



The Hutchins School Parents' Association Meeting

Date: Tuesday 17 March 2026

Location: Board Room

Meeting opened: 6.33pm

Present

Shirl Badenach
Courtney Bell
Kate Woods
Phillippa Bartlett
Danielle West
Michelle Liu
Rowena Salter
Lynn Redwig
Laura Machin
Kezia Mellers
Michelle Gibson
Rob McEwan

Apologies

Holly Orsman-Smith
Krysta Brocklhurst

Acceptance of Previous Minutes

Moved – Pip Bartlett
Seconded – Danielle West

President's report

The Hutchins Parents Association had a very busy, and successful 2025. One of our main roles in supporting the Hutchins School Community is to attend and contribute to School events and functions. Throughout 2025 members of the Hutchins PA enjoyed attending numerous School Community events. Including the New Parents Welcome Evening; Hutchins Open Days; Grandparents Days; the Anniversary Service at St Davids Cathedral; the Junior School Anniversary Assembly; Staff Annual Years of Service Cocktail evening and the Annual Giving Day events. Our major School Community event for 2025 was the bi-annual fair held on Friday the 4th of April. This was the first time a fair had been held on the War Memorial Oval and surrounding areas. The whole event was a wonderful success. The Hutchins School Community turned out in large numbers to support the fair.



In 2025 we funded a number of projects throughout the School. A major purchase by the PA was the new Dunking Machine for the fair. Finding a Dunking machine to purchase was not an easy exercise, and in the end it cost approximately \$12,000.00 after including freight costs. The Committee decided the dunking machine was something to benefit the whole school. Prior to the purchase there was only 1 dunking machine for hire in the whole of Southern Tasmania, and it was never easy to lock in. There is a market for the PA to hire it out to other schools, and to use it to fundraise at multiple school events. The senior school boys in particular want to use it to fundraise for their different causes.

The Community Service Committee requested we purchase a Crepe Machine for \$109.00. This was for the students to use at the Fair and for other student fundraising and event activities. The International Committee and Community Service Committee ran a crepe stall at the Fair with their fundraising efforts going towards the Migrant Centre.

The PA funded the School Library team for \$500.00 worth of \$10.00 canteen vouchers. In 2025, a key priority for the library team was to foster a stronger reading culture among Middle and Senior School students. To achieve this, they implemented a range of initiatives designed to elevate the social value of reading and encourage students to engage with books more regularly. After consulting with several secondary schools that have successfully implemented similar initiatives, they found that canteen vouchers are particularly effective in motivating teenagers.

The PA funded the Middle School lunch time club for the sum of \$1,500.00. The Middle School Lunch clubs began at the start of 2025, and staff requested funds to purchase Lego, board games and craft supplies. Currently, the Lunch Clubs are staffed by teachers who give up their time to supervise and engage with students during break times. The Lunch clubs are well attended by students, and there has been very positive feedback received from parents about students enjoying the Lunch club activities.

The PA also committed to being a Matching Donor to the sum of \$25,000.00 for the annual Hutchins Giving Day on the 4th of September 2025.

Thank you to all Hutchins PA Committee members, and Parents/Carers, who made themselves available to attend our regular meetings in 2025.

Thank you to everyone who have volunteered their time to help at school events. We appreciate the time and support you have given us to ensure the events run smoothly.

Thank you to Dr McEwan and the Hutchins Events Staff for your continued support of the Hutchins PA.

Finally, I would like to personally thank my Vice-President - Courtney Bell, and all of the 2025 Hutchins PA Committee: Secretary – Kate Woods; Treasurer – Krysta Brocklehurst; Committee members – Phillippa Bartlett; Rowena Salter; Laura Machin; Holly Orsman Smith; Danielle West; Lynn Redwig; Michelle Liu; for their contributions as Committee members, and their support of me as the President.

Treasurer's report

The Treasurer's notes to the PA regarding the financial audit below.

The Audit of the Financial Statements for the year ended 31 January 2026 was completed by our Auditors Wise Lord and Ferguson (WLF) recently.

The Association's net assets slightly increased from the prior reporting period ending the financial year at \$162,427 (up from \$144,819).



Income slightly increased on the prior period, noting this comprised an increase in profits from fundraising activities (notably the School Fair in Term 1) partially offset by a decrease in tuckshop profits from the prior period. Tuckshop profits decreased by \$15,950 reflective of increased food costs and decreasing sales (particularly during Term 4 due to several fundraising BBQ activities across the school). Interest income was less than the prior period reflective of lower term deposit interest rates. Pleasingly, the Association were able to increase PA subscriptions in the current economic climate despite the subscription amount remaining the same.

