

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



AGM Meeting Minutes: 19th March 2024

Conference Centre, 6.30pm

Meeting Opened: 6:35pm

Present:

Rob McEwan, Dayana Baker, Shirl Badenach, Alli McShane, Courtney Bell, Laura Machin, Louissa Johnson, Kate Woods, Philippa Bartlett, Maki Nagamine, Lynn Redwig, Sam Whang-Randall, Holly Orsman Smith (via Zoom), Krysta Brocklehurst, Rowena Salter, Abby De Borde, Tess Ashbolt .

Apologies:

Nil

Acceptance of Previous AGM Minutes:

Moved – Laura Machin

Seconded – Courtney Bell

President's Report:

The Hutchins School Parents' Association

2023 was action packed for the Parents' Association and unfortunately my last year as President.

We started the year with the New Parents' Cocktail Party where we had more than 150 new parents and carers registered. In speaking about the Parents' Association, I spoke about how their annual subscription of \$35 is used. I explained what it had helped us do, and what it was being used for in the future. From the Junior School playground equipment to the Outdoor Education mountain bike fleet being replaced, every cent counts to something tangible for the betterment of the students. We, the Parents' Association see our committee as an important conduit between parents, carers, the School, students and the wider community.

We started Semester One with a bang. On 31 March we held our first School Fair since 2018. It was a resounding success. It really was a mammoth effort to pull together and once we settled on a date, six months before, it was full steam ahead. Each House, committee and association ran a stall, and we were so pleased to be able to support the profit going straight back to the stall holders. The English Cricket Tour families ran the bar, and they were able to significantly reduce the cost price of each student flying to England as a result of their fundraising efforts. I must personally thank a few people who were instrumental in the success of the day. Mrs Jenna McPhie, Mrs Allison Brooks, Mrs Anna Kirkland, Mrs Laura Bird and all those in Marketing and Events at Hutchins, the current Prefect cohort for all of their assistance and with pack down, Xtreme Rides, Hobart Hurricanes and all the vendors who contributed. Our Cake Stall and Lucky Dip were sold out in record time.

(right) Hayley Baker, Kiraten Chesterman, Dayana Baker, Shirlene Badenach at the Fair



A huge thank you to Louissa Johnson who secured fantastic silent auction and raffle prizes. Thanks to our MC School Whip, Fergus McLean [Year 12], the younger students loved having you so involved.

We held an Open Day BBQ and we thank all the Parents' Association members who assisted. These are traditionally run on a Sunday and it is a great way to introduce new students and their families to the School. Thanks to the students who acted as guides who toured the School with the families and the BBQ helpers Hayley Baker, Shirlene Badenach, Gary Waterson, Dominic Baker, Milly Fox, Laura Machin and Courtney Bell. We would love more volunteers for these Open Days so if you can spare an hour to man the BBQ or serve we would love to hear from you.

Grandparents' Days are legendary at Hutchins and this year they were held over three separate days. Hutchins hosted over 450 grandparents and carers from ELC to Senior School. The Parents' Association hosts these special days and provides a morning tea service. After a fabulous performance in the Auditorium the students brought their grandparents to the Chris Rae Building for refreshments and a tour of their classrooms. It is a wonderful way to celebrate these special people in the students' lives. Thanks to every person who volunteered on the day to make this such a huge success especially Alli McShane, past President who is instrumental in the smooth running of these days.

Our committee meets twice per term in the Boardroom, which is situated near Reception. In 2023 the Parents' Association have proudly supported proposals for funding, including from the Advancement Office for Hutchins Giving Day, as a \$25,000 matching donor. We have also recently approved proposals for the 'Bush Area' to be developed in the Junior School, underwater drones for the Marine School/Science Faculty and some outdoor play equipment for the Middle School, so watch this space for exciting things here.

I have loved being a part of The Hutchins School community and encourage anyone who is thinking they would like to get involved to reach out, it is such a rewarding thing to do, and personally I will miss the community greatly. Thanks to Principal, Dr Rob McEwan, for his unwavering support of me in this role and to my Vice-President, Courtney Bell, for all her efforts this year, and to all of the committee, we may be small, but we have achieved many things to be proud of.

