

# THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



Meeting Minutes: 19<sup>th</sup> September 2023

Board Room

Meeting Opened: 6.32pm

## **Present:**

Rob McEwan, Dayana Baker, Shirl Badenach, Alli McShane, Phillippa Bartlett, Kezia Mellars, Kate Woods, Camilla Fox, Laura Machin, Courtney Bell, Miriam Shevland, Amy Senkbeil, Louise Allwright, Lilli Hyatt, Mike Webster, Fiona Moroney, Mitchell Woolford, Bill Giddings, Theresa Ashbolt, Abby De Borde, Georgie Rayner, Kristen Nognaioni, Rowena Salter, Vicki Wilkins.

## **Apologies:**

Krysta Brocklehurst, Louissa Johnson

## **Acceptance of Previous Minutes:**

Moved – Alli McShane  
Seconded – Kate Woods

## **President's Report:**

Dayana Baker delivered short Presidents Report, having attended a long-serving-staff member function on behalf of the PA being the only notable mention.

## Treasurer's Report:

Please find attached latest financial report as at 18 September 2023.

Of note;

Cash at Bank balance is \$272,513 - of which \$4k is committed funds for consultancy for the playground feasibility study.

Net surplus YTD is \$53,101

The main movement since last meeting is the recognition of tuckshop profits of \$12k.

Krysta Brocklehurst

PA Treasurer

### The Hutchins School Parent's Association

#### Balance Sheet

as at 18 September 2023

	2024	2023
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	54,043	53,653
Balance with School	<u>218,470</u>	<u>165,759</u>
<b>Total Current Assets</b>	<u>272,513</u>	<u>219,412</u>
<b>Total Assets</b>	<u>272,513</u>	<u>219,412</u>
<b>Net Assets</b>	<u>272,513</u>	<u>219,412</u>
<b>Equity</b>		
Retained Earnings Brought Forward	219,412	303,730
Current Year Surplus / (Deficit)	<u>53,101</u>	<u>( 84,318)</u>
<b>Total Equity</b>	<u>272,513</u>	<u>219,412</u>

# The Hutchins School Parent's Association

## Income & Expense Statement

For the period ended 18 September 2023

	2024	2023
	\$	\$
<b>Income</b>		
Tuckshop Profit	50,457	65,463
Interest	390	365
Entertainment Books	38	-
Clothing Pool & Crested Sales	-	226
Parent Subscriptions	19,023	19,201
Fundraising Functions Net Profit	10,337	677
<b>Total Income</b>	<u>80,245</u>	<u>85,932</u>
<b>Expenses</b>		
Audit Fees	875	500
Donations to the School	25,000	169,169
General Catering	204	367
Social Functions	1,065	-
Square Readers - Shared with Fahan	-	215
<b>Total Expenses</b>	<u>27,144</u>	<u>170,250</u>
<b>Net Surplus / (Deficit)</b>	<u>53,101</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.

The Hutchins School Parent's Association

Activity Report

For the period 1 February 2023 - 18 September 2023

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
Total for new parents dinner (activity complete)			-	1,065.00	- 1,065.00
Total Mothers Day Stall (activity complete)			144.70	-	144.70
2023 School Fair (activity complete)			10,192.50	-	10,192.50
<b>Tuckshop Profits</b>					
28/02/2023	Management Fee Net Operating Cost FEB 2023 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	4,828.62		
31/03/2023	Management Fee Net Operating Cost MAR 2023 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	10,962.61		
30/04/2023	Management Fee Net Operating Cost APR 2023 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)		95.14	
31/05/2023	Management Fee Net Operating Cost May 2023 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	14,498.52		
30/06/2023	Management Fee Net Operating Cost JUN 2023 - Cant	Trippas White Group Pty Ltd (Formerly Alliance Ca)	6,902.94		
31/07/2023	Management Fee Net Operating Cost JUL 2023 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	1,066.35		
31/08/2023	Management Fee Net Operating Cost AUG 23 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	12,293.15		
Total Tuckshop Profits			50,552.19	95.14	50,457.05
<b>P&amp;F Subscriptions 2023</b>					
30/04/2023	Parent association 2023 subscriptions		19,022.50		
Total P&F Subscriptions			19,022.50	-	19,022.50
<b>2024 Donations to the School</b>					
17/05/2023	The Hutchins School Parents' Association - Donation to 2023 Givi The Hutchins School Parents' Association			25,000.00	
Total 2024 Donations to the School			-	25,000.00	- 25,000.00
<b>Catering</b>					
28/02/2023	Cheese Platter P/A	Hill Street Grocer		2.60	
28/02/2023	Cheese Platter P/A	Hill Street Grocer		21.20	
17/03/2023	Parents Association AGM and Fair Meeting Cheese platter	Trippas White Group Pty Ltd (Formerly Alliance Ca)		45.60	
15/05/2023	Catering for PA meeting Tuesday 9 May	Trippas White Group Pty Ltd (Formerly Alliance Ca)		45.50	
30/06/2023	Cheese platter for PA meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		45.20	
11/08/2023	Platter for PA meeting 08/08/23	Trippas White Group Pty Ltd (Formerly Alliance Ca)		44.00	
Total Catering			-	204.10	- 204.10
<b>Administration &amp; Miscellaneous</b>					
30/03/2023	Parents Association for the financial year ended Dec 23	Wise Lord & Ferguson		875.00	
21/04/2023	Interest on PA association term deposit		390.27		
15/06/2023	Entertainment Publications of Australia Commission	Entertainment Publications of Australia Pty Ltd	38.18		
Total Administration & Miscellaneous			428.45	875.00	- 446.55
<b>Net Activity</b>			<b>80,340.34</b>	<b>27,239.24</b>	<b>53,101.10</b>

