



# The Hutchins School Parents' Association Meeting

**Date:** Tuesday 13 May 2025

**Location:** Board Room

**Meeting opened:** 6.29pm

## **Present**

Shirl Badenach  
Kate Woods  
Rowena Salter  
Danielle West  
Phillippa Bartlett  
Rob McEwan  
Lynn Redwig  
Abby De Borde

## **Apologies**

Holly Orsman Smith  
Louissa Johnson  
Michelle Lui  
Krysta Brocklehurst  
Laura Machin  
Courtney Bell

## **Acceptance of Previous Minutes**

Moved – Shirlene Badenach  
Seconded – Rowena Salter

## **Actions List**

## **President's report**

*The Fair:*



On Friday the 4<sup>th</sup> of April the fair was held for the first time on the War Memorial Oval and surrounding areas. The whole event was a wonderful success.

It is very important to acknowledge all of the hard work that went into the fair.

A huge thank you to all stall coordinators for your hard work in organizing your stalls and coordinating the volunteers to assist you. A particular thank you to Mrs. Louissa Johnson for coordinating the Silent Auction and Raffle and securing the fantastic prizes for both of these things. Thank you to all Businesses that donated prizes and supported the school fair.

Thank you to all Parents; Staff, Gap exchange Staff, Prefects and Students, who volunteered their time to set up the fair, run stalls, and pack up the fair at the end. Thank you to the Music Department Staff and all Students who provided fantastic musical entertainment throughout the evening. It was a great effort by everyone.

I would like to acknowledge the hard work of Staff who were instrumental in the success of the fair. Mrs. Jenna McPhie and Mrs. Cassandra Bird, the amount of work done by these 2 Ladies to organise the fair was truly amazing. Thank you to all Grounds Staff who went over and above their normal duties to prepare for the fair and pack up afterwards. Thank you to Mrs Gina Fenney and the financial team for being so efficient with all the monetary issues associated with the fair. Finally, thank you to my PA Committee members for all of your hard work and support before and during the fair, it was a fantastic school community event.

*Grandparents Days:* There are 4 Grandparents Days happening over the next few weeks. We are busy supporting these events by coordinating volunteers.

We have received 2 requests for funding support that we will discuss tonight. One from Emma Nuttall, Deputy Head of Junior School, and another one from Ms Natalie Wren teacher.

### **Treasurer's report**

Below



**The Hutchins School Parent's Association**  
**Activity Report**  
**For the period 1 February 2025 - 12 May 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 Assnew parents event	Petty Cash		28.95	
19/03/2025	Parents Assnew parents event	Petty Cash		10.91	
<b>Total for new parents dinner - activity complete</b>			-	1,673.66	1,673.66
<b>Tuckshop Profits</b>					
	50% Tuckshop profits - Jan 25 - Apr 25	Trippas White Group Pty Ltd (Formerly Alliance Ca)	10,067.95		
<b>Total for Tuckshop</b>			10,067.95	-	10,067.95
<b>2025 School Fair</b>					
	Book Stall 2025 Fair		1,841.85		
	Cake Stall 2025 Fair		1,384.50		
	Fair Profits 2025 Fair		2,431.61		
	Raffle Silent Auction 2025 Fair		7,127.39		
	Wine Lucky Dip 2025 Fair		1,948.55		
<b>2025 School Fair (activity complete)</b>			14,734.90	-	14,734.90
<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		17,800.00		
<b>Total P&amp;F Subscriptions</b>			17,800.00	-	17,800.00
<b>Asset Purchase</b>					
25/02/2025	Spacer Saver Dunker	ANZ Credit Card NA		10,700.34	
19/03/2025	UPS - Delivery Charges on Dunk Machine	ANZ Credit Card NA		199.98	
19/03/2025	UPS - Delivery Charges on Dunk Machine	ANZ Credit Card NA		1,075.94	
<b>Total 2025 Asset Purchase</b>			-	11,976.26	11,976.26
<b>2025 Donations to the School</b>					
	50 x \$10 vou Trippas White Group Pty Ltd (Formerly Alliance Ca)			500.00	
<b>Total Donations to the School</b>			-	500.00	500.00
<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>Administration &amp; Miscellaneous</b>					
31/03/2025	Professional fees in relation to the audit of Hutchins School Parents Association f Wise Lord & Ferguson			970.00	
<b>Total Administration &amp; Miscellaneous</b>			-	970.00	970.00
<b>Net Activity</b>			42,641.03	14,659.92	27,481.11



## The Hutchins School Parent's Association

### Balance Sheet

as at 12 May 2025

	2026 \$	2025 \$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	58,570	58,570
Balance with School	113,730	86,249
<b>Total Current Assets</b>	<u>172,300</u>	<u>144,819</u>
<b>Total Assets</b>	<u>172,300</u>	<u>144,819</u>
<b>Net Assets</b>	<u>172,300</u>	<u>144,819</u>
<b>Equity</b>		
Retained Earnings Brought Forward	144,819	296,114
Current Year Surplus / (Deficit)	<u>27,481</u>	<u>( 151,295)</u>
<b>Total Equity</b>	<u>172,300</u>	<u>144,819</u>



## The Hutchins School Parent's Association

### Income & Expense Statement

For the period ended 12 May 2025

	2026 \$	2025 \$
<b>Income</b>		
Tuckshop Profit	10,068	35,914
Interest	-	3,416
Entertainment Books	38	51
Parent Subscriptions	17,800	16,438
Fundraising Functions Net Profit	14,735	684
<b>Total Income</b>	<u>42,641</u>	<u>56,503</u>
<b>Expenses</b>		
Audit Fees	970	925
Dunk Machine	11,976	-
Donations to the School	500	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>15,160</u>	<u>207,798</u>
<b>Net Surplus / (Deficit)</b>	<u>27,481</u>	<u>( 151,295)</u>



## **Principal's Report**

### **Correspondence**

**Incoming- NIL**

**Outgoing – NIL**

### **Matters for Noting**

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

#### **Junior School Mother's day and Father's day breakfast request**

- Deputy head of Junior School request for Mothers day/Fathers day breakfast to be funded for 2026. To be discussed at the next meeting, 17 June.

#### **Lunch Club Grant**

- Teacher request for funds to purchase lego/board game/art/craft supplies for Middle School lunchtime club. PA to support this proposal put forward by Natalie Wren to the value of \$1500 – Moved by Kate Woods, seconded by Abby de Borda

### **Business Arising**

#### **GP Day volunteer update**

Most GP events covered with volunteers. An edsmart went out on 14/5/2025 to families requesting any extra volunteers.

#### **Dunk Machine hire fee**

To be discussed at the next meeting on 17 June.

### **Other business**

NIL

**Meeting close: 7.19pm**