Mrs Dayana Baker
President of The Hutchins School
Parents' Association

Dayana Baker

Treasurer's/Auditors Annual Report:

The Audit of the Financial Statements for the year ended 31 January 2024 was completed by WLF last week. We are still waiting on the Partner signed Management Representation Letter and will be made available once received. The Association are not expecting any issues to be raised.

Analysis of the Income and Expense Statement:

- Total Income \$116,865
- Tuckshop Profit continues as the main driver of income at \$73K (PY \$65K)
- Interest has increased from \$365 to \$1,501 reflecting higher interest rates on deposits.
- Parent Subscriptions decreased by \$1K compared to the prior year.
- Fundraising Functions Net Profit was \$23.8K (PY \$677) reflecting an increase in fundraising events.
- Total Expenses \$40,163
- Main expenses comprise donations to the School (\$38K) for various projects.
- Net Surplus is \$76,702

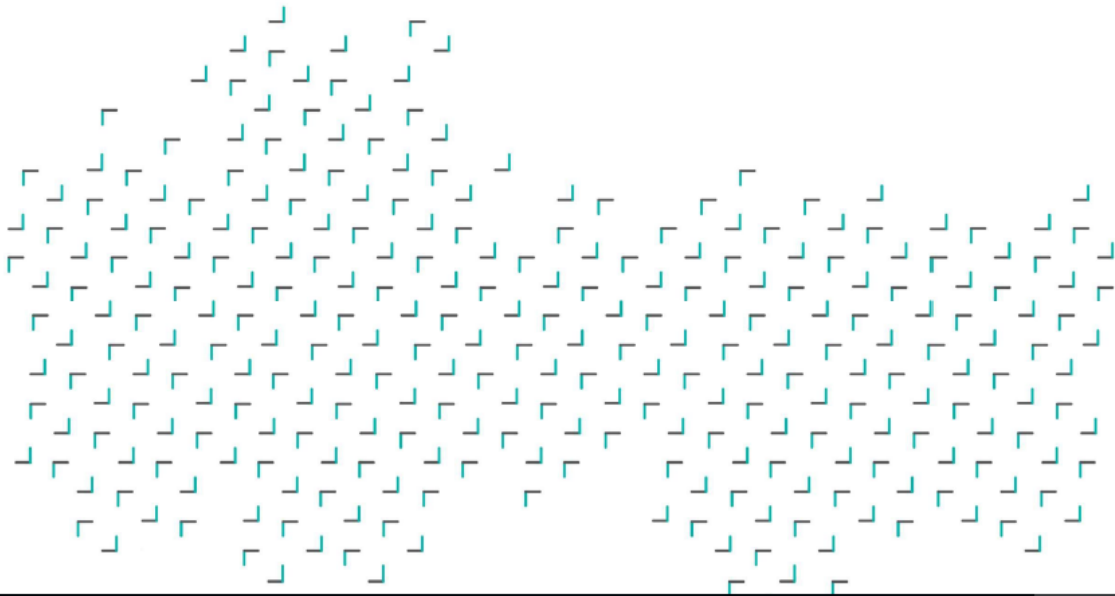
Analysis of the Balance Sheet

- Term Deposit \$55,154
- Balance with School \$240,960
- Total Current Assets \$296,114

The Hutchin School Parent's Association

Financial Report

31 January 2024



The Hutchins School Parent's Association

Balance Sheet

as at 31 January 2024

	2024	2023
	\$	\$
Assets		
Current Assets		
Term Deposit	55,154	53,653
Balance with School	240,960	165,759
Total Current Assets	<u>296,114</u>	<u>219,412</u>
Total Assets	<u>296,114</u>	<u>219,412</u>
Net Assets	<u>296,114</u>	<u>219,412</u>
Equity		
Retained Earnings Brought Forward	219,412	303,730
Current Year Surplus / (Deficit)	76,702	(84,318)
Total Equity	<u>296,114</u>	<u>219,412</u>