Donations to the school were less than the prior period (noting the prior year had the Bush Playground initiative), however were reflective of normal donation levels compared to historical trends.

The Association wishes to formally acknowledge the assistance of Gina Fenney, Financial Accountant, in the coordination of the Audit with WLF.



THE HUTCHINS SCHOOL PARENT'S ASSOCIATION
COMMITTEE MEMBERS FOR YEAR ENDED 31 JANUARY 2026

President	Shirlene Badenach
Vice President	Courtney Bell
Secretary	Kate Woods
Treasurer	Krysta Brocklehurst
Committee Members	Laura Machin, Philippa Bartlett, Rowena Salter, Holly Orsman-Smith, Danielle West, Michelle Liu, Lynn Redwig

To the best of our knowledge and belief, the above-named persons comprised the Committee of The Hutchins School Parent's Association as at 31 January 2026.

JOANNE DOYLE
PARTNER
Date: 5 March 2026



Independent auditor's report to the members of the Hutchins School Parent's Association

Opinion

We have audited the financial report of the Hutchins School Parent's Association (the Association) which comprises the balance sheet as at 31 January 2026, the income and expense statement for the year then ended, and notes to the financial statements, including a summary of material accounting policies.

Subject to the below qualification, in our opinion, the accompanying financial report gives a true and fair view of the financial position of the Association as at 31 January 2026, and of its financial performance. The accounting and other records examined by us have been properly kept.

Qualification

The Association, in common with other organisations of a similar nature, received a material amount of income from various social and other fundraising activities for which it is not practicable to establish an effective system of internal control until the initial entry in the accounting records, and therefore, the audit in relation to these items was limited to the amounts recorded.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including independence standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Association's Committee and those Charged with Governance for the Financial Report

The Association's Committee is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are appropriate to meet the financial reporting requirements of the *Associations Incorporation Act [TAS]* and the Association's constitution and are appropriate to meet the needs of the members.

In preparing the financial report, the Association's Committee is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

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Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Wise Lord & Ferguson

WISE LORD & FERGUSON

JOANNE DOYLE

Partner

Date: 5 March 2026



The Hutchins School Parent's Association

Balance Sheet

as at 31 January 2026

	2026	2025
	\$	\$
Assets		
Current Assets		
Term Deposit	60,521	58,570
Balance with School	<u>101,906</u>	<u>86,249</u>
Total Current Assets	<u>162,427</u>	<u>144,819</u>
Total Assets	<u>162,427</u>	<u>144,819</u>
Net Assets	<u>162,427</u>	<u>144,819</u>
Equity		
Retained Earnings Brought Forward	144,819	296,114
Current Year Surplus / (Deficit)	<u>17,608</u>	<u>(151,295)</u>
Total Equity	<u>162,427</u>	<u>144,819</u>

The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 31 January 2026

	2026	2025
	\$	\$
Income		
Tuckshop Profit	19,964	35,914
Interest	1,951	3,416
Entertainment Books	115	51
Business Directory	250	-
Dunk Machine Hire	91	-
Parent Subscriptions	17,680	16,438
Fundraising Functions Net Profit	<u>21,727</u>	<u>684</u>
Total Income	<u>61,778</u>	<u>56,503</u>
Expenses		
Audit Fees	970	925
Dunk Machine	11,976	-
Donations to the School	28,956	202,709
Thank yous/Gratuities	200	195
General Catering	300	303
Social Functions	1,674	540
Winter Wonderland Cocktail Party	-	2,664
Miscellaneous Expenses	<u>94</u>	<u>462</u>
Total Expenses	<u>44,170</u>	<u>207,798</u>
Net Surplus / (Deficit)	<u>17,608</u>	<u>(151,295)</u>



NOTE 1 - MATERIAL 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.

Proposed resolution: that the 2025 Financial Statements tabled after AGM be accepted.

Moved: Laura Machin

Seconded: Courtney Bell

Proposed resolution: That Wise, Lord and Ferguson remain as Auditors for the 2025 term.

Moved: Laura Machin

Seconded: Courtney Bell

Acknowledgement of contribution by previous members

We would like to thank all committee members from 2025 for their contribution to the Hutchins PA.

Handbook Update

To be viewed at April meeting.

Election of Committee Members

All positions are vacated.

Election of new members



President

- Shirl Badenach

Vice President

- Courtney Bell

Secretary

- Rowena Salter

Treasurer

- Laura Machin

Committee Members

- Lynn Redwig
- Michelle Liu
- Michelle La Roche
- Kate Woods
- Phillipa Bartlett
- Danielle West

Meeting close: 6.46pm

Next AGM Meeting: TBC in March 2027