



The Hutchins School Parents' Association Meeting

Date: Tuesday 17 September 2024

Location: Board Room

Meeting opened: 6.31pm

Present

Shirl Badenach

Courtney Bell

Rob McEwan

Rowena Salter

Kate Woods

Pip Bartlett

Krysta Brocklehurst

Abby De Borde

Holly Orsman-Smith

Lynn Redwig

Apologies

Alli McShane

Laura Machin

Acceptance of Previous Minutes

Moved – Courtney Bell

Seconded – Rowena Salter

Actions List

The Secretary spoke to the Actions List.

The Committee **noted** the Actions List.

President's report

The President provided an update on the following:

Winter Wonderland Cocktail event on 30th August 2024 – a wonderful success, enjoyed by all.

We received a request for extra funding from Ms Fiona Maroney, Head of Middle School on the 15th of August 2024. This funding request was considered via email, given a



decision needed to be made before the next PA meeting. The funding request was approved by all PA Committee Members.

Extra funding request received from Anna Davidson to be considered at tonight's meeting.

The Committee **noted** the President's Report.

Treasurer's report

The Hutchins School Parent's Association

Balance Sheet

as at 16 September 2024

| | 2025 | 2024 |
|-----------------------------------|-------------------|----------------|
| | \$ | \$ |
| Assets | | |
| Current Assets | | |
| Term Deposit | 56,509 | 55,154 |
| Balance with School | 138,147 | 240,960 |
| Total Current Assets | <u>194,656</u> | <u>296,114</u> |
| Total Assets | <u>194,656</u> | <u>296,114</u> |
| Net Assets | <u>194,656</u> | <u>296,114</u> |
| | | |
| Equity | | |
| Retained Earnings Brought Forward | 296,114 | 219,412 |
| Current Year Surplus / (Deficit) | <u>(101,458)</u> | <u>76,702</u> |
| Total Equity | <u>194,656</u> | <u>296,114</u> |



The Hutchins School Parent's Association
Income & Expense Statement
For the period ended 16 September 2024

| | 2025 \$ | 2024 \$ |
|----------------------------------|-------------------|----------------|
| Income | | |
| Tuckshop Profit | 52,394 | 73,304 |
| Interest | 1,355 | 1,501 |
| Entertainment Books | 25 | 78 |
| Parent Subscriptions | 16,823 | 18,203 |
| Fundraising Functions Net Profit | - | 23,779 |
| Total Income | <u>70,597</u> | <u>116,865</u> |
| Expenses | | |
| Audit Fees | 925 | 875 |
| Donations to the School | 167,612 | 37,772 |
| Thank you's/Gratuities | 195 | 112 |
| General Catering | 183 | 339 |
| Social Functions | 540 | 1,065 |
| Winter Wonderland Cocktail Party | 2,343 | - |
| Miscellaneous Expenses | 257 | - |
| Total Expenses | <u>172,055</u> | <u>40,163</u> |
| Net Surplus / (Deficit) | <u>(101,458)</u> | <u>76,702</u> |



