

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



Meeting Minutes: 10th May 2022

Boardroom, 6.30pm

Meeting Opened: 6:35pm

<p>Present:</p> <p>Rob McEwan, Dayana Baker, Courtney Bell, Alli McShane, Lou Johnson, Hayley Baker, Shirl Badenach, Anthony Gunton, Richard Davies.</p>
<p>Apologies:</p> <p>Lou Christie; Krysta Brocklehurst; Laura Machin, Tess Henry, Millie Fox.</p>
<p>Acceptance of Previous Minutes:</p> <p>Moved – Hayley Baker Seconded – Dayana Baker</p>
<p>President's Report:</p> <p>Welcome to all. Special welcome back Alli. General discussion of dates and actions arising.</p>
<p>Treasurer's Report:</p> <p>The Treasurer's Report is Attached below.</p>

Good Afternoon All,

In terms of the PA Financials, please find attached the latest Financial Reports as at 3 May 2022, please note the following:

- *Cash at Bank is \$248,025 – noting we have already paid \$91,988.42 to Kaebel Leisure Group P/L towards the playground equipment, with another \$28,011.58 of the \$120,000 already committed.*
- *The school are requesting an additional \$12K to fund the playground equipment (see below email from Gina). We need to decide if we are happy to fund the additional \$12K?*
- *We are also yet to pay out funds for bike commitments to P9 Program which was approved late last year for \$28,800 at the November meeting which is yet to come out.*

In terms of normal revenue sources, the main source of funding continues to be the Tuckshop Profits with \$18,507.32 recognised so far this financial year and also \$19,691 in P&F Subscriptions for 2022, and Interest of \$26.57.

Other Items during the reporting period include a small net profit from Blokes and Spokes \$119.59; High Tea Deposit Paid to Hadley's \$454.55 (GST excl.); Catering \$86.50, Audit Fee \$500.

Therefore, total income is \$36,870 and total expenses \$ 92,575 (as mentioned most the payments to Kaebel) for the period, with a net deficit of \$55,705.

Hope the meeting goes well this evening, let me know if you have any questions on any of the above.

*Kind regards,
Krysta Brocklehurst
0409 090 825*

The Hutchins School Parent's Association
Activity Report
For the period 1 February 2022 - 3 May 2022

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
Blokes & Spokes					
4/03/2022	Sausages for blokes and spokes 17.2kg @ 13.99	Verney's Quality Meats		240.63	
24/03/2022	Trybooking - Blokes and Spokes	Miscellaneous	630.00		
24/03/2022	Trybooking - Blokes and Spokes	Miscellaneous		14.32	
30/03/2022	MSC / Reimbursement for Blokes and Spokes Police Permit 06/0: Mr A Gunton			42.90	
31/03/2022	BBQ food items required for 100 approx for the PA Blokes & Spok Trippas White Group Pty Ltd (Formerly Alliance Ca)			212.56	
Total for Blokes & Spokes (activity complete)			630.00	510.41	119.59
High Tea					
1/03/2022	Hutchins High Tea for Mums and Carers	Hadleys Hotel		454.55	
Total High Tea			-	454.55	- 454.55
Tuckshop Profits					
1/02/2022	Management Fee Net Operating Cost January 2022 Can	Trippas White Group Pty Ltd (Formerly Alliance Ca)		736.21	
2/02/2022	Under charged labour cost Dec21	Trippas White Group Pty Ltd (Formerly Alliance Ca)		283.92	
1/03/2022	Management Fee Net Operating Cost Feb 2022 - CANT	Trippas White Group Pty Ltd (Formerly Alliance Ca)	5,010.04		
31/03/2022	Management Fee Net Operating Cost MAR 2022 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	13,497.28		
Total Tuckshop Profits			18,507.32	1,020.13	17,487.19
P&F Subscriptions 2022					
22/03/2022	P&F Subscriptions 2022		19,691.00		
Total P&F Subscriptions			19,691.00	-	19,691.00
2023 Donations to the School					
24/03/2022	Spaghetti Crinkle - JS Play Equipment - Donation by PA	Kaebel Leisure Group Pty Ltd		62,383.40	
19/04/2022	Additional cost Spaghetti Crinkle	Kaebel Leisure Group Pty Ltd		16,705.02	
19/04/2022	Installation	Kaebel Leisure Group Pty Ltd		12,900.00	
Total 2023 Donations to the School			-	91,988.42	- 91,988.42
Catering					
31/03/2022	Cheese Platter 01/03/22	Trippas White Group Pty Ltd (Formerly Alliance Ca)		48.50	
31/03/2022	Cheese platter for PA Annual General Meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		38.00	
Total Catering			-	86.50	- 86.50
Administration & Miscellaneous					
31/03/2022	Final fee in relation to the audit of Hutchins School Parents Assoc Wise Lord & Ferguson			500.00	
21/04/2022	Interest received		26.57		
Total Administration & Miscellaneous			26.57	500.00	- 473.43
Net Activity			38,854.89	94,560.01	- 55,705.12

