

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



Meeting Minutes: 22nd November 2022

Boardroom, 6.30pm

Meeting Opened: 6:32pm

Present:
Richard Davies, John Groom, Dayana Baker, Shirl Badenach, Nikki Franzin, Louissa Johnson, Helen Harris, Krysta Brocklehurst, Alli McShane, Camilla Fox, Courtney Bell, Laura Machin.
Apologies:
Rob McEwan, Hayley Baker, Anthony Gunton, Louise Christie
Acceptance of Previous Minutes:
Moved – Nikki Franzin Seconded – Louissa Johnson
President's Report:
The fair is confirmed for the 31 st of March 2023. It will be a twilight fair, usually 4pm to 8pm. Dayana now has the assistance of Laura and Courtney to organise the fair. We need to confirm appropriate rides/entertainment for Fair. Matthew from extreme rides – has food vans.

Traditionally each school Association has a stall. We need to contact them and find out which stall they will be organising.

Treasurer's Report:

See Attached report.

The Hutchins School Parent's Association Activity Report For the period 1 February 2022 - 22 November 2022

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
Total for Blokes & Spokes (activity complete)			630.00	582.61	47.39
Total Mothers Day Stall (activity complete)			1,282.80	-	1,282.80
Fathers Day Stall					
29/08/2022	Float - Fathers Day Stall ELC and JS	Petty Cash		200.00	
31/08/2022	Parents Association - Fathers Day Stall	Hutchins	509.00		
14/09/2022	Fathers Day stall ELC	Hutchins	90.00		
3/11/2022	ELC Fathers Day Stall September 2022		101.85		
Total Fathers Day Stall (activity complete)			700.85	200.00	500.85
Total High Tea (activity complete)			2,072.73	2,025.46	47.27
Total Movie Night (activity complete)			-	1,318.25	- 1,318.25
Tuckshop Profits					
13/04/2022	Tasmanian Government - permit liquor license - Community Event ANZ Credit Card			736.21	
29/02/2022	Under charged labour cost Dec21	Trippac White Group Pty Ltd (Formerly Alliance Ca)		283.92	
1/03/2022	Management Fee Net Operating Cost Feb 2022 - CANT	Trippac White Group Pty Ltd (Formerly Alliance Ca)	5,010.04		
31/03/2022	Management Fee Net Operating Cost MAR 2022 - Canteen	Trippac White Group Pty Ltd (Formerly Alliance Ca)	13,497.28		
30/04/2022	Management Fee Net Operating Cost APR 2022 - Canteen	Trippac White Group Pty Ltd (Formerly Alliance Ca)	2,994.22		
31/05/2022	Management Fee Net Operating Cost APR 2022 - Canteen	Trippac White Group Pty Ltd (Formerly Alliance Ca)	10,173.79		
30/06/2022	Management Fee Net Operating Cost JUN 2022 - Canteen	Trippac White Group Pty Ltd (Formerly Alliance Ca)	2,056.17		
31/07/2022	Management Fee Net Operating Cost JUL 2022 - Canteen	Trippac White Group Pty Ltd (Formerly Alliance Ca)	10,111.37		
31/08/2022	Management Fee Net Operating Cost AUG 2022 - Canteen	Trippac White Group Pty Ltd (Formerly Alliance Ca)	1,724.94		
30/09/2022	Management Fee Net Operating Cost SEP 2022 - Canteen	Trippac White Group Pty Ltd (Formerly Alliance Ca)	14,143.97		
31/10/2022	Management Fee Net Operating Cost OCT 2022 - Canteen	Trippac White Group Pty Ltd (Formerly Alliance Ca)	1,979.59		
Total Tuckshop Profits			61,711.37	1,020.13	60,691.24
P&F Subscriptions 2022					
22/03/2022	P&F Subscriptions 2022		19,236.00		
Total P&F Subscriptions			19,236.00	-	19,236.00
2023 Donations to the School					
24/03/2022	Spaghetti Crinkle - JS Play Equipment - Donation by PA	Kaebel Leisure Group Pty Ltd		62,383.40	
19/04/2022	Additional cost Spaghetti Crinkle	Kaebel Leisure Group Pty Ltd		16,705.02	
19/04/2022	Installation	Kaebel Leisure Group Pty Ltd		12,900.00	
5/08/2022	4 x small - 4 x medium - 1 x large Bomtrack bikes, 3 x large Bomtrack Bikes	LiRelive Tasmania		28,800.00	
5/10/2022	sessions for the Parents Empowering Parents (q2)	LiRelive Tasmania		3,000.00	
1/10/2022	Contribution from Parents Association to Junior School Playground Playtex Group Pty Ltd			43,495.00	
Total 2023 Donations to the School			-	167,283.42	- 167,283.42
Catering					
31/03/2022	Cheese Platter 01/03/22	Trippac White Group Pty Ltd (Formerly Alliance Ca)		48.50	
31/03/2022	Cheese platter for PA Annual General Meeting	Trippac White Group Pty Ltd (Formerly Alliance Ca)		38.00	
31/05/2022	Cheese platter for PA meeting	Trippac White Group Pty Ltd (Formerly Alliance Ca)		40.00	
30/06/2022	PA cheese platter for meeting	Trippac White Group Pty Ltd (Formerly Alliance Ca)		50.00	
31/08/2022	Parents Association meeting cheese platter 9 August	Trippac White Group Pty Ltd (Formerly Alliance Ca)		40.00	
31/10/2022	Parents Association cheese platter for meeting	Trippac White Group Pty Ltd (Formerly Alliance Ca)		50.00	
31/10/2022	Parents Association cheese platter for meeting	Trippac White Group Pty Ltd (Formerly Alliance Ca)		50.00	
Total Catering			-	316.50	- 316.50
Administration & Miscellaneous					
31/03/2022	Fiscal fee in relation to the audit of Hutchins School Parents Assoc Wise Lord & Ferguson			500.00	
21/04/2022	Interest received		26.57		
11/05/2022	Georges Apparel Crested Sales Jan-Mar 2022	Georges Apparel Pty Ltd	20.00		
	Lost property sales		206.00		
5/08/2022	Entertainment Publications of Australia Pty Ltd	Entertainment Publications of Australia Pty Ltd	81.82		
18/09/2022	Square Card Readers	Fahan School		214.55	
24/10/2022	Interest on term deposit		26.73		
Total Administration & Miscellaneous			361.12	714.55	- 353.43
Net Activity			85,994.87	173,460.72	- 87,465.85

