

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

Meeting Minutes

21st March 2018, Global Classroom



Meeting Opened: 7.35pm

Present: Dr. Rob McEwan, Anna Yard-Cumming, Naomi Arnold, Melanie O'Brien, Pam Crawford, Georgia Burbury, Clair Orliwoski, Dayana Baker, Krysta Brocklehurst, Jane Yarham, Claire McQuillen, Patrice Lawrence, Jo Bourne, Allison McShane, Anthony Gunton.

Apologies: Alf Whitbread, Sandy Barnes, Cath Williams, Tonia Blackwood, Sarah Rowley, Jan Glover, Cath Williams.

Acceptance of Previous Minutes: Moved – Anna Yard Cumming – Seconded – Alison McShane.

President's Report: The incoming president Lou Christie welcomed the members in attendance noting it was pleasing to see the highest number of members in the last 5 years. Lou thanked everyone for their attendance and contribution. Lou advised of the recent passing of Ellen Crehan. **Action:** Anna Yard-Cumming to arrange the sending of a floral arrangement to the family of Ellen Crehan on behalf of the Parents Association.

Treasurer's Report: Claire McQuillen presented the Financial Report as tabled as part of the AGM Report. Lou Christie updated the meeting regarding recent conversations with Dr. Rob McEwan regarding the process for submission of funding proposals to the Parents Association. It is desirable that any proposal presented should benefit a large proportion of the school community, and requests must first have been presented to the Headmaster for consideration prior to presented to the Parents Association. Discussion was also held regarding current communication channels of Parents Association activities, including the funding of projects. The Parents Association are to consider appropriate communication channels, e.g. The Communique may be the appropriate forum.

Action: The Parents Association is to develop a set of clear criteria that can involve students from each sub-school regarding the presentation of proposals to the Parents Association. It was noted that the Junior School and Boarding House are particularly interested in presenting to the Parents Association. It was proposed that the Junior School are to be afforded the first opportunity to present.

Moved: Alison McShane, **Second:** Jo Bourne.

Headmaster's Report:

- Ken Kingston currently Acting Head of Middle School.
- Shane McAloon currently Acting Head of Power of 9 Program.
- Head of Music is currently in recruitment. Commencing Term 3, Anne Morgan is supporting the school currently until the Head of Music is appointed.
- The Director of Advancement (Director of Development previously) has had a change of role title.
- Scholarship applications closed, exams being held on 24 March 2018.
- 3 weeks leave survey has now closed.
- Open Day had strong interest despite the weather conditions.
- Leap into Learning continues to have strong attendance.
- Continued anti-bullying focus to raise awareness of societal issue.
- Headmasters series has strong speakers.
- TV advertising to commence shortly.

Correspondence: None received.

Actions arising from previous minutes

1. 2018 Events

- Parents Association and Old Boys event (TBC). **Action:** Anna Yard-Cumming to coordinate.
- Mother's Day & Father's Day Stalls (T2, T3). **Action:** Anna Yard-Cumming to coordinate.
- Proposal event for Mothers/Aunts/Grandmothers/boys. **Action:** Lou Christie to consider.
- Remain as a continuing item on the Agenda. **Action:** All - Advise Lou Christie if wish to be involved in Blokes and Spokes.
- Committee members to consider Coordinator roles, School Fair (19th October). **Action:** All - consider involvement and support.
- High Tea (24th June) – **Action:** Dayana Baker to coordinate. Noting Glen Albyn Estate has been pencilled in as a potential location. Anna Yard-Cumming happy to assist. **Action:** All - if interested in being involved please contact Dayana Baker.
- Parent Engagement – Need a Coordinator, Year Group Parent Liaison to support the Year Group Parents. **Action:** Parents Association to consider who is able to support.
- Mother's Day and Father's Day Stall. **Action:** Anna Yard-Cumming to continue with this.

2. Parent Engagement

Term 1 – Lou Christie advised Term 1 Community Hub was well attended.

Action: Jane Yarham and Lou Christie to meet with Jenna regarding Term 2 activity.

Action: All reconsider options for Term 3 and Term 4.

3. Constitution Amendments

Action: Lou Christie to draft proposed wording changes for Constitutional amendments required post the AGM to incorporate more flexible arrangements regarding meetings and PA Roles and Committee Members in preparation for 2019 AGM.

4. Uniform Modifications

Anna Yard-Cumming raised blazer sizing/short buttons with Jason Reeves. Short buttons are being addressed.

Action: Anna Yard-Cumming to talk with Jason Reeves regarding hat options.

Business Arising

1. Middle School Table Tennis Table

Action: Lou Christie to follow up with Sam Fenney regarding the table tennis table.

2. Boarding House Décor

Action: Carry forward to next meeting.

3. School Diaries

Feedback regarding removal of diary and practical transportation of homework information to be considered. Need to consider needs of both students, parents and teachers.

Action: Anna Yard-Cumming to follow up with Jenny Manthey.

4. Funding Request process

Action: Lou Christie to bring Funding Request Form to next meeting. Patrice Lawrence to provide a sample Funding Proposal for consideration.

5. Funding

BBQ. **Action:** Lou to talk to Sam Fenney regarding BBQ purchase. If only one BBQ, purchase under \$1K. **Moved:** Krysta Brocklehurst **Second:** Alison McShane.

Action: Jenna to purchase 12 new aprons. **Moved:** Pam Crawford **Second:** Lou Christie.

6. Event & Program Documentation

Action: Lou Christie/Jane Yarham to consider info storage encouraging info sharing.

7. WWVC

Action: All members to have a WWVC, members to complete own paperwork and can seek reimbursement from the School. **Action:** Once WWVC granted lodge with the School office.

Middle School drinks – 7.30pm Shambles 22nd March 2018.

Meeting Closed: 8.30pm.