



# The Hutchins School Parents' Association Meeting

**Date:** Tuesday 25 March 2025

**Location:** Board Room

**Meeting opened:** 6.52pm

## **Present**

Shirl Badenach  
Courtney Bell  
Kate Woods  
Krysta Brocklehurst  
Rowena Salter  
Danielle West  
Laura Machin  
Holly Orsman Smith  
Phillippa Bartlett  
Ken Kingston  
Michelle Lui  
Lynn Redwig  
Louissa Johnson

## **Apologies**

Rob McEwan  
Alli McShane

## **Acceptance of Previous Minutes**

Moved – Shirl Badenach  
Seconded – Courtney

## **Actions List**

## **President's report**

On Tuesday the 4<sup>th</sup> of March 2025, Rowena and I attended a meeting with a representative from the Australian Childhood Foundation, as representatives of the Hutchins PA.



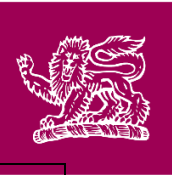
We were asked to attend by Ben Searle, who is the Policy & Compliance Manager at the School. Ben is organising the Safeguarding Children Audit for Hutchins for 2025. The purpose of the meeting was to reinforce the schools messaging around child safety, and to discern what the various roles are among our community and staff. We were positive in our feedback about Hutchins and their current child safety policies. The facilitator was interested in what the Hutchins PA Committee do, and our role in communicating between parents and the school. We talked about the school maybe having an 'info' night for parents sometime about the child safety policies, just to get that information out to the school community. We also talked about the importance of safe guards at any events we are involved in, and the importance of WWVP checks. We will be running the BBQ at the school open day on Sunday the 30/3/25. Thank you to everyone who has volunteered to assist on that day. We are looking forward to the School fair on the Friday the 4/4/25, we know this will be a wonderful school event. Thank you to everyone who is volunteering their time to coordinate stalls and assist at the fair.

## Treasurer's report

Below

The Hutchins School Parent's Association  
Activity Report  
For the period 1 February 2025 - 25 March 2025

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
<b>New parents dinner</b>					
24/02/2025	From Events to PA New Parents Cocktail Party Budget			650.00	
25/02/2025	New Parent cocktail evening - 150pa	Trippas White Group Pty Ltd (Formerly Alliance Ca)		983.80	
19/03/2025	Parents Assn New parents event	Petty Cash		28.95	
19/03/2025	Parents Assn New parents event	Petty Cash		10.91	
<b>Total for new parents dinner - activity complete</b>			-	1,673.66	- 1,673.66
<b>Entertainment Books</b>					
21/03/2025	Entertainment Publications of Australia Pty Ltd	Entertainment Publications of Australia Pty Ltd	38.18		
<b>Total Entertainment Books</b>			38.18	-	38.18
<b>P&amp;F Subscriptions 2025</b>					
25/03/2025	Transfer PA subscriptions		17,920.00		
<b>Total P&amp;F Subscriptions</b>			17,920.00	-	17,920.00
<b>Asset Purchase</b>					
25/02/2025	Spacer Saver Dunker	ANZ Credit Card NA		10,700.34	
<b>Total 2025 Asset Purchase</b>			-	10,700.34	- 10,700.34
<b>Catering</b>					
14/02/2025	Cheese platter - Tuesday 11 Feb	Trippas White Group Pty Ltd (Formerly Alliance Ca)		40.00	
<b>Total Catering</b>			-	40.00	- 40.00
<b>Net Activity</b>			17,958.18	12,414.00	5,544.18



## The Hutchins School Parent's Association

### Balance Sheet

as at 25 March 2025

	2025	2024
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	58,570	58,570
Balance with School	91,793	86,249
<b>Total Current Assets</b>	<u>150,363</u>	<u>144,819</u>
<b>Total Assets</b>	<u>150,363</u>	<u>144,819</u>
<b>Net Assets</b>	<u>150,363</u>	<u>144,819</u>
<b>Equity</b>		
Retained Earnings Brought Forward	144,819	296,114
Current Year Surplus / (Deficit)	5,544	( 151,295)
<b>Total Equity</b>	<u>150,363</u>	<u>144,819</u>



## The Hutchins School Parent's Association

### Income & Expense Statement

For the period ended 31 March 2025

	2025	2024
	\$	\$
<b>Income</b>		
Tuckshop Profit	-	35,914
Interest	-	3,416
Entertainment Books	38	51
Parent Subscriptions	17,920	16,438
Fundraising Functions Net Profit	-	684
<b>Total Income</b>	<u>17,958</u>	<u>56,503</u>
<b>Expenses</b>		
Audit Fees	-	925
Dunk Machine	10,700	-
Donations to the School	-	202,709
Thank yous/Gratuities	-	195
General Catering	40	303
Social Functions	1,674	540
Winter Wonderland Cocktail Party	-	2,664
Miscellaneous Expenses	-	462
<b>Total Expenses</b>	<u>12,414</u>	<u>207,798</u>
<b>Net Surplus / (Deficit)</b>	<u>5,544</u>	<u>( 151,295)</u>

#### Principal's Report

NA

#### Correspondence

Incoming- NIL

Outgoing – NIL

#### Matters for Noting

Dunk machine Funding increase. Moved by Shirl Badenach, second Kate Woods



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

- Proposal for MS/SS library incentive. PA to support this proposal put forward by Anna Davidson to the value of \$500. Moved Shirl Badenach, Second Phillippa Bartlett.
- Prefect request for crepe maker. PA to support this proposal put forward by Prefect Todman Malayanond to the value of \$109 – Moved Holly Orsman-Smith, second Courtney-Bell

### **Business Arising**

#### 2025 Fair

Shirl will liaise with committee members in charge of stalls if they require more volunteers. Committee members requested to bring spare paper bags to JS or SS reception. Shirl to follow up with Jenna re gifts for support staff working beyond their hours. Louissa to follow up re an online auction platform for the fair.

#### Open Day BBQ volunteers

Committee volunteers confirmed for the open day on Sunday 30 March 11am – 1pm as Rowena Salter, Louissa Johnston, Kate Woods, Krysta Brocklehurst and Shirlene Badenach. Some Senior School students have also volunteered to cook the BBQ.

#### Fundraising suggestions

- To be discussed at next meeting.

### **Other business**

Future discussion - Dunk Machine hire fee

Future discussion – RWVP cards

**Meeting close: 7.28pm**