

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

Meeting Agenda: Thursday, 20th September, 2018

The Board Room, 6.30pm

Meeting Opened: 6:35pm

Present: Lou Christie, John Groom, Anna Yard-Cumming, Krysta Brocklehurst, Mel O'Brien, Clair Orlikowski, Alli McShane, Julie Sillifant, Sarah Rowley, Anthony Gunton, Dayana Baker, Jane Yarham, Erica Robinson.

Apologies: Dr Rob McEwan, Patrice Lawrence, Georgia Burbury, Claire McQuillen, Tonia Blackwood, Jo Bourne.

Acceptance of Previous Minutes:

Moved: Melanie O'Brien

Seconded: Jane Yarham

Passed

President's Report

- Planning for our major event, The School Fair, is underway and will be the focus for the next four weeks in the lead up to the 19th of October.
- Lou provided an update on the recently held Community Hub in early September noting it was well attended and attendees took the opportunity to ask questions of the guest speaker Dr Rob McEwan.

Headmasters Report:

- Director of Advancement, John Groom, attended as a proxy for Dr Rob McEwan. Dr Rob McEwan Enjoyed the community Hub and is very much looking forward to the fair. John Groom provided an update on the new breakfast with the Headmaster series to be held as part of Advancement Office activities.

Treasurer's Report

- Lou Christie presented the Treasurer's Report on behalf of Claire McQuillen.
- The main points of note since the last meeting include:
 - Cash is up \$28k to \$188k, explained by;
 - Income received from parent subsidies of \$24k
 - Tuck shop profit recognised of \$6.5k (there is a new account manager)
 - Father's Day stall income of \$3k
 - Expense of \$3k for the ELC mud kitchen
 - Expense of \$3k for the installation of air con in Junior School canteen
- Question raised as to why the PA receives the Canteen Profits (Action: Lou to follow up).

Correspondence

- Nil

Business arising from previous minutes

| Item | Action |
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| 1. 2018 Events | |
| - School Fair - Sarah | Action: Sarah Rowley to collate email responses regarding Fair donations. |
| ▪ Extreme rides and food vendors are confirmed. | |
| ▪ Donations email has been sent out via EdSmart. | |
| ▪ Helicopter rides are also a possibility that is being considered. | |
| ▪ PA are providing balloon twirlers and face painting (for a small fee/donation). | Action: Sarah Rowley to discuss appropriate advertising with Jenna. |
| ▪ PA stall – 'Try your luck', fill up tombola jars, also have Lucky Dips, guess the balloons (sustainable balloons made of cornflour) on the bus – to include a sign of the bus to note as such and they will not be released – the proposed prize is a voucher. | Action: Sarah Rowley to distribute Fair site plan. |
| ▪ Fair Committee to meet on Tuesday 25th September, then 17th October. | |
| ▪ TasWater being followed up regarding on-site water, BYO. | Action: Lou Christie to organise Communique regarding BYO water bottles for the Fair. |

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| <ul style="list-style-type: none"> - Community Hub <ul style="list-style-type: none"> ▪ Clair Orlikowski provided an update from the Community Hub held on 7th September 2018. The format for the Community Hub was a Q&A session with the Headmaster. ▪ Content also Headmaster's Report, Middle School Updates, EdSmart Emails, things happening around the school. ▪ Whilst a Q&A session, it was noted there was limited opportunity for questions. <p>2. Volunteers and Parent Engagement There was broad discussion around the need to consider thanking people more formally to ensure they are formally acknowledged for their efforts and contributions to the school. Potential ideas discussed include: breakfast, lunches. Georgia Burbury to provide an update at the next meeting. Feedback provided regarding the formality of the Program. EdSmart used to capture people for inclusive purposes. There is a need to provide clarity around the roles of volunteers for 2019 that has been raised previously, Lou has commenced the drafting of a new parent letter. John Groom also has alumni data if contact details are required to keep in touch with Alumni on behalf of the PA.</p> <p>3. Boarding House Anna Yard-Cumming advised James Bourne the PA had approved \$15k to spend on the project.</p> <p>4. Table Tennis Table Last year the table tennis table was funded by PA. Anna emailed Ken Kingston, he followed up with Simon Angus. The table had not been installed as intended as the space allocated has been reallocated for the new middle school building. The Middle School will reconsider what the funds will be spent on. Middle school needs to resubmit to the PA.</p> | <p>Action: Lou Christie to talk to Jenna regarding timing/possibility of an upcoming thank you event.</p> <p>Action: Georgia Burbury to provide update on Parent Volunteer program at next meeting.</p> |
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Business Arising

| Item | Action |
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| <p>1. School Diaries</p> <ul style="list-style-type: none"> • Discussion regarding the use of diaries arose during the meeting with the general consensus in the room being a preference for the use of diaries particularly in the ELC and Junior School. | <p>Action: John Groom to provide feedback regarding diaries to Dr Rob McEwan.</p> |
| <p>2. Rory</p> <ul style="list-style-type: none"> • John Groom provided an update regarding the use of Rory and the potential for an App to be used. | <p>Action: John Groom to follow up regarding implementation of the Rory App.</p> |
| <p>3. 2019 Events</p> <ul style="list-style-type: none"> • Blokes and Spokes <ul style="list-style-type: none"> ○ Lou is open to feedback regarding the event, and open to volunteer assistance, including Coordinator. Lou is meeting with the Bicycle Network in Term 4. Ability to be able to opt in or out of goodie bag was also discussed. ○ Clair Orlikowski volunteered to assist with 2019 event. • Other Event Ideas <ul style="list-style-type: none"> ○ For example, Car Rally and Scavenger Hunt particularly for the Senior School Boys. | <p>Action: Feedback and volunteer involvement please forward to Lou Christie.</p> <p>Action: Krysta Brocklehurst to table for meeting post the Fair.</p> |
| <p>4. Student Water Bottles</p> | <p>Action: Dayana Baker to follow up with Uniform Shop regarding stainless-steel drink bottles.</p> |
| <p>5. Funding for bucket drop construction</p> <ul style="list-style-type: none"> • Dunking Machine is being purpose built, propose PA to cover the cost up to \$500. Moved – Anna Yard Cumming, Seconded – Jane Yarnham. | |

Meeting Closed: 7.48pm

Next Meeting: 17th October, 2018