Principal's Report:



PRINCIPAL'S REPORT  
PARENTS' ASSOCIATION MEETING

Principles Report. Dr McEwan reported that

- New head of Rowing has been appointed
- Head of year 6 to be appointed soon
- Middle school boys lead by Fiona Moroney have formed a group under the banner of Rotary International to distribute fresh food to programs that supports people within our local community unable to afford groceries.
- The school calendar is very full for the rest of the year, and into next year, with many dates having overlapping events.

### **Correspondence:**

Incoming – 1 email received with some positive feedback about the Father's Day breakfast.

Outgoing – nil

### **Actions arising from Previous minutes:**

#### Father's Day Report – Kate Woods

The JS Father's Day breakfast was a wonderful community event that saw Dads, grandparents and father figures attend with their son. Wednesday was more heavily booked with approx. 100 guests in attendance. Thursday was approximately 70. It was very much appreciated having PA support there to assist with the tea/coffee/food and contribute towards building a positive school environment. Thank you to Alli McShane, Phillippa Bartlett, Courtney Bell, Milly Fox and other parents in our community – Michelle Liu and Juliette Cunningham.

#### Junior School Bush Proposal

Kate Woods and Phillippa Bartlett

Miriam Shevland, from Playstreet - Play/ST. At the PA meeting tonight to present the Master plan for the whole area.

Kate Woods applying for a Government grant for some funding. We will also need some assistance from PA re funding before she can apply for grant.

See attached funding request and master plan.

## Other Business:

### THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

#### Funding Request

*If you could please include the following information prior to sending to PA, this will assist us in determining whether we are able to provide funds for your request.*

*Please return to the PA via Jenna McPhie or Anna Kirkland or via the PA email ([PA@hutchins.tas.edu.au](mailto:PA@hutchins.tas.edu.au))*

Date: 19 September 2023

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#### **Funding Request Overview:**

##### **Junior School Nature Play Project Stage 2:**

**Aim:** To develop a considered, safe, inspiring and interesting outdoor space for Pre-Kinder through to Year 5 students, that is suitable for both learning and playing on the current JS bush site whilst incorporating connection to the land on which our school stands.

##### Introduction:

This is a funding request for \$150,000 for infrastructure/landscaping costs, for the proposed new nature based play space in the Junior School to improve accessibility standards whilst providing beautiful natural spaces for students across all grades to gather, learn and interact as well as addressing key elements in our reconciliation action plan (rap).

##### Background information:

As previously addressed, there is currently a large gap in fit for purpose, contemporary and inclusive play spaces and equipment for our Junior School boys at Hutchins. This compares to other local schools (both private and public) who have implemented urban and nature based play spaces which are attractive spaces for students to learn and play.

The paragraphs below detail the current situation / gaps within the JS and potential inclusions/benefits of a contemporary nature based play space for our JS boys.

