

# THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



Meeting Minutes: 14<sup>th</sup> November 2023

Board Room

Meeting Opened: 6.35pm

**Present:**

Rob McEwan, Dayana Baker, Shirl Badenach, Alli McShane, Krysta Brocklehurst, Kate Woods, Louissa Johnson, Courtney Bell, Laura Machin, Rowena Salter.

**Apologies:**

Phillippa Bartlett, Kezia Mellars

**Acceptance of Previous Minutes:**

Moved – Kate Woods

Seconded – Courtney Bell

***President's Report:***

Dayana Baker delivered a short Presidents Report.

Dayana, Courtney, Louissa and Shirl attended a formal Luncheon on site on Thursday the 2<sup>nd</sup> of November 2023, for the announcement of the name of the new signature building.

The Signature Building will be called the N J Edwards Hub.

Dayana acknowledged receipt of a thank you email from Louise Allwright.

See below:

*Good morning, Dayana,*

*I just thought I would update you on the Underwater ROV's. They have arrived and have been tested out by both the science staff and students in the year 10 marine studies classes. They have proved to be a fantastic, engaging learning tool so far and we are excited to continue utilising them further. I have attached a couple of photos of them in action.*

*I also thought I'd update you on a past Parents Association gift; The set of aquaria upstairs in the Science wing of the Senior School. The plaque states that they were crafted in 1996 (see image attached). You may recall that they have been empty for a very long time. With the assistance of Brett Smith (Head of Faculty for Science), we are in the process of restoring and utilising them again to promote our biological sciences and to help bring some life back into that area. I have attached a photo of the freshwater tropical community tank that is now complete. The second tank will be developed into a terrarium ecosystem, complete with a small waterfall and pond in due course.*

*So from the science faculty and students, we thank you and the Parents Association for these opportunities.*

*Kind regards,  
Louise*

**Louise Allwright**

*Assistant Timetabler | Daily Organiser | Teacher*

### **Treasurer's Report:**

Please find attached latest financial report as at 13<sup>th</sup> November 2023.

# The Hutchins School Parent's Association

## Balance Sheet

as at 13 November 2023

	2024	2023
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	55,154	53,653
Balance with School	218,379	165,759
<b>Total Current Assets</b>	<u>273,533</u>	<u>219,412</u>
<b>Total Assets</b>	<u>273,533</u>	<u>219,412</u>
<b>Net Assets</b>	<u>273,533</u>	<u>219,412</u>
<b>Equity</b>		
Retained Earnings Brought Forward	219,412	303,730
Current Year Surplus / (Deficit)	54,121	( 84,318)
<b>Total Equity</b>	<u>273,533</u>	<u>219,412</u>

# The Hutchins School Parent's Association

## Income & Expense Statement

For the period ended 13 November 2023

	2024	2023
	\$	\$
<b>Income</b>		
Tuckshop Profit	61,184	65,463
Interest	1,501	365
Entertainment Books	65	-
Clothing Pool & Crested Sales	-	226
Parent Subscriptions	18,830	19,201
Fundraising Functions Net Profit	10,337	677
<b>Total Income</b>	<u>91,918</u>	<u>85,932</u>
<b>Expenses</b>		
Audit Fees	875	500
Donations to the School	35,455	169,169
Thank yous	112	
General Catering	290	367
Social Functions	1,065	-
Square Readers - Shared with Fahan	-	215
<b>Total Expenses</b>	<u>37,797</u>	<u>170,250</u>
<b>Net Surplus / (Deficit)</b>	<u>54,121</u>	<u>( 84,318)</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.

The Hutchins School Parent's Association  
Activity Report  
For the period 1 February 2023 - 13 November 2023