The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 31 January 2024

	2024	2023
	\$	\$
Income		
Tuckshop Profit	73,304	65,463
Interest	1,501	365
Entertainment Books	78	-
Clothing Pool & Crested Sales	-	226
Parent Subscriptions	18,203	19,201
Fundraising Functions Net Profit	<u>23,779</u>	<u>677</u>
Total Income	<u>116,865</u>	<u>85,932</u>
Expenses		
Audit Fees	875	500
Donations to the School	37,772	169,169
Thank yous	112	-
General Catering	339	367
Social Functions	1,065	-
Square Readers - Shared with Fahan	<u>-</u>	<u>215</u>
Total Expenses	<u>40,163</u>	<u>170,250</u>
Net Surplus / (Deficit)	<u>76,702</u>	<u>(84,318)</u>

NOTE 1 - SIGNIFICANT 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.

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 2024, the income and expense statement for the year then ended, and notes to the financial statements, including a summary of significant 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 2024, 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 (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.

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.

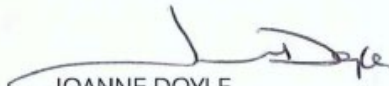
As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- 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: 13 March 2024



THE HUTCHINS SCHOOL PARENT'S ASSOCIATION
COMMITTEE MEMBERS FOR YEAR ENDED 31 JANUARY 2023

President	Dayana Baker
Vice President	Courtney Bell
Secretary	Shirlene Badenach
Treasurer	Krysta Brocklehurst
Committee Members	Laura Machin, Louissa Johnson, Alli McShane

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 2024.



J DOYLE
PARTNER
WLF Accounting & Advisory

13 March 2024.

Dayana Baker
Hutchins School Parent's Association
PO Box 254
SANDY BAY TAS 7005

Dear Dayana,

Re: HUTCHINS SCHOOL PARENTS ASSOCIATION

We have finalised the audit of the Hutchins School Parent's Association for the year ended 31 January 2024.

Auditors are encouraged by the Australian Auditing Standards to issue a management letter at the completion of each audit, as a means to advise management of any matters noted during the course of the audit.

Our audit work involves the review of only those systems and controls adopted by the Association, upon which we wish to rely for the purposes of determining our audit procedures. Accordingly, our examination may not have identified all the control weaknesses that may exist. Furthermore, our audit should not be relied on to disclose defalcations or other similar irregularities, although their disclosure, if they exist, may well result from the audit tests we undertake.

We wish to advise that we have not encountered any matters during the course of our audit that we believe should be brought to your attention. Should you wish to discuss the above please do not hesitate to contact myself or Jake Saunders of this office.

Yours Sincerely,



J DOYLE
PARTNER
WLF Accounting & Advisory

Date: 21 March 2024

Proposed Resolution: that the 2023 Financial Statements tabled after the AGM be accepted.

Moved: Shirl Badenach

Seconded: Kate Woods

Proposed Resolution: That Wise Lord and Ferguson remain as Auditors for the 2023 term.

Moved: Shirl Badenach

Seconded: Kate Woods

Acknowledgement:

We wish to acknowledge, and thank, all PA members, and previous PA members, who supported the PA in 2023.

A special thank you to Dayana Baker for all her work on the Committee over previous years, and particularly for her contribution as a dedicated President of the Hutchins PA.

Election of Committee Members

All positions are vacated.

Election of new members:

- President
Shirl Badenach
- Vice President
Courtney Bell
- Treasurer
Krysta Brocklehurst
- Secretary
Kate Woods
- Committee Members
Holly Orsman-Smith (MS)
Rowena Salter (ELC)
Philippa Bartlett (JS)

Laura Machin (ELC)
Abby De Borde
Louissa Johnson (SS)
Alli McShane (SS)

All accepted and ratified.

Meeting Closed: 7.00 pm

Next AGM Meeting: TBC in March 2025