- Current bush space is accessed on a timetabled basis by Pre-K to Year 5 students.
  - Pre-Kinder- Year 1 students use it during learning time, depending on curriculum and break time needs, access is planned and supervised by class teachers (sometimes with a specific learning goal, sometimes not).
  - Year 2 – 5 students are timetabled to use bush space during break times, supervised by duty teacher on a roster system (x1 year group/day), with Year 2 having additional day to access.
  - In 2023, Year 2 children moved from ELC to JS, with many positive outcomes for Year 2 students (such as greater independence and more access to the library at break times). In the ELC playground the capacity has been positively impacted without the Year 2's playing there consistently; and the Year 2's have brought an ELC 'feel' to the JS playground. The bush development would aim to draw on that 'feel.'
  - In 2022, playground update included a climbing frame for JS students. This is heavily used and enjoyed by all JS children, but is quite minimal.
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- Existing play spaces utilised by JS children include: bush area (timetabled x1 day per week), handball courts, oval, Basketball courts, grass area near the Music block, turf area under new wall. Apart from the oval, these spaces are all limited in size, and many JS boys are not inclined to play sports at lunchtime.
- Meeting places for JS classes to utilize outdoor learning are limited
- Seated outdoor eating spaces (e.g. benches and picnic tables) for JS classes are also currently limited.

At the previous PA meeting (8 August), the PA donated \$4000 to allow the Junior School to engage Miriam Shevland from Playstreet to provide a design concept and costing. This has been done in consultation with

- the students at the Junior School which has provided a student voice towards the design project
- the Junior School leadership team who have agreed the project aligns with the goal of enhancing Student Wellbeing within the Junior School and highlights the interconnections between the physical, emotional, and social wellbeing of our students.
- Maintenance and groundskeeping staff at the school who have met with Miri and responded positively, offering skills and support for the building phase.

A state government grant application is also being prepared and will be submitted following the outcome of this proposal. We feel strongly it meets all the criteria and are hoping to show we have the means to provide landscaping for the equipment and prove feasibility with the financial support of the Parent's Association.

Potential Inclusions based on the current design:

- Improved access to the space which will be more easily managed with stairs and handrail.
- Gravel perimeter path with artwork
- Yarning circle for storytelling surrounded by endemic planting with connection along the space to create an outdoor classroom
- Multilevel fort with pulleys and rope connected to large sandpit area
- Various balancing platforms around top edge to enable better access.
- A series of mini platforms for bases with connection to storage areas and flag posts.
- Nesting/calming area
- Rehabilitation of the bank including separating areas out for erosion control and to rehabilitate. This area will be fenced while establishing.

Please refer to the concept and costing being presented by Miriam Shevland at the PA meeting (19 September 2023) from PlayStreet for a detailed breakdown in planning and inclusions.



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**Benefits to the school and students (what need does it address):**

**Proposed Outcomes/Benefits:**

- Provide appropriate foundation, and continuity links, to Middle School/Senior School Outdoor Education program
- Moving forward the with reconciliation action plan in an active and considered way to allow for greater connection to country.
- Create a safe accessible space for all students of all abilities
- Provide curated level of risk, in a natural space, for all learners accessing this space
- Provide an alternative option to the existing, more-structured play options e.g. climbing frame, oval, handball, basketball etc.
- Protection/consideration of the space from future erosion
- Ensure the Junior School has a play area that is contemporary and of a high standard that also aesthetically improves a highly visible element of the school grounds.
- Continue to provide viewing spaces and options for War Memorial Oval events
- Continue to provide a JS vegetable garden option

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**Total Cost:**

**\$212000**

Quote 1	Quote 2
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**Ongoing Costs/Maintenance** (and who will be covering this):

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**Would you be available to attend a PA meeting if required?**

**Yes**

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**Headmasters Support/Endorsement:**

**Yes**

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**Comments**

# PROJECT COST ESTIMATE

Project No: 23-055  
 Project Name: NATURE PLAYBANK  
 Client: THE HUTCHINS SCHOOL  
 Date:  
 Issue:

18-Sep-23  
 1



ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	ESTIMATED COST
1.00	<b>100K Budget</b>				
1.01	Gravel Path + steel edge	m2	180	\$85.00	\$15,300.00
1.03	Garden for erosion control	m2	150	\$80.00	\$12,000.00
1.04	Stairs and path	item	1	\$10,000.00	\$10,000.00
1.05	Main Fort + sand play	item	1	\$50,000.00	\$50,000.00
1.06	Bases + storage	item	3	\$5,000.00	\$15,000.00
<b>Section Subtotal</b>					<b>\$102,300.00</b>
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	ESTIMATED COST
2.00	<b>200K Budget</b>				
2.01	Yarning Circle	item	1	\$10,000.00	\$10,000.00
2.02	Balancing Beam Play	item	1	\$30,000.00	\$30,000.00
2.03	Nest	item	2	\$3,000.00	\$6,000.00
2.04	Boulders & rope	item	6	\$500.00	\$3,000.00
2.05	Garden of puddles	item	1	\$10,000.00	\$10,000.00
2.06	Garden for erosion control	m2	150	\$80.00	\$12,000.00
2.07	Raingarden	item	1	\$3,000.00	\$3,000.00
2.08	Boulder/log edge	l/m	20	\$1,000.00	\$20,000.00
2.09	Paving for outdoor class	item	1	\$5,000.00	\$5,000.00
2.10	Bases	item	2	\$5,000.00	\$10,000.00
<b>Section Subtotal</b>					<b>\$109,000.00</b>
Excludes:					
Deck connection to clubrooms					
Amphitheatre					
Fencing & gates					
Contingency, preliminaries, access issues, etc					
Consultant Fees					
<b>GRAND TOTAL</b>					<b>\$211,300.00</b>