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
Total for new parents dinner (activity complete)			-	1,065.00	- 1,065.00
Total Mothers Day Stall (activity complete)			144.70	-	144.70
2023 School Fair (activity complete)			10,192.50	-	10,192.50
<b>Tuckshop Profits</b>					
28/02/2023	Management Fee Net Operating Cost FEB 2023 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	4,828.62		
31/03/2023	Management Fee Net Operating Cost MAR 2023 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	10,962.61		
30/04/2023	Management Fee Net Operating Cost APR 2023 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)		95.14	
31/05/2023	Management Fee Net Operating Cost May 2023 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	14,498.52		
30/06/2023	Management Fee Net Operating Cost JUN 2023 - Cant	Trippas White Group Pty Ltd (Formerly Alliance Ca)	6,902.94		
31/07/2023	Management Fee Net Operating Cost JUL 2023 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	1,066.35		
31/08/2023	Management Fee Net Operating Cost AUG 23 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	12,293.15		
30/09/2023	Management Fee Net Operating Cost SEP 2023 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	10,726.68		
Total Tuckshop Profits			61,278.87	95.14	61,183.73
<b>P&amp;F Subscriptions 2023</b>					
30/04/2023	Parent association 2023 subscriptions		18,830.00		
Total P&F Subscriptions			18,830.00	-	18,830.00
<b>2024 Donations to the School</b>					
17/05/2023	The Hutchins School Parents' Association - Donation to 2023 Giving Day	The Hutchins School Parents' Association		25,000.00	
21/09/2023	Fifish Robotic Arm for V-EVO as part of bundle	Underwater Australasia		454.55	
21/09/2023	QYSEA Fifish - GoPro Mount Upside	Underwater Australasia		234.55	
21/09/2023	QYSEA Fifish - V6 Underwater Drone Kit with EPP Case in bundle	Underwater Australasia		2,701.82	
21/09/2023	QYSEA Fifish V6 Series - Thruster Protectors	Underwater Australasia		180.00	
21/09/2023	QYSEA Fifish V-EVO - Underwater Drone Kit 4K - 60fps with optional robotic arr	Underwater Australasia		2,883.64	
11/10/2023	Concept design/costing for JS bush play area	Playstreet Pty Ltd		4,000.00	
Total 2024 Donations to the School			-	35,454.56	- 35,454.56
<b>Catering</b>					
28/02/2023	Cheese Platter P/A	Hill Street Grocer		2.60	
28/02/2023	Cheese Platter P/A	Hill Street Grocer		21.20	
17/03/2023	Parents Association AGM and Fair Meeting Cheese platter	Trippas White Group Pty Ltd (Formerly Alliance Ca)		45.60	
15/05/2023	Catering for PA meeting Tuesday 9 May	Trippas White Group Pty Ltd (Formerly Alliance Ca)		45.50	
30/06/2023	Cheese platter for PA meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		45.20	
11/08/2023	Platter for PA meeting 08/08/23	Trippas White Group Pty Ltd (Formerly Alliance Ca)		44.00	
22/09/2023	Platter for PA meeting - 19 September	Trippas White Group Pty Ltd (Formerly Alliance Ca)		35.00	
27/10/2023	PA meeting - platter	Trippas White Group Pty Ltd (Formerly Alliance Ca)		51.36	
Total Catering			-	290.46	- 290.46
<b>Administration &amp; Miscellaneous</b>					
30/03/2023	Parents Association for the financial year ended Dec 23	Wise Lord & Ferguson		875.00	
21/04/2023	Interest on PA association term deposit		390.27		
15/06/2023	Entertainment Publications of Australia Commission	Entertainment Publications of Australia Pty Ltd	38.18		
12/10/2023	Entertainment Publications of Australia Pty Ltd	Entertainment Publications of Australia Pty Ltd	27.27		
23/10/2023	Interest on term deposit		1,110.92		
24/10/2023	Reimbursement - Farewell Flowers / chocs for Lou Christie	Mrs D Baker		111.77	
Total Administration & Miscellaneous			1,566.64	986.77	579.87
Net Activity			92,012.71	37,891.93	54,120.78

## Principal's Report:



## PRINCIPAL'S REPORT PARENTS' ASSOCIATION MEETING

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Brief report from Dr McEwan.

Positions have been advertised for Head of Bednall Centre and Head of Year 11.

The Annual Black and Magenta has been sent out.

We were very pleased with the announcement of former student, Billy Blacker as the latest Rhodes Scholar.

It has been decided that the Arts Department and School won't be running the Magenta and Blacker function next year. There will be opportunities to discuss other School Community events happening next year.