The Hutchins School Parent's Association

Balance Sheet

as at 3 May 2022

	2023	2022
	\$	\$
Assets		
Current Assets		
Term Deposit	53,314	53,288
Balance with School	194,711	250,442
Total Current Assets	<u>248,025</u>	<u>303,730</u>
Total Assets	<u>248,025</u>	<u>303,730</u>
Net Assets	<u>248,025</u>	<u>303,730</u>
Equity		
Retained Earnings Brought Forward	303,730	223,692
Current Year Surplus / (Deficit)	<u>(55,705)</u>	<u>80,038</u>
Total Equity	<u>248,025</u>	<u>303,730</u>

The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 3 May 2022

	2023	2022
	\$	\$
Income		
Tuckshop Profit	17,487	67,732
Interest	27	40
Clothing Pool & Crested Sales	-	55
Parent Subscriptions	19,691	19,450
Fundraising Functions Net Profit	(335)	6,011
Total Income	<u>36,870</u>	<u>93,287</u>
Expenses		
Audit Fees	500	350
Donations to the School	91,988	10,000
General Catering	87	436
Social Functions	-	2,463
Total Expenses	<u>92,575</u>	<u>13,249</u>
Net Surplus / (Deficit)	<u>(55,705)</u>	<u>80,038</u>



Parents Association
3 March 2022.pdf

(Note: Dayana went through the Treasurers Report in Krysta's absence tonight.)

Motion – That the PA pay an additional \$12,000 for the playground equipment, and that this amount is to be paid asap. This to cover invoices needing to be paid.

All in favour – Yes

Motion passed.

A further query whether need to pay the money agreed for the Power of 9 bikes. This commitment is yet to be paid.

Headmaster's Report:

THE HEADMASTER'S REPORT

10 May 2022

ENROLMENTS

The current enrolment is 1082, equal highest on record.

EVENTS

- 26 March – Head of the River, Lake Barrington
- 29 Mar – HSOBA Over 80's Lunch, RYCT
- 31 Mar – School Registration Submission delivered
- 2 April – Senior School Charity Carwash
- 5 April – Hutchins v Friends, SSATIS Tennis Grand Final
- 6 April – Long Serving Staff Cocktail Event
- 14 April – Senior School Athletics Carnival, Domain
- 4 May – Anzac Assembly
- 5 May – PA Mothers' Day stall
- 10 May – Whole School cross country

STAFF

Resignations:

Mike Conacher has resigned from the position of Assistant Head of Senior School, Stephens House, after 22 years of service to the School. He has accepted the position of Wellbeing Program Officer with Ambulance Tasmania and will leave us at the end of week 3, term 2. Mike will be replaced by Giovanna Padas (current Deputy Head of House) in an acting capacity, until the role is substantively advertised.

Sam Manson has resigned from the position of Assistant Head of Senior School, Buckland House, effective at the end of 2022. Sam will have completed 8 years of service, when he leaves the School at the end of 2022. Sam's wife has accepted a Deputy Principal role in Victoria and the family will be relocating.

Rachael Honey has resigned from the position of English as an Additional Language and Dialect teacher in the Junior School.

Retirement:

Judy Smith has decided she will retire at the end of 2022, following 30 years of service to the School.

Updates

- *COVID – The School's position in relation to our COVID Safety Plan has been modified to reflect the latest advice from Public Health. Changes have been communicated with all families at the commencement of term.*
- *Non-Government School Registration submission is complete and was delivered to the Office of the Education Registrar. Onsite review to occur in June.*

- *Australian Childhood Foundation re-accreditation (Safeguarding) has been completed with the final report received at the end of term 1. The School has been successful in re-accreditation.*
- *Inclusion - We have surveyed the students from St Michael's Collegiate School and Fahan School that attend classes at Hutchins to identify opportunities to create a more welcoming and inclusive environment. We also conducted a similar survey for Hutchins students who attend classes at our cooperating schools.*
- *School is now a member of the Reconciliation Collective and an indigenous artist has been commissioned to create an image to accompany the School's Vision and Acknowledgement of Country.*
- *New building project - Architects have been appointed. The first stage is now being scoped to meet budget.*
- *Playground equipment has been made and soft fall colours selected. We are now waiting on delivery.*

*Rob McEwan
Headmaster*

Correspondence:

Incoming – nil
Outgoing - nil

Actions arising from Previous minutes:

1. Well done to Millie Fox for organising a very successful Mother's Day stall. Thank you Millie for all of your hard work to organise this event.

