltd (Formerly Alliance Ca)		55.00	
27/09/2024	Cheese platter for PA meeting x 10	Trippas White Group Pty Ltd (Formerly Alliance Ca)		50.00	
<b>Total Catering</b>			<b>0.00</b>	<b>232.92</b>	<b>-232.92</b>
<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		
1/05/2024	Interest on term deposit		1354.98		
26/06/2024	Entertainment Publications of Australia Pty Ltd	Entertainment Publications of Australia Pty Ltd	12.73		
15/08/2024	Names badges for the PA	Signal Advantage		257.00	
1/09/2024	Cooper Dooper Fundraising towards Bushplay Project - Refer posting 61096		683.90		
<b>Total Administration &amp; Miscellaneous</b>			<b>2064.34</b>	<b>1377.45</b>	<b>686.89</b>
<b>Net Activity</b>					
			<b>76543.54</b>	<b>177109.18</b>	<b>-100565.64</b>

## Principal's Report

The Principal provided an update on:



- Ms Deb Lie has been appointed as the Head of Inclusive Education to commence in January 2025. This role will provide leadership of the Centre for Excellence - learning support and gifted and talented education and inclusion.
- Mr Anthony Peck, Head of Mathematics will retire at the end of this year. Anthony joined Hutchins in 2021 and has since made a significant contribution. Most notably with the significant growth of Maths Enrichment and Chess. The school is currently recruiting for a replacement Head of mathematics.
- Building Update: The exhumation process has been completed with almost 1900 remains recovered. The remains will be reinterred at the Cornelian bay Cemetery before the end of this year and a memorial service will be held in March 2025. Approximately 1500 remains have been identified. A public notice will be made in late November with the identification details to enable families to participate in the Memorial Service if they wish to. A story is in production for the 7:30 Report to be aired on Tuesday 13 November regarding the history of the site and the process undertaken by the school.

### **Correspondence**

**Incoming- Nil**

**Outgoing – Nil**

### **Matters for Noting**

### **Matters for Approval (including actions arising from the previous minutes)**

**Resource funding change –** Motion passed to pay overspend in ELC project by \$920 from the bush area fund. Moved by Kate Woods, seconded by Courtney Bell



## **Business Arising**

### PA Banner

Options were provided and discussed by the committee regarding quotes and image selections for a new PA promotional banner. The premium banner choice was selected to the value of \$225 including GST, as was image option 1. This discussion also raised questions regarding the possibility of sponsored advertising or more posts on the Hutchins social media pages. Action #11 (Kate woods), discuss with Communications staff options for raising the PA profile on social media.

### PA Annual contribution

The annual contribution was discussed by the committee. It was noted that there had not been an increase of this in the last few years. Motion passed to increase the PA annual subscription from \$35 to \$40 for 2025. Moved by Abby De Borde, seconded by Laura Machin.

### 2025 Fair

The PA involvement in the fair was briefly discussed. A subcommittee was formed, led by Shirl Badenach and Courtney Bell, also including members Holly Orsman Smith, Laura Machin, Rowena Salter, Lou Johnson and Abby DeBorde. An initial meeting with Hutchins events is being organised in the next few weeks and will be advised on the PA facebook group.

### **Other business**

**Meeting close: 7.20pm**