



THE HUTCHINS SCHOOL PARENTS' ASSOCIATION MEETING MINUTES

Date: 5th May 2026

Location: NJ Edwards Hub Meeting Room

Meeting opened: 6.30pm

Present

Shirl Badenach

Laura Machin

Courtney Bell

Michelle Liu

Phillippa Bartlett

Danielle West

Michelle La Roche

Kate Woods

Rob McEwan

Kezzia Mellars

Lynne Redwig

Apologies

N/A

Acceptance of Previous Minutes

Moved – Kate Woods

Seconded – Phillipa Bartlett

President's report

Thank you to everyone from the PA Committee who volunteered their time at the Open Day BBQ on the 22nd of March 2026. This was a wonderful success, a good team effort from the PA.

We received a lovely note of thanks from Krysta Brocklehurst for her farewell gift from the PA. I received a letter from Kezia in relation to the cost of Cutlery and Glasses for the NJ Hub funded by the PA. The amount spent will be mentioned in these minutes.

The 4 school Grandparents days are this term. We will discuss those events tonight and arrange coordinators for each date.



We have received a request from the President of the Fahan School P&F (Fiona Pringle-Jones) to borrow the dunking machine and chocolate wheel for the Fahan fair later this year. We have tentatively said is fine and we will arrange the details closer to the date.

Treasurer's report

The Treasurer reported that the PA is currently operating at a loss due to financial pressures affecting the canteen provider. The school is reviewing the circumstances. Further information will be provided to the committee as it becomes available.

The Hutchins School Parent's Association
Activity Report
For the period 1 February 2026 - 28 April 2026

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
New parents evening					
28/02/2026	JVA CC - DAN MURPHYS/259 SANDY BA - ice for New Parents Evening	Miscellaneous		50.91	
11/03/2026	New Parent Evening Catering Food total - 60 pax	Trippas White Group Pty Ltd (Formerly Alliance Ca)		594.00	
11/03/2026	New Parent Evening Catering Labour - 2hrs	Trippas White Group Pty Ltd (Formerly Alliance Ca)		101.60	
Total for new parents evening			-	746.51	- 746.51
Tuckshop Profits					
28/02/2026	Management Fee Net Operating Cost Canteen FEB 26	Trippas White Group Pty Ltd (Formerly Alliance Ca)		3,528.81	
31/03/2026	Management Fee Net Operating Cost Canteen MAR 26	Trippas White Group Pty Ltd (Formerly Alliance Ca)		2,602.54	
Total for Tuckshop			-	6,131.35	- 6,131.35
Thank yous/Gratuities					
24/03/2026	Hill St - Farewell Gift K. Brocklehurst	Mrs S Badenach		100.00	
Thank yous/Gratuities Total			-	100.00	- 100.00
Entertainment Books					
27/02/2026	Entertainment Publications of Australia Pty Ltd	Entertainment Publications of Australia Pty Ltd	12.73		
Total Entertainment Books			12.73	-	12.73
P&F Subscriptions 2026					
10/03/2026	Transfer PA subscriptions		18,020.00		
Total P&F Subscriptions			18,020.00	-	18,020.00
2027 Donations to the School					
31/03/2026	KME CC - KMART 1009 - cutlery for upcoming events - PA agreed to pay	Miscellaneous		320.00	
31/03/2026	KME CC - KMART 1009 - cutlery for upcoming gala			114.00	
Total Donations to the School			-	434.00	- 434.00
Catering					
28/02/2026	Cheese platter for PA meeting - Tuesday 17 March at 6.30pm, Board Room	Trippas White Group Pty Ltd (Formerly Alliance Ca)		50.00	
11/03/2026	Cheese platter for PA meeting - Tuesday 17 March at 6.30pm, Board Room	Trippas White Group Pty Ltd (Formerly Alliance Ca)		50.00	
Total Catering			-	100.00	- 100.00
Administration & Miscellaneous					
31/03/2026	Aprons for PA	Badger Makes Badges - Fast Forward Digital		1,018.18	
31/03/2026	audit of Hutchins School Parents Association	Wise Lord & Ferguson		1,010.00	
Total Administration & Miscellaneous			-	2,028.18	- 2,028.18
Net Activity			18,032.73	9,540.04	8,492.69