### **Correspondence:**

Incoming – Thank you received from Fiona Moroney. See below:

*Hi Dayana and Shirl*

*I just wanted to thank you for the Parents' Associations generosity in supporting Middle School with funding for 3 outdoor tables. Today they were delivered, and we are looking forward to using them as the warmer days continue for the rest of this term and into the future.*

*I can't thank you enough for your generous donation in making this possible.*

*Regards*

*fiona*

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**Fiona Moroney**

*Head of Middle School*

Outgoing – nil

**Actions arising from Previous minutes:**

Junior School Bush Proposal

Kate Woods

The plans for the fundraising quiz night are going very well. It will run like other quiz nights. Wine and chocolates for prizes, lucky door prizes. Main prize is an all-inclusive function on M L Engeria boat. There are lots of great items to bid on for the silent auction. A raffle with lots of prizes. A lot more information about the night will be posted on Facebook.

Update re plans - There has been a recent meeting with Miriam and Shane to try and reduce costs by finding Hutchins community contacts to donate goods and services. If we can get things donated or at cost price they are very happy to work with that.

A year 2 parent has arranged for all of the steel to be donated. Which is amazing.

The decision re the Application for a Grant won't be made until the end of the year.

**Other Business:**

1. Discussion of the Pre-Kinder and Kinder Teacher proposal.

Proposal attached below.

We need some time to consider this proposal, and to make sure everything is done properly.

More information about alternatives to the art wall, canvas.

Who will use it?

Where will it be stored?

Dayana will email the teachers involved.



Dear Parent Committee

We write to you to seek a submission of \$5,974.08 to fund the development and beautification of the Pre-Kindergarten and Kindergarten shared play space situated beside and behind the music block. This play space is currently underutilised and is an eyesore from the carpark entrance to the Early Years Building. It is also unsightly when viewed from the footpath on the ECE side of Nelson Road.

In line with the Early Years Curriculum and the school's commitment to inquiry learning, sustainability and reconciliation, the Pre-Kindergarten children have been deeply involved in an investigation into the purpose of this unused play space, and have been highly involved in all aspects of the project, including coming up with a name as outlined below.



Over the last two terms, Pre-Kindergarten educators have invited their students to think deeply about how the space looks and feels in its existing state. They supported the children in coming up with ideas to see it better utilised and, ultimately, made "...more beautiful" – Noah, age 4. Through class meetings and discussions, some common threads were identified amongst the students' ideas.

These including wishes for the following:

- A welcoming artwork on the bare, "boring" wall
- A designated meeting place, ideally featuring a large, circular, indigenous rug
- Insect and bird attracting plants
- Garden beds and pots filled with soil for flowers, vegetables and chosen planting of indigenous plants, including "pig face"
- Gardening equipment, including gloves, trowels, watering cans and child-sized wheelbarrows
- Recycling bins and a worm farm to help sustainably process our waste
- A water feature
- Provision of loose parts such as sticks, rocks, moss and feathers to play with
- Sculptures
- A "zoo"

Through further class meetings and discussions, each Pre-Kindergarten class has been able to hone in on an area of focus for the remainder of this year. Pre-Kindergarten TW set to work researching and painting images to be presented on a large wall art/canvas. The stunning results of their work, as well as collaboration with the school's graphic designers and canvas providers, can be shared with you when you come over to visit.





Pre-Kindergarten F decided that they would like to ask families and the wider Hutchins community for donations of loose parts to play with and store safely and neatly in the play space. Once appropriate storage solutions are purchased, the children will work with their educators to put together personal letters to send out seeking these loose parts, each hand decorated with care, optimism and hopefulness.

Recently, both classes have also shown increasing interest in planting and gardening, prompting a push for the sourcing of garden beds and a water feature for use at the beginning of 2024. (Due to the development of the new Pre-Kindergarten space, the majority of the existing Pre-Kindergarten children will remain in this area next year, and our inquiry and learning will be able to seamlessly continue into Kindergarten).

Together with their educators, the Pre-Kindergarten children have worked to research ideas and images of inspiration for sustainable, ethically and locally sourced pots, raised garden beds and planting; putting together a carefully thought-out wish list for all that is needed to make their ideas come to fruition.

Although we had planned for you to visit our learning space at your next meeting to share our student's voice and inquiry first hand, it seems that our New Parent Orientation evening will clash. We therefore thank you for your consideration in advance and very much welcome you to email, call or come and visit the Pre-Kindergarten learning space at any time in the near future as required. You will always be welcome.