2. Parents Empowering Parents program – update from Richard Davies.

Approx. 80 parents have said they are interested in training for this program. Training through Lifeline. 4 hours face to face course proposed. Lifeline have indicated that it will cost \$6,000 to train 80 people.

Letter to be published, attached below. Lifeline propose face to face training.

Lou Johnson – kindly donating the \$6,000.00 for the training costs of this program as a charitable donation.

Second stage, after training, is likely to involve less numbers, maybe 50.

Discussion about the PA's involvement going forward with coordinating this program.

Letter from Richard Davies:

Dear Parents and Carers

Many thanks for your interest in being part of the 'Parents Empowering Parents' group.

We have been working with Lifeline Tasmania to tailor a course for potential peer support providers through PEP. The training program would be in the form of a 4-hour face-to-face course facilitated by a Lifeline educator.

Topics that will be covered include:

- *Recognising and responding to a person in crisis*
- *Being aware of unconscious bias*
- *Listening skills, including open and closed questions as well as empathetic phrasing*
- *Conversations around suicide*
- *De-escalation strategies*
- *Appropriate referring*
- *Boundaries and self-care*

The content of this training is designed to cover sensitive topics such as mental illness and suicide. While every precaution will be taken to ensure the content is covered in a safe and comfortable learning environment, it may cause an emotional response in participants. If that happens, access to available support systems will be put in place.

There will be no strings attached to this training. If you complete the training, you will not be committed to anything further. However, as we continue to put together the PEP initiative, those involved would need to have done this training.

For more information about the training, please feel free to contact:

Matt Magnus, School Counsellor (matt.magnus@hutchins.tas.edu.au)

Please could you indicate below:

- *Whether you would like to attend the training*

Please indicate below which members of your household would like to be involved, as we have had some communication saying both parents/carers would like to take part and in other families just one has volunteered.

3. Volunteer Data base – Richard Davies

Working on having this information all in one place. We want to be much wider in requests for support. Before the launch of this data base we need a list of all areas.

What do we call this? Eg 'Friends of Hutchins'
Needs to be a name that appeals to the wider community. Further discussion to be had about a name.

4. High Tea update – Dayana and Alli. To be held on the 19th June 2022 at Hadleys hotel.

5. Community Event – update from Alli, Hayley and Courtney. It has been agreed that it will be a Movie night, with a bring your own picnic option. BYO event. There will be a couple of stalls. Firsts cricket boys will have a stall. Jackie Coad organising the stalls. Music booked. High School band will play. Will be ticketed for covid purposes.

Jenna McPhie would like to hold a poll re the movie. This will get people involved and interested. Needs to be a family movie. She will send out a Save the Date. Alli will give Jenna some movie ideas for the Poll.

6. Lost Property – update from Lou J.

I have the unnamed and unwanted lost property from the Junior School (a lot of gear taking up a big section of my lounge room) which I intend to sell via Hutchins Market Place starting Friday. Before I list anything could someone please send me the Parents Association bank BSB and Account Number so that buyers can pay directly prior to pick up.

7. Year 7 Parents Social group – update from Lou J. Facebook group reactivated. Have had a meeting, and another to come. Lou raised the issue of the PA paying something towards the costs of this group, all agreed not something the PA can support. Concerns that this could raise the issue of all class groups wanting PA funds for social events.

Other Business

Nil

Meeting Closed: 8.00pm

Next Meeting: Tuesday 14 June 2022

2022 Dates

PA Community Event (movie Night) Friday 3 June

PA High Tea Sunday 19 June

MS/SS Grandparents Day Postpone due to Covid

ELC Father's Day Stall Thursday 1 Sep

JS Grandparents Day Friday 23 Sep TBC

JS Grandparents Day Friday 29 Sep

PA Meeting Dates

Term 1

Tue 1 March – Boardroom, 6.30

Tue 15 March – AGM, Conference
Centre, 6.30

Term 2

Tue 10 May - Boardroom, 6.30

Tue 14 June - Boardroom, 6.30

Term 3

Tue 9 August - Boardroom, 6.30

Tue 20 September - Boardroom,
6.30

Term 4

Tue 18 October - Boardroom, 6.30

Tue 15 November - Boardroom,
6.30