



# The Hutchins School Parents' Association Meeting

**Date:** Tuesday 17 June 2025

**Location:** Board Room

**Meeting opened:** 6.30pm

## **Present**

Shirl Badenach  
Kate Woods  
Danielle West  
Phillippa Bartlett  
Rob McEwan  
Lynn Redwig  
Laura Machin  
Courtney Bell  
Michelle La Roche  
Kezia Mellers

## **Apologies**

Krysta Brocklehurst  
Rowena Salter  
Michelle Liu  
Holly Orsman Smith

## **Acceptance of Previous Minutes**

Moved – Pip Bartlett  
Seconded – Danielle West

## **Actions List**

## **President's report**

Grandparents Days 2025: The 4 Grandparents Days were wonderful events, very well attended. Thank you to everyone who volunteered their time to assist over the 4 days.



We have received a proposal idea from Michelle La Roche re a Second Hand uniform program called Repoze.

I wrote an article for the May Hutchins online Communique, mainly reporting on the fair and thanking everyone who contributed to its success.

I have also drafted an Article for the Black and Magenta Magazine about our year so far.

## Treasurer's report

Below

### The Hutchins School Parent's Association

#### Activity Report

For the period 1 February 2025 - 11 June 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		
30/05/2025	Tuckshop profits May 25 50%	Trippas White Group Pty Ltd (Formerly Alliance Ca)	3,240.83		
<b>Total for Tuckshop</b>			13,308.78	-	13,308.78
<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		1,949.55		
<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	
13/05/2025	Cheese platter - Tuesday 13 May	Trippas White Group Pty Ltd (Formerly Alliance Ca)		140.00	
<b>Total Catering</b>			-	180.00	- 180.00
<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	
26/05/2025	Interest on parents association term deposit		918.50		
30/05/2025	Dunk machine hire - Campbelltown Footy Club		90.91		
<b>Total Administration &amp; Miscellaneous</b>			1,009.41	970.00	39.41
<b>Net Activity</b>			46,891.27	14,799.92	31,591.35



## The Hutchins School Parent's Association

### Balance Sheet

as at 11 June 2025

	2026	2025
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	59,488	58,570
Balance with School	<u>116,922</u>	<u>86,249</u>
<b>Total Current Assets</b>	<u>176,410</u>	<u>144,819</u>
<b>Total Assets</b>	<u>176,410</u>	<u>144,819</u>
<b>Net Assets</b>	<u>176,410</u>	<u>144,819</u>
<b>Equity</b>		
Retained Earnings Brought Forward	144,819	296,114
Current Year Surplus / (Deficit)	<u>31,591</u>	<u>( 151,295)</u>
<b>Total Equity</b>	<u>176,410</u>	<u>144,819</u>



## The Hutchins School Parent's Association

### Income & Expense Statement

For the period ended 11 June 2025

	2026 \$	2025 \$
<b>Income</b>		
Tuckshop Profit	13,309	35,914
Interest	919	3,416
Entertainment Books	38	51
Dunk Machine Hire	91	-
Parent Subscriptions	17,800	16,438
Fundraising Functions Net Profit	14,735	684
<b>Total Income</b>	<b>46,891</b>	<b>56,503</b>
<b>Expenses</b>		
Audit Fees	970	925
Dunk Machine	11,976	-
Donations to the School	500	202,709
Thank yous/Gratuities	-	195
General Catering	180	303
Social Functions	1,674	540
Winter Wonderland Cocktail Party	-	2,664
Miscellaneous Expenses	-	462
<b>Total Expenses</b>	<b>15,300</b>	<b>207,798</b>
<b>Net Surplus / (Deficit)</b>	<b>31,591</b>	<b>( 151,295)</b>

### Principal's Report

The School has completed a series of external audits, all of which have gone well. The audits include CRICOS (International student enrolments), Final Safeguarding Children Accreditation, NCCD funding audit (funding for students that qualify for additional support), and mid-school registration visit from the Non-government Schools Registration Board.

Thank you to the PA for their support of all four Grandparents' Days. We are experiencing greater community engagement than ever before with between 350 and 400 grandparents at each event.



Head of Mathematics vacancy - has been advertised internally for semester two/until end 2025. Position will be advertised substantively/externally to commence 2026.

The School currently has two student psychologists on UTas placements (supervised by UTas) on site two days per week until end of term 3. The student psychologists can undertake assessments of students referred to them by teachers (in consultation with our Head of Inclusive Education, Ms Deb Lie). At the conclusion of term 3, the School has been approved for another two/new students to commence for a further two-term placement.

National Reconciliation Week was celebrated in the Junior School with students transforming their classroom doors into vibrant, meaningful works of art. Each class explored what reconciliation means to them and brought their ideas to life using sustainable materials. At the Middle School Assembly, Mr Lucas Simpson shared his cultural heritage and insights, reminding us of the importance of listening to stories, learning from the past, and walking together towards reconciliation. In Senior School, lesson change bells were replaced by music from First Nations artists.

MMG Survey – opened to parents/carers on Friday 6 June. Parent/carer feedback is very important as we aim to improve in areas of opportunity and consolidate areas going well.

Reinterment service was held at Cornelian Bay Cemetery on 11 June. Of the 200 people in attendance, many travelled from inter-state. Feedback has been overwhelmingly positive from relatives of those exhumed. A final report on exhumations has now been completed and submitted to the Regulator of the *Burial and Cremation Act 2019*. The report is now available publicly on the School website.

### **Correspondence**

**Incoming-** Letter from the chairman of the board thanking the PA for their work at the Fair.

**Outgoing – NIL**

### **Matters for Noting**

DUNK HIRE – MACHINE. Note hire costs: \$200 for regular hire. \$100 if for charity event.

Free for our sister schools Fahan and Collegiate.

Copy of contract emailed to committee members.

Further discussion required for bond payment and agreement

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





Repoze: presented by Michelle La Roche. An online platform for pre-loved children's wear and uniform/club items. Sellers can nominate a percentage of proceeds to the school PA. This promotes one of the school's pillars – sustainability. The PA is happy to support this.

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

The Parents' Association has decided not to fund the Junior School Mother's Day and Father's Day breakfasts, as it is not feasible to support these events in isolation without the capacity to contribute to other areas of the school.

### **Business Arising**

Fundraising ideas discussion for remainder of the year

Potential idea - Cocktail Party – October – spring fling – check school calendar, check with events. Focus on fundraising. Check Oct 17<sup>th</sup>

Fundraising focus – what are we fundraising for.

### **Other business**

NIL

**Meeting close: 7.30pm**