

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



Meeting Minutes: 14th June 2022

Boardroom, 6.30pm

Meeting Opened: 6:35pm

<p>Present:</p> <p>Dayana Baker, Courtney Bell, Laura Machin, Alli McShane, Hayley Baker, Shirl Badenach, Krysta Brocklehurst, Camilla Fox.</p>
<p>Apologies:</p> <p>Rob McEwan, Richard Davies, Louissa Johnson, Louise Christie, Anthony Gunton.</p>
<p>Acceptance of Previous Minutes:</p> <p>Moved – Courtney Bell Seconded – Alli McShane</p>
<p>President's Report:</p> <p>Discussion of issues by the President below in Actions from previous minutes.</p>
<p>Treasurer's Report:</p> <p>The Treasurer's Report is Attached below.</p>

The Hutchins School Parent's Association
Activity Report
For the period 1 February 2022 - 9 June 2022

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
Blokes & Spokes					
4/03/2022	Sausages for blokes and spokes 17.2kg @ 13.99	Vermey'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	MISC / Reimbursement for Blokes and Spokes Police Permit 06/01: 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	
10/05/2022	City of Hobart - City Amenity Booking (park booking fee for Bloke: Mr A Gunton)			72.00	
Total for Blokes & Spokes (activity complete)			630.00	582.41	47.59
Mothers Day Stall					
27/05/2022	Mothers Day Stall		1,282.80		
Total Mothers Day Stall (activity complete)			1,282.80	-	1,282.80
High Tea					
1/03/2022	Hutchins High Tea for Mums and Carers	Hadleys Hotel		454.55	
Total High Tea			-	454.55	- 454.55
Movie Night					
13/04/2022	Tasmanian Government - permit liquor license - Community Even ANZ Credit Card			66.00	
Total Movie Night			-	66.00	- 66.00
Tuckshop Profits					
13/04/2022	Tasmanian Government - permit liquor license - Community Even ANZ Credit Card			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		
30/04/2022	Management Fee Net Operating Cost APR 2022 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	2,994.22		
Total Tuckshop Profits			21,501.54	1,020.13	20,481.41
P&F Subscriptions 2022					
22/03/2022	P&F Subscriptions 2022		19,376.00		
Total P&F Subscriptions			19,376.00	-	19,376.00
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		
11/05/2022	Georges Apparel Crested Sales Jan-Mar 2022	George's Apparel Pty Ltd	20.00		
	Lost property sales		206.00		
Total Administration & Miscellaneous			252.57	500.00	- 247.43
Net Activity					
			43,042.91	94,632.01	- 51,655.10

The Hutchins School Parent's Association

Balance Sheet

as at 9 June 2022

	2023	2022
	\$	\$
Assets		
Current Assets		
Term Deposit	53,314	53,288
Balance with School	198,761	250,442
Total Current Assets	<u>252,075</u>	<u>303,730</u>
Total Assets	<u>252,075</u>	<u>303,730</u>
Net Assets	<u>252,075</u>	<u>303,730</u>
Equity		
Retained Earnings Brought Forward	303,730	223,692
Current Year Surplus / (Deficit)	<u>(51,655)</u>	<u>80,038</u>
Total Equity	<u>252,075</u>	<u>303,730</u>

The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 9 June 2022

	2023	2022
	\$	\$
Income		
Tuckshop Profit	20,481	67,732
Interest	27	40
Clothing Pool & Crested Sales	226	55
Parent Subscriptions	19,376	19,450
Fundraising Functions Net Profit	810	6,011
Total Income	<u>40,920</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>(51,655)</u>	<u>80,038</u>

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the requirements of the *Association's Incorporation Act (TAS)* to prepare a financial report. The Committee has determined that the Association is not a reporting entity.

The report has been prepared in accordance with the requirements of the following Australian Accounting Standards:

AASB 1031: Materiality

AASB 110: Events Occurring After Reporting Date

No other Australian Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

This financial report is also prepared in on an accrual basis and is based on historic costs and does not take into account changing money values, or, except where specifically stated, current valuations of non-current assets.

Headmaster's Report:

Correspondence:

Incoming – nil

Outgoing – PA sending personal Hutchins School Thank You cards to helpers for the Movie Night. Including cards to: Jarrod and Felix; Sam and Maintenance Team; Greg Stanton and Music team.

Actions arising from Previous minutes:

1. High Tea update – Dayana and Alli. To be held this Sunday the 19th June 2022 at Hadleys hotel. Lucky door prizes, sticker under plate.

2. Community Event – report from Alli, Hayley and Courtney. Not as many as registered turned up but was a great success. Movie was wonderful, screen worked very well. Proposed to move it to term 1 next year for warmer weather. Proposed to alternate every second year with the Fair.

3. Lost Property – update from Lou J.

Lost Property Blitz:

ELC and Junior School lost property returned to owners where labelled and the rest sold by Louissa Johnson via Marketplace. About 8 jumpers washed and returned to the School to give out to boys who maybe cold and to keep.

Middle School lost property sorted out on site with Wendy Shepherd (parent of Spencer Year 7).

Louissa contacted all parents via phone where names and numbers left. Where only names were on clothing - items and child's name placed on 2027 Facebook page - asking for parents/boys to collect.

Louissa took remaining lost property home to wash and sell.

About 8 items still remain unclaimed/unsold and \$206 donated to the Parents Association and in the bank account.

Thank You: Well done Lou, a fantastic job done with the lost property.

4. Funding of Power of 9 bikes. PA previously committed to paying a certain amount. Alli McShane to email Bike school contact (Caitlyn Tulk) again re paying money for new bikes. We haven't heard anything about paying.

5. As you are here for the meeting tonight, thank you again to Milly Fox for doing the Mother's Day stall.

Discussion about the need for someone to coordinate the Father's Day stall in September.

Stephen Coventry did verbally request the profit from the Mother's Day stall be spent on soccer goals for the Junior School. He would need to make a formal request to the PA.

6. Further to the minutes from the meeting on the 14th of June 2022, Dayana and Alli met with Richard Davies and discussed the funding of the PEP program. As this was raised at the PA meeting it was decided that it would be appropriate for the PA to fund it in its entirety. The PA will therefore fund the cost for the PEP training.

Other Business

Nil

Meeting Closed: 7.45pm

Next Meeting: Tuesday 9th August 2022

2022 Dates

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	Term 2
Tue 1 March – Boardroom, 6.30	Tue 10 May - Boardroom, 6.30
Tue 15 March – AGM, Conference Centre, 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