The Hutchins School Parent's Association

Balance Sheet

as at 28 April 2026

	2027	2026
	\$	\$
Assets		
Current Assets		
Term Deposit	60,521	60,521
Balance with School	110,399	101,906
Total Current Assets	<u>170,920</u>	<u>162,427</u>
Total Assets	<u>170,920</u>	<u>162,427</u>
Net Assets	<u>170,920</u>	<u>162,427</u>
Equity		
Retained Earnings Brought Forward	162,427	144,819
Current Year Surplus / (Deficit)	8,493	17,608
Total Equity	<u>170,920</u>	<u>162,427</u>



The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 28 April 2026

	2027 \$	2026 \$
Income		
Tuckshop Profit	(6,131)	19,964
Interest	-	1,951
Entertainment Books	13	115
Business Directory	-	250
Dunk Machine Hire	-	91
Parent Subscriptions	18,020	17,680
Fundraising Functions Net Profit	-	21,727
Total Income	<u>11,901</u>	<u>61,778</u>
Expenses		
Audit Fees	1,010	970
Dunk Machine	-	11,976
Donations to the School	434	28,956
Thank yous/Gratuities	100	200
General Catering	100	300
Social Functions	747	1,674
Miscellaneous Expenses	1,018	94
Total Expenses	<u>3,409</u>	<u>44,170</u>
Net Surplus / (Deficit)	<u>8,493</u>	<u>17,608</u>

Principal's Report

The Principal reported on several recent activities and achievements within the School:

- The Senior School hockey team's interstate tour was highly successful.
- The School participated in the Red Square Schools Conference.

The Principal noted the upcoming Middle School and Senior School ANZAC Day Service scheduled for 6 May 2026, highlighting the sense of anticipation surrounding the event. Dr McEwan also attended the Hobart 11:00am ANZAC Day Service alongside a number of Hutchins representatives. He expressed concern regarding the declining attendance at such



community events and emphasised the continued importance of demonstrating community solidarity on ANZAC Day. The significance of the occasion to Hutchins was acknowledged, particularly given the large number of former students who have served.

The Hutchins School Reconciliation Plan has undergone its first review and has received approval from Reconciliation Australia. As part of this initiative, students have recently contributed to the planting of a reconciliation garden within the NJ Edwards Hub gardens. The Principal acknowledged and commended the work of Anna Davidson in the successful development and implementation of this plan.

Children's Services recently conducted an audit of the Hutchins Early Learning Centre (ELC), which includes Pre-Kindergarten, Kindergarten, and Outside School Hours Care. The ELC achieved an "Exceeding" rating across all seven quality areas, under the National Quality Standard, representing an improvement on previous audit results. The Principal expressed his appreciation to Naomi Pritchard-Tillar, Sam Clarke, and the entire ELC team for their outstanding efforts in achieving this result.

Correspondence

Incoming - N/A

Outgoing – N/A

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

Parents' Association approved out-of-session the cost of purchasing cutlery and glasses to be used for events that are based on campus. Overall cost of \$1758, with a breakdown of \$798 for cutlery, \$960 for 240 wine glasses and 240 champagne glasses.

Matters for Noting

Michelle L reported about the launch of **Repoze** and the communication to both the Hutchins and Collegiate Hubs for a new and more streamlined way of buying and selling secondhand uniform. Sellers have the option of donating a portion of proceeds to go toward the PA.

Business Arising

180-year Anniversary Gala

Kezzia provided an overview of the early planning phase for the 180-year Anniversary Gala. The event will serve as a fundraising opportunity to support upgrades to the Southport kitchen and bathroom facilities. "Save the Date" communications will be released shortly.



There is a strong intention to engage the entire school community in the event, and a Parents' Association Gala sub-committee will be established to support planning and delivery.

Grandparents Day

PA Representatives for the four Grandparents Days across June are:

ELC (3/06/26): Courtney and Laura

Junior School (4/06/26): Shirl

Middle School (10/06/26): Michelle C and Danielle

Senior School (11/06/26): Shirl

Shuttle busses are running from Wrest Point to Hutchins before and after the event.

ELC and JS Grandparents days will go from the NJ Edwards Hub this year.

Other business

- Proposed considerations of a PA-lead tennis club?
- Broad discussions of other initiatives for the PA to become more active in the school.

Meeting close: 7.30pm