



**Meeting Opened:** 6.40pm

**Present:** Lou Christie, Anna Yard-Cumming, Melanie O'Brien, Tonia Blackwood, Krysta Brocklehurst, Claire McQuillen, Patrice Lawrence, Jo Bourne, Georgia Burbury.

**Apologies:** Dr. Rob McEwan, Clair Orlowski, Pam Crawford, Dayana Baker, Allison McShane, Susie Allen, Sally Bailey, Dayana Baker.

**Acceptance of Previous Minutes:** Moved – Jo Bourne – Seconded – Claire McQuillen.

**President's Report:** Blokes and Spokes cancelled unfortunately twice, goodie bags were distributed but not all boys that were registered were received. Action: Re-visit goodie bags for any future events. Lou thanked Anna from Parents Association for the Mother's Day Stall. Lou provided an update on the Class Parent Program and thanked Georgia Burbury for her ongoing assistance with the program.

In the Senior School, the bubblers have been installed. Lou noted that Parents Association memberships have been increasing, and families/carers also offering to help with the PA. There will be an ongoing focus to make Communique.

**Action:** Parents Association to include a report in Magenta and Blacker.

**Treasurer's Report:** Previously Financial Statements have been prepared by Gina. Claire McQuillen to prepare the accounts Moving forward. The Parents Association has a strong cash position noting the revenue from Blokes and Spokes or Mother's Day Stall is not included in the April report which will come through in the next report. Lou provided an update on the bank account signatories which are under the Hutchins banner.

**Headmaster's Report:**

- Dr. Rob McEwan an apology due to another commitment, will provide update at the June meeting.

**Correspondence:**

- Email from Naomi Arnold regarding Mother's Day Stall. **Action:** Krysta to forward to Anne Cordiner.
- Email from James Browne – installation of the Fountain.
- Email from Scott Berry – regarding permanent fencing on Nelson Road. **Action:** Lou request Sam Fenney to respond.

## Actions arising from previous minutes

### 1. Community Hub Update for Term 4

- As per update under 2018 Events.

### 2. 2018 Events

- Community Hub – Run as schedule for 2018 and assess at the end of the year.
- Blokes and Spokes – Revise and refresh for 2019.
- High Tea
  - Update from Dayana Baker, beautician to assist to do a make-up application. There will also be a make-up station. Lorna Jane to attend and donate a % of sales. Lululemon. Bernadette (owner of Glen Albyn) will have a stall and donate sales. Coco shoes will have a display and vouchers. Nicky Hodgman will be an MC. **Action:** All follow up for donations and help promote ticket sales.
- Mother/Grandmother/Aunt/Boys Event
  - **Action:** Lou discuss with Jenna to see if this is something that the School would support.
- School Fair (19th of October)

<ul style="list-style-type: none"> <li>- Promote the intention of the Fair as a community event.</li> <li>- Sarah Rowley happy to help, away June 16th to August 4th. Need to provide information to Sarah regarding previous arrangements. Action – Sarah to meet with Jenna. Lou to provide the introduction. Committee members – Lou, Sarah, Jo, Anna.</li> <li>● Parents Association and Old Boys event <ul style="list-style-type: none"> <li>- <b>Action:</b> All to consider ways to promote the work of the various committees, e.g.: Foundation, Old Boys Association and the Parents Association. Ongoing Agenda Item. <b>Action:</b> Lou to investigate with the Old Boys Association.</li> </ul> </li> <li>● Father’s Day Stall <ul style="list-style-type: none"> <li>- Ongoing</li> </ul> </li> <li>● Community Hub <ul style="list-style-type: none"> <li>- Community Hub, well attended 20 attendees.</li> <li>- Jenna unable to run next Community Hub, suggested Ken Kingston, talk about Arne Rubenstein insights. Ken has been contacted. Next meeting is Friday 1st of June 8.30-9.30am.</li> </ul> </li> </ul>	
<p><b>3. Mother’s Day Stall</b></p> <ul style="list-style-type: none"> <li>- Mother’s Day Stall was well attended with 500 boys from Kinder to Year 6. \$1700 profit, however intention was the experience for the boys. There were 10 volunteer parents, experience suggests more are preferable due to cancellations/inability to attend on the given day.</li> <li>- <b>Action:</b> Lou and Anna to discuss with Jenny the financial result of the stall.</li> </ul>	
<p><b>4. Parent Engagement</b></p> <ul style="list-style-type: none"> <li>- Georgia Burbury provided an update on the program. Some year groups don’t yet have a rep.</li> <li>- <b>Action:</b> Communicate to the teachers the role of the changes with the program. It is important that representatives understand the role.</li> <li>- <b>Action:</b> Develop communications at the end of the year ready for 2019.</li> <li>- <b>Action:</b> Lou to talk to Rob regarding the status of the program.</li> </ul>	
<p><b>5. Scholastic Program</b> The program is ongoing and is well supported. Two issues a term. Catalogues are delivered to School.</p>	
<p><b>6. Boarding House Interior Upgrade Project</b> Anna visited with Joy Barber-Milojevic and Kath Lack (Hutchins Foundation. Parents Association to support, propose \$10,000, moved – Tonia, second – Anna. <b>Action:</b> Anna to update Kath Lack. <b>Action:</b> Proposal to be submitted to the Parents Association for approval.</p>	
<p><b>7. Banking Signatories</b> Update as per Presidents Update above.</p>	
<p><b>8. Funding Request Form</b> <b>Action:</b> Lou to pass Funding Request Form through to Jenna for future use.</p>	
<p><b>Business Arising</b></p>	
<p><b>1. Other</b></p> <ul style="list-style-type: none"> <li>● Volunteer Guidance – provide guidance as to what specific roles that parents and carers could have volunteered for. <b>Lou:</b> to follow up with Katie regarding the use of email closer to event dates.</li> <li>● BBQ was approved at the last meeting. Sam Fenney grateful for BBQ and will purchase.</li> <li>● Aprons belonging to the Parents Association. <b>Action:</b> Lou to contact Michelle regarding order.</li> <li>● Table Tennis Table – need to advise. Moved motion, Claire McQuillien to advise when motions are moved – email Gina. <b>Action:</b> Claire to email Gina \$4,500 and boys to raise \$500 towards the table. If requirements are above \$4,500 boys to come back to the Parents Association.</li> <li>● Outdoor scoreboard has been installed.</li> <li>● Parents Association Fundraising activity and funds held, it is important to promote what the funds are being used for. <b>Action:</b> Lou to distribute the Funding Request Form to Heads of School.</li> <li>● Lost Property – Anna willing to coordinate the return of Lost Property. <b>Action:</b> Lou to email the Heads of School to offer assistance of the Parents Association.</li> </ul>	
<p><b>2. Parent Survey</b> Lou raised the possibility of a Survey with the School, to be followed up. <b>Action:</b> Lou to raise with Jenna.</p>	

Meeting Closed: 8.26pm.