



# The Hutchins School Parents' Association Meeting

**Date:** Tuesday 18 June 2024

**Location:** Board Room

**Meeting opened:** 6.32am

## **Present**

Laura Machin  
Shirl Badenach  
Courtney Bell  
Rob McEwan  
Alli McShane  
Rowena Salter  
Pip Bartlett  
Kate Woods  
Abby De Borde  
Krysta Brocklehurst  
Amy Senkbiell  
Holly Orsman-Smith  
Louissa Johnson

## **Apologies**

Nil

## **Acceptance of Previous Minutes**

Moved – Courtney Bell  
Seconded – Holly Orsman-smith

## **Actions List**

The Secretary spoke to the Actions List, and the Treasurer clarified the financial year for reporting is the school year (1 February – 31 January).  
The Committee noted the Actions List.

## **President's report**

The President provided an update on the following:

- Prior to the scheduled Committee meeting on 14 May 2024, a Special Meeting was held to propose a change to the Constitution. A motion was passed to change the number of Committee members on the PA from '4' to 'up to 10'. The change was



needed this year as 7 parents nominated to be Committee Members of the PA. The President noted it was pleasing to have extra Committee members.

- Grandparent Days – All four of the Grandparents Days were very successful events, with large numbers of Grandparents attending the events. The concerts from the boys displayed a variety of exceptional talents; and the catering was amazing. Very well organized by the Hutchins Events Staff, and supported by the PA.
- Thank you to everyone who assisted with these events. Special thanks to Rowena for coordinating the volunteers for the Middle School event, and Courtney and Laura for coordinating the volunteers for the ELC event.
- Great work continues to be done on the draft PA Handbook. Well done to everyone involved on the result so far.
- PA Article for the Black and magenta – to be drafted by the President for July 2024 edition.

The Committee noted the President's report.

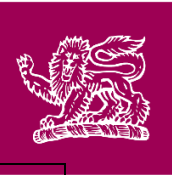
### Treasurer's report

## The Hutchins School Parent's Association

### Balance Sheet

as at 18 June 2024

	2025	2024
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	56,509	55,154
Balance with School	118,150	240,960
<b>Total Current Assets</b>	<u>174,659</u>	<u>296,114</u>
<b>Total Assets</b>	<u>174,659</u>	<u>296,114</u>
<b>Net Assets</b>	<u>174,659</u>	<u>296,114</u>
<b>Equity</b>		
Retained Earnings Brought Forward	296,114	219,412
Current Year Surplus / (Deficit)	<u>( 121,455)</u>	<u>76,702</u>
<b>Total Equity</b>	<u>174,659</u>	<u>296,114</u>



The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 18 June 2024

	2025 \$	2024 \$
<b>Income</b>		
Tuckshop Profit	29,447	73,304
Interest	1,355	1,501
Entertainment Books	13	78
Parent Subscriptions	16,963	18,203
Fundraising Functions Net Profit	-	23,779
<b>Total Income</b>	<u>47,778</u>	<u>116,865</u>
<b>Expenses</b>		
Audit Fees	925	875
Donations to the School	167,445	37,772
Thank yous/Gratuities	195	112
General Catering	128	339
Social Functions	540	1,065
<b>Total Expenses</b>	<u>169,233</u>	<u>40,163</u>
<b>Net Surplus / (Deficit)</b>	<u>( 121,455)</u>	<u>76,702</u>

**Principal's Report**

**Correspondence**

**Incoming**

Nil

**Outgoing**

Nil

**Business Arising**

**PA Handbook**



The Secretary and sub-committee members spoke to the draft PA Handbook. Concerns and questions about the handbook were raised by members not on the sub-committee. It was agreed that Committee members would email the sub-committee with specific comments/questions on the PA Handbook ahead of a final version being submitted at the next meeting. (Action #5 – Alli McShane)

A suggestion was made to create a form for parents to raise any matters for discussion at the PA. However, the committee agreed that the Parents' Association email address and meetings remain the best avenues for parents to voice their queries or concerns.

### **Movie Night**

The Committee discussed the Movie Night fundraiser being organised by the Prefect group and **endorsed** a \$500 donation from the PA.

It was noted that Members are encouraged to share the social media posts related to the event if they wish too.

### **Cocktail Party**

The Secretary spoke to the proposed winter cocktail party for school parents that was being considered, including venue ideas. The Committee discussed potential venues and T42 was identified as the most viable venue option.

Additional details were needed from the venue, including available space, minimum spend requirements and booking times.

The committee discussed covering costs for food and entertainment.

The Committee agreed that a final decision on the cocktail party would be confirmed via email due to the timing of the event and next meeting. (Action #6 – Kate Woods)

### **Other business**

#### **Indoor Lunchtime activities**

Committee member Alli McShane raised a community member's suggestion for more indoor lunchtime activities for Junior School/Middle School students that are not sport-based such as Lego or clubs.

PA to further research in consultation with the School for resources to support these activities (Action #7 – Kate Woods)



### **School Jumper clarification**

A question was raised regarding the appropriate times to wear school jumpers. The Principal clarified that changes are being made, with updates to be posted on the school's website once all stakeholders have confirmed changes.

### **Sustainability Initiative**

The Secretary advised that, in keeping with the School's pillar of sustainability, all meeting minutes, agenda and other documentation will be emailed to members in the future.

**Meeting close: 7.43pm**