

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

Meeting Agenda: Wednesday, 22nd August, 2018

The Board Room, 6.30pm

Meeting Opened: 6:37pm

Present: John Groom, Rob McEwan, Anna Yard-Cumming, Mel O'Brien, Georgia Burbury, Clair Orlikowski, Claire McQuillen, Jo Bourne, Alli McShane, Jacqui Patiniotis, Erica Robinson, Julie Sillifant, Sarah Rowley, Anthony Gunton

Apologies: Patrice Lawrence, Krysta Brocklehurst, Dayanna Baker

Acceptance of Previous Minutes:

Moved: Anna Yard-Cumming

Seconded: Alli McShane

Passed

President's Report

- Planning for our major event, The School Fair, is underway. Welcome back to Sarah and we are very grateful for her to be taking on the co-ordinator role. Currently seeking volunteers and EdSmart notices are being distributed to the parent body
- Thank you to Clair, Anna, JP, Krysta and Matt for attending the Anniversary Luncheon and representing the PA. I was able to attend the Anniversary service at St David's Cathedral which was a lovely celebration of the traditions and history of Hutchins.

Headmasters Report:

- To be attached

Treasurer's Report

- Term deposit rolled over for another 6 months.
- \$28K received in 2019 PA Subscriptions.
- Clair working with Gina Fenney on management of revenue from the Fair.

Correspondence

- Nil

Business arising from previous minutes

Item	Action
1. Meeting Minutes	
- Considerable printing of minutes/treasurer reports and we should consider the necessity of hard copies	Action: Lou to let Krysta know
- No requirement to print as they are distributed electronically prior to the meeting	
- Minutes could be projected on TV	
- Members to raise a query once they are sent electronically.	
2. 2018 Events	
- Mother/Grandmother/Aunt/Boys Event	NFA
▪ Discussed that this event, whilst a good idea, we did not feel a need for this at this stage	
▪ Additional discussion re volunteers (see below).	
- School Fair - Sarah	
▪ Food vendors have been locked in	
▪ Entertainment being organised	
▪ Sarah is working closely with Jenna	
▪ John to assist with major sponsors	Ongoing

<ul style="list-style-type: none"> - Parents Association and Old Boys <ul style="list-style-type: none"> ▪ John to discuss with Old Boys, - Father's Day Stall <ul style="list-style-type: none"> ▪ Report from Anna ▪ Organisation going well with 10 Volunteers - Community Hub <ul style="list-style-type: none"> ▪ 7th of September including a QA with Dr McEwan - Junior School Grandparents Day <ul style="list-style-type: none"> ▪ 14 Volunteers sourced from an active FB group <p>3. Volunteers and Parent Engagement</p> <ul style="list-style-type: none"> • Volunteer Event: <ul style="list-style-type: none"> ▪ Term 4 event to thank all our valued volunteers • Discussion around how we can encourage more volunteers <ul style="list-style-type: none"> ○ Suggestion that grades are allocated for an event ○ More detail needed around the roles ○ Communique article ○ Volunteer event at the end of the year ○ Communication needs to be more frequent and detailed particularly for new parents ○ Suggestion for a portal. John to follow up with possibilities ○ Class Rep program – update from Georgia 	<p>Action: John to extend invitation to Old Boys for a 5 minute overview</p> <p>Action: Lou to discuss with Jenna re a date and get ball rolling here</p> <p>Action: Lou to include in Communique</p> <p>Action: Lou to write a letter that can be set to all new parents</p> <p>Action: PA to have a presence at all new parent information sessions. Lou to raise with Dr McEwan.</p> <p>Action: Letter at beginning of the year outlining roles.</p>
<p>4. Lighting (Nelson Road) and Uniform</p> <ul style="list-style-type: none"> • Update from Dr McEwan • Areas around school have been identified where there is poor lighting • School now looking at campus solutions 	<p>NFA</p>
<p>Business Arising</p>	
<p>Item</p>	<p>Action</p>
<p>1. Boarding House Proposal</p> <ul style="list-style-type: none"> • Anna met with James Bourne • James has provided some further detail on layout of the Activity Room • Quotes provided – approximately \$33k for furniture • Discussion around making the spaces now welcoming and homely and the importance of this for the boarding house students as well as casual boarding <p>Motion: Parents Association to contribute an additional \$5,000 to the original \$10,000 for purchase of furniture</p> <ul style="list-style-type: none"> • Moved: Anna Yard-Cumming • Seconded: Clair Orlikowski 	<p>Anna to continue communications with Boarding House regarding their requirements.</p>
<p>2. Feedback from old parent</p> <ul style="list-style-type: none"> • Conversation with Georgia about how we can engage with families who have left 	<p>Action: Lou to discuss with Katie how we can maintain contact</p>

Meeting Closed: 8:29pm

Next Meeting: 20th September, 2018