Kind regards, Ms Pamela Tonelli-Pirie, Miss Kate Foster, Mrs Kylie White and the children and co-educators of Pre-Kindergarten.

### 'The Great, Big Pre-Kindergarten Playground Project', 2023

Please may we have:

1 x large, hardwearing canvas printed with the students' art work and printed with a welcoming, indigenous message as proposed and decided by the children. This art

work is currently being curated and prepared in conjunction with the schools graphic designer and the students themselves - \$1800 (invoice details attached)

Garden beds x 2 [https://www.bunnings.com.au/the-organic-garden-co-150-x-150-x-41cm-monument-l-shape-raised-garden-bed\\_p0333263](https://www.bunnings.com.au/the-organic-garden-co-150-x-150-x-41cm-monument-l-shape-raised-garden-bed_p0333263) @ \$179 each

and soil 3 x m3 [https://www.bunnings.com.au/mother-earth-1m3-garden-soil\\_p0057550](https://www.bunnings.com.au/mother-earth-1m3-garden-soil_p0057550) @ \$71.44 per metre

Storage boxes x 2 \$169 each [https://www.bunnings.com.au/keter-390l-glenwood-outdoor-storage-box\\_p3192007](https://www.bunnings.com.au/keter-390l-glenwood-outdoor-storage-box_p3192007)

Water storage x 2 [https://www.bunnings.com.au/adventure-products-20l-army-green-heavy-duty-jerry-can-with-bung\\_p3240536](https://www.bunnings.com.au/adventure-products-20l-army-green-heavy-duty-jerry-can-with-bung_p3240536) \$31.47 each + taps x 2

[https://www.bunnings.com.au/icon-plastics-20mm-drum-tap\\_p3241518](https://www.bunnings.com.au/icon-plastics-20mm-drum-tap_p3241518) \$3.25 each

Meeting Mat with indigenous design - x 1 \$229.95 <https://www.teaching.com.au/product/BW14K1#>

Seating/bench x 1 @ \$199 each [https://www.bunnings.com.au/malibu-timber-2-seater-bench\\_p0427402](https://www.bunnings.com.au/malibu-timber-2-seater-bench_p0427402)

Children's gardening tools - 3 x brooms @ \$8.98 each [https://www.bunnings.com.au/saxon-580mm-children-s-garden-broom\\_p3360657](https://www.bunnings.com.au/saxon-580mm-children-s-garden-broom_p3360657)

6 x hand rakes @ \$3.98 each [https://www.bunnings.com.au/cyclone-kids-patch-short-handle-garden-rake\\_p3360656](https://www.bunnings.com.au/cyclone-kids-patch-short-handle-garden-rake_p3360656) 6 x trowels @3.98 each

[https://www.bunnings.com.au/cyclone-kids-patch-short-handle-garden-trowel\\_p3360654](https://www.bunnings.com.au/cyclone-kids-patch-short-handle-garden-trowel_p3360654) 12 x gardening gloves @2.70 each

[https://www.bunnings.com.au/saxon-kids-cotton-gloves\\_p0256799](https://www.bunnings.com.au/saxon-kids-cotton-gloves_p0256799) 6 x watering cans @7.98

[https://www.bunnings.com.au/hortico-1-5l-blue-plastic-watering-can\\_p3110554](https://www.bunnings.com.au/hortico-1-5l-blue-plastic-watering-can_p3110554) Spray nozzle 1 x \$32 [https://www.bunnings.com.au/pope-deluxe-hand-spray\\_p0344132](https://www.bunnings.com.au/pope-deluxe-hand-spray_p0344132)

Wheelbarrows x 2 @ 64.95 each <https://www.teaching.com.au/product/BO675>

Garden pots x 3 \$300 TBD

Plants, edible, insect attracting and indigenous to our local landscape, \$150

Wormery 1 @\$99 [https://www.bunnings.com.au/tumbleweed-worm-cafe\\_p3160013](https://www.bunnings.com.au/tumbleweed-worm-cafe_p3160013)

Worm blankets x 2 @\$12.50 Wormery x 1 @\$99 [https://www.bunnings.com.au/tumbleweed-rectangular-worm-blanket\\_p3160016](https://www.bunnings.com.au/tumbleweed-rectangular-worm-blanket_p3160016)

Water fountain 1 x \$1900 <https://www.waterfeaturesgalore.com.au/feature/luna-ball-fountain-small/> (currently in correspondence with Howrah Garden Centre to purchase this directly from source. Correspondence can be forward as requested).