The Hutchins School Parent's Association

Balance Sheet

as at 22 November 2022

	2023 \$	2022 \$
Assets		
Current Assets		
Term Deposit	53,341	53,288
Balance with School	162,923	250,442
Total Current Assets	<u>216,264</u>	<u>303,730</u>
Total Assets	<u>216,264</u>	<u>303,730</u>
Net Assets	<u>216,264</u>	<u>303,730</u>
 Equity		
Retained Earnings Brought Forward	303,730	223,692
Current Year Surplus / (Deficit)	<u>(87,466)</u>	<u>80,038</u>
Total Equity	<u>216,264</u>	<u>303,730</u>

The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 22 November 2022

	2023 \$	2022 \$
Income		
Tuckshop Profit	60,691	67,732
Interest	53	40
Clothing Pool & Crested Sales	226	55
Parent Subscriptions	19,236	19,450
Fundraising Functions Net Profit	642	6,011
Total Income	80,849	93,287
Expenses		
Audit Fees	500	350
Donations to the School	167,283	10,000
General Catering	317	436
Social Functions	-	2,463
Square Readers - Shared with Fahan	215	-
Total Expenses	168,314	13,249
Net Surplus / (Deficit)	(87,466)	80,038

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.

Headmaster's Report:

In Summary from Richard Davies:

There have been quite a few new staff appointments. Including: Mr Michael Webster – Acting head of Junior School; Fiona Moroney – Acting Head of Middle School.

Ken Kingston is on Long Service Leave for the first 6 months of 2023.

Correspondence:

Incoming – nil

Outgoing – nil