The Hutchins School Parent's Association

Activity Report

For the period 1 February 2024 - 16 September 2024

| Date | Journal Description | Name | Revenue | Expense | Profit/(Loss) |
|---|--|--|-----------------|------------------|-------------------|
| New parents dinner | | | | | |
| 29/02/2024 | new parent cocktail evening (21/2) canapes | Trippas White Group Pty Ltd (Formerly Alliance Ca) | | 521.50 | |
| 21/02/2024 | Ice | Ampol Australia Petroleum Pty Ltd | | 18.18 | |
| Total for new parents dinner | | | 0.00 | 539.68 | -539.68 |
| Winter Wonderland Cocktail Party | | | | | |
| 29/08/2024 | Hutchins Parents Association Winter Wonderland Cocktail Party x 125pax | T42 Hobart | | 4886.36 | |
| 30/08/2024 | Music Performance PA Event | Nick Marshall | | 500.00 | |
| 3/09/2024 | Trybooking - Winter Wonderland Cocktail Tickets | Trybooking.com NA | 3175.00 | | |
| 3/09/2024 | Trybooking Fees- Winter Wonderland Cocktail | Trybooking.com NA | | 72.23 | |
| 11/09/2024 | Taxi Ports - Parking for event set up PA winter wonderland x 3 - J McPhie | Petty Cash | | 30.40 | |
| 2/09/2024 | Reimbursement - PA Event Expenses - Parking fees | Ms C Bird | | 29.04 | |
| Total Winter Wonderland Cocktail Party (activity complete) | | | 3175.00 | 5518.03 | -2343.03 |
| Tuckshop Profits | | | | | |
| 29/02/2024 | Management Fee Net Operating Cost FEB 2024 - Canteen | Trippas White Group Pty Ltd (Formerly Alliance Ca) | 7159.42 | | |
| 31/03/2024 | Management Fee Net Operating Cost MAR 24 Canteen | Trippas White Group Pty Ltd (Formerly Alliance Ca) | 9776.04 | | |
| 30/04/2024 | Management Fee Net Operating Cost Apr 24 Canteen | Trippas White Group Pty Ltd (Formerly Alliance Ca) | 4151.59 | | |
| 31/05/2024 | Management Fee Net Operating Cost May 24 - Canteen | Trippas White Group Pty Ltd (Formerly Alliance Ca) | 8360.01 | | |
| 1/07/2024 | Management Fee Net Operating Cost June 2024 - Canteen | Trippas White Group Pty Ltd (Formerly Alliance Ca) | 7712.00 | | |
| 31/07/2024 | Management Fee Net Operating Cost Jul 2024 - Canteen | Trippas White Group Pty Ltd (Formerly Alliance Ca) | 14831.18 | | |
| 31/08/2024 | Management Fee Net Operating Cost Aug 24 Canteen | Trippas White Group Pty Ltd (Formerly Alliance Ca) | 403.29 | | |
| Total Tuckshop Profits | | | 52393.53 | 0.00 | 52393.53 |
| P&F Subscriptions 2024 | | | | | |
| 19/03/2024 | Transfer PA subscriptions to PA | | 17068.45 | | |
| 13/05/2024 | Reversal of parents association subscription | | | 70.00 | |
| 18/06/2024 | Reversal of parents association subscription | | | 35.00 | |
| 8/08/2024 | Reversal of parents association subscription | | | 140.00 | |
| Total P&F Subscriptions | | | 17068.45 | 245.00 | 16823.45 |
| 2024 Donations to the School | | | | | |
| 1/02/2024 | Luna Ball Fountain | Howrah Nursery | | 1727.27 | |
| 5/03/2024 | Parenting 360 Access for the Hutchins School | Personalized Learning 360 - PL360 | | 9090.91 | |
| 19/03/2024 | Capital donation from PA for Bushplay area by Broadview Landscaping | | | 147768.60 | |
| 6/03/2024 | Aboriginal Mat - ELC Project | Modern Teaching Aids Pty Ltd | | 261.41 | |
| 6/03/2024 | Twigs Hand - ELC project | Modern Teaching Aids Pty Ltd | | 103.89 | |
| 8/03/2024 | 350L Kentwood Storage box - ELC Project | Bunnings Pty Ltd | | 307.27 | |
| 8/03/2024 | Army Green Duty Jerry Can - ELC Project I/N: 3240536 | Bunnings Pty Ltd | | 54.36 | |
| 8/03/2024 | Broom - ELC Project I/N: 0491603 | Bunnings Pty Ltd | | 24.49 | |
| 8/03/2024 | Buckets - ELC Project I/N:4461010 | Bunnings Pty Ltd | | 3.60 | |
| 8/03/2024 | Delivery - ELC Project | Bunnings Pty Ltd | | 45.45 | |
| 8/03/2024 | Icon Plastics 20mm Drum Tap - ELC Project I/N:3241518 | Bunnings Pty Ltd | | 5.62 | |
| 8/03/2024 | Organic Garden Co - ELC Project I/N:0333263 | Bunnings Pty Ltd | | 309.18 | |
| 8/03/2024 | OUTDOOR STORAGE KETER 350L KENTWOOD STORAGE BOX - ELC Project | Bunnings Pty Ltd | | -153.64 | |
| 8/03/2024 | Pope hand Spray - ELC Project I/N:0344132 | Bunnings Pty Ltd | | 27.64 | |
| 8/03/2024 | Saxon Kids Gloves - ELC Project I/N:0256799 | Bunnings Pty Ltd | | 28.04 | |
| 8/03/2024 | Timber Outdoor Bench - ELC Project I/N:0259938 | Bunnings Pty Ltd | | 126.36 | |
| 8/03/2024 | Tumbleweed Worm Blanket - ELC Project I/N:3160016 | Bunnings Pty Ltd | | 22.73 | |
| 8/03/2024 | Tumbleweed Worm Cafe - ELC Project I/N:3160013 | Bunnings Pty Ltd | | 90.00 | |
| 8/03/2024 | Watering Can - ELC Project | Bunnings Pty Ltd | | 41.35 | |
| 13/03/2024 | OUTDOOR STORAGE KETER 350L KENTWOOD STORAGE BOX - ELC Project | Bunnings Pty Ltd | | 153.65 | |
| 18/03/2024 | Install RP2D hose tap for JS Bank irrigation | Aqua Line Plumbing & Gas | | 1267.00 | |
| 29/04/2024 | Lion Banner production & installation in pre-kinder courtyard space - approved for payment | Display Equipment | | 1870.00 | |
| 5/05/2024 | Pot/ Saucer x3 / Veg Seeds / Plants | Bunnings Pty Ltd | | 168.83 | |
| 7/05/2024 | Plants for Bush Play Area | Plantalot - Tasmanian Native Plant Nursery | | 3856.20 | |
| 14/05/2024 | Potting mix for veg raised beds - ELC Project | Bunnings Pty Ltd | | 67.84 | |
| 16/05/2024 | potting mix bags for ELC raised beds | Bunnings Pty Ltd | | 38.76 | |
| 30/05/2024 | Wheelbarrow - Pam's ELC project | Modern Teaching Aids Pty Ltd | | 137.90 | |
| 24/07/2024 | 25l bags garden soil mix - ELC Project | Bunnings Pty Ltd | | 96.91 | |
| 10/09/2024 | Plants for Kindergarden - Pamela Tonelli | Mrs P Tonelli-Pirie | | 70.63 | |
| Total 2024 Donations to the School | | | 0.00 | 167612.25 | -167612.25 |
| Catering | | | | | |
| 29/02/2024 | PA meeting platter for 13th Feb | Trippas White Group Pty Ltd (Formerly Alliance Ca) | | 43.60 | |
| 20/03/2024 | PA agm catering 19th march | Trippas White Group Pty Ltd (Formerly Alliance Ca) | | 47.32 | |
| 15/05/2024 | PA meeting platter | Trippas White Group Pty Ltd (Formerly Alliance Ca) | | 37.00 | |
| 31/08/2024 | Cheese platter for PA meeting - 10pax | Trippas White Group Pty Ltd (Formerly Alliance Ca) | | 55.00 | |
| Total Catering | | | 0.00 | 182.92 | -182.92 |
| Administration & Miscellaneous | | | | | |
| 1/03/2024 | Flowers for Paul Robinson | Fiori Florist | | 195.45 | |
| 31/03/2024 | Audit of Hutchins School Parents Association | Wise Lord & Ferguson | | 925.00 | |
| 12/04/2024 | Entertainment Publications of Australia Pty Ltd | Entertainment Publications of Australia Pty Ltd | 12.73 | | |
| 1/05/2024 | Interest on term deposit | | 1354.98 | | |
| 26/06/2024 | Entertainment Publications of Australia Pty Ltd | Entertainment Publications of Australia Pty Ltd | 12.73 | | |
| 15/08/2024 | Names badges for the PA | Signal Advantage | | 257.00 | |
| Total Administration & Miscellaneous | | | 1380.44 | 1377.45 | 2.99 |
| Net Activity | | | | | |
| | | | 74017.42 | 175475.33 | -101457.91 |