Total: \$5,974.08

**Pamela Tonelli-Pirie**

Teacher

## 2. Future Requests for funding

General discussion about the proper process for members of the School community and/or Staff to request funding from the PA.

All funding requests and funding approvals need to be in accordance with the PA's constitution. Please see a copy of the Constitution attached below.

The PA needs to be given reasonable time to discuss all proposals.

In accordance with the Constitution only the Executive can decide how the PA funds are expended.

The PA Committee will Investigate having the PA Constitution and Application form for Funding, available on the school webpage. This will make those documents accessible for all.

## **THE HUTCHINS SCHOOL PARENTS' ASSOCIATION CONSTITUTION**

### **Name**

The name of the Association shall be The Hutchins School Parents' Association ("the Association").

### **Membership**

Parents of boys attending The Hutchins School ("the School") shall be members. Other interested persons may be admitted to membership by the Executive.

### **Objects**

1. To provide a forum for communication between parents and the School;
2. to further the interests of the boys and the School; and
3. to organise activities to promote objects 1 and 2.

### **Executive**

The management of the Association shall vest in the Executive, the members of which shall be elected at the Annual General Meeting (“the AGM”) and comprise the President, the Immediate Past President, the Vice-President, the Secretary, the Treasurer and four General Members. A General Member shall be elected to represent each division of the School. The Executive may fill any casual vacancy on the Executive until the succeeding AGM and appoint a sub-committee for any purpose.

The Headmaster shall be a member of the Executive *ex officio*.

### **Meetings**

A general meeting of the Association shall be held in each term of the School year.

Additional general meetings may be called at the discretion of the president or upon the request of two members of the general executive.

The AGM shall be held in March and its business shall be as follows:

1. the presentation by the President of an annual report;
2. the presentation by the Headmaster of an annual report;
3. the presentation by the Treasurer of the audited annual accounts;
4. elections for the membership of the incoming Executive; and
5. other business considered appropriate by the members present.

Notice of each AGM shall be published in the School's newsletter no fewer than 21 days before the date of the meeting.

A special general meeting of the Association shall be called if requested in writing by a notice addressed to the Secretary and signed by no fewer than 10 parents of the school community. Written notice of a special general meeting shall be provided to the members of the Association via the School's newsletter no fewer than 14 days before the date of such a meeting.

The Secretary shall minute each meeting of the Association, such Minutes to be confirmed at each subsequent meeting.

Proxy votes shall not be accepted at any meeting.

### **Quorum**

At any meeting of the Association five members shall form a quorum.

### **Management of Funds**

The Association's financial year shall end each on each December 31<sup>st</sup>.

The Association's funds shall be banked and operated by cheque, each cheque to be signed by the Treasurer and another member of the Executive.

The Treasurer shall maintain a Cash Book and a Receipt Book, each to be available for inspection by a member of the Association upon reasonable notice.

At each general meeting, the Treasurer shall present accounts approved by the Executive for payment and a current financial statement.

The Executive shall decide how the Association's funds are expended.

### **Auditor**

The AGM shall appoint an auditor to audit the Association's accounts on an annual basis.

### **Levy**

Each Hutchins family shall pay to the School on behalf of the Association a levy, which shall be set for the succeeding year by the Executive and be subject to approval by the AGM.

### **Amendment**

This Constitution may be amended by a vote of two-thirds of the members attending an AGM, providing that notice in writing of any amendment is provided to the Secretary no fewer than 28 days before the AGM and to the members via the School's newsletter no fewer than 14 days before the date of the AGM.

3. A huge thank you to Dayana who will finish up this year from the PA with her son finishing year 12. Thank you, Dayana, for all of your time and effort in being on the PA Committee, and for being a wonderful President. We will miss you!

Meeting Closed: 8.00 pm

Next Meeting: TBC February 2024