## Middle School Proposal – Playground equipment for Middle School

Presented by Mitchell Woolford and Bill Giddings – Middle School leaders

Our proposal:

- To provide a playground option for all.
- To install a 2.1m climbing cube that has ropes, ladder, climbing wall and spider netting.
- This provides another play option for everyone but importantly for those students who are neural diverse, with an outlet for unstructured play. Something that rules-based games like table-tennis, basketball and football cannot do.
- For neural diverse students, climbing and using own body weight provides significant, deep pressure and provides sensory input through touch and an ability to regulate behaviour.

Statistics:

- Prior to 2022, there were roughly 230 students in the Middle School.
- In 2022, the Year 6 cohort joined the Middle School and roughly 70 students were added.
- Whilst we added 4 new classrooms, breakout spaces and other amenities in the CRB, no extra playground equipment was added to the play space.
- In 2024, there will be a fourth Year 6 class, making the MS student numbers approximately 310.

Survey Results:

- Recent survey of Middle School students suggested that improvements could be made to the playground.
- Many students play on the oval and basketball courts.
- Handball was another popular break time activity.
- However, those that do not play in these areas have limited choice.
- Our students are increasingly diverse and have a wide range of interests. We would like to provide a playground option for them.

Climbing Cube option

<https://adventureplus.net.au/product/s0919u-climbing-cube-play-unit>

Suggested improvements

In the survey, boys also requested sturdy tables and chairs around the canteen area. At a quoted cost of \$850 we would appreciate 3 of these. One per year group in Middle School.

The Hutchins Marine School/Science department funding proposal for 2 underwater drones

Louise Allwright/Robert Tuck

Proposal is for: 2x QYSEA Fifish V6 Underwater drones (including protective case) at \$3,998 each. **Total funding requested: \$7,996.**

However, the company may have a sale running. The total would currently be \$5,996. I am unsure how long this sale is running for but will contact them tomorrow to enquire. There may be an option to purchase 3 drones for the total price.

This is the website of the company, which includes all specifications and details on the drone itself <https://underwater.com.au/shop/fifish-v6-underwater-drone-vr-head-tracking.html>

Proposals Discussion

Discussion then reopened regarding 3 applications for funding put forward this evening.

Dr McEwan expressed his belief that any money the PA has should be spent while the families that have contributed are still at the school.

Dayana Baker and Alli McShane raised concerns around lack of detailed financial information from 'The Bank' proposal, and questioned the need for a decision tonight as some key members of the PA executive committee were not present, and the significant nature of the request required more consideration and discussion with the appropriate school representatives i.e Head of ELC, Head of JS, as well as ensuring the school master plan is incorporated.

The parent group present then indicated their strong support for the proposal, and that an urgent decision was necessary to facilitate a grant application for up to \$30,000.00 by Kate Woods (on behalf of the SCHOOL not the PA).

In order of presentation, the committee then moved the following motions.

1. That the middle school is successful in their application for funding towards 3 outdoor tables, to the value of \$2550.00
2. That the PA is supportive of the proposal of a piece of play equipment for the middle school, up to a total value, including all installation costs, of \$25000.00, with the costings to be refined and represented once complete.

Both motions moved by Laura, seconded by Kate Woods

3. That the PA is supportive of the concept of 'The Bank' development project, up to a maximum of \$150,000.00, with all costing to be refined and represented.

Moved by Millie Fox, Seconded by Courtney

4. The PA approves the application for funding by the Science and Marines Studies faculty for up to 3 underwater drone units, at a maximum expenditure of \$9000.00\*

Moved by Dayana and seconded by Rowena.

\*Dr McEwan proposed the additional drone to be funded above the requested amount as the reduced retail price gave the opportunity for the increase. That request was not from the staff.

Meeting Closed: 9.05 pm

Next Meeting: 17<sup>th</sup> October 2023