Principal's Report

The Principal provided an update on:

- Boarding House Chef position – new chef, Javier Pascolutti, joined us from Salty Dog, Kingston. Javier has started very well - excellent meals and has stated he is enjoying the role.
- Head of Inclusive Education (Centre for Excellence) appointed. The new appointment will commence in January 2025. The successful candidate has significant experience in the areas of learning support, inclusion, and gifted and talented education.
- Total enrolment is expected to drop in 2025 and there is a forecast drop in government funding, making three years of consecutive government funding cuts, placing additional budgetary demands on the School as we prepare for 2025.
- Building update: Exhumations are now complete with just over 1800 remains to be reinterred. The archaeologist is continuing with the identification process. Once complete, the School will provide a community update with details of memorial services and identification.

Piling (foundations) commenced 9 September – 110 timber piles and 70 concrete piles to be installed over a four – five-week period. Noise levels are not causing major distractions to student learning.

Major excavation works nearing completion

Lift shaft prefabricated concrete planned to be installed during term break.

Correspondence

Incoming- NIL

Outgoing - NIL

Matters for Noting

- Additional Middle School Funding (approved out of session).



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

- PA handbook finalise and vote. The committee agreed to add '2024' on the front page of the handbook and for the document to go live on the website. This document will be updated at the start of each year.
- Resource funding request change. Motion passed to pay sum of \$784 to Stephens Library for soft block storage.
- Additional Middle School Funding (approved out of session). Total \$10,956. Motion passed to pay the sum of \$10956 for Middle School Climbing cube completion.

Business Arising

Winter cocktail debrief

The committee received excellent feedback from the event and there is the potential to run this event bi-annually or for any upcoming occasions of importance.

The discussion from the committee was that pack up of the event was challenging with minimal volunteers. It was agreed to reach out to the wider school community if not enough volunteers for any future events. Thank you to the Hutchins events team who did a wonderful job, particularly of the elaborate setup and styling.

2025 Fair overview

The 2025 fair is to be held on Friday 4 April on the WMO (new location). The PA confirmed it will be supporting this event. In particular, the PA will take responsibility for coordinating the book stall, cake stall, silent auction, adult wine lucky dip, and organising volunteers for these stalls as well as set up and pack up. A new stall was suggested - glass jar lucky dip for kids filled with treats, balloons, hair clips, little toys etc. A sub-committee will be formed once the executive have met with Hutchins events team and have a timeline to work with. Action #9 (Courtney Bell and Shirl Badenach) organise a meeting with Hutchins events team for further information on the fair.

PA advertising banner

The committee discussed the possibility of an advertising banner with the purpose to encourage new members and advertise to the community what the PA does. Action #10 (Kate Woods) liaise with Hutchins marketing team to obtain quotes, images and text for banner.



Other business

PA members – positive feedback from members regarding Friday fright night, music showcase and MS/SS dance trip

Meeting close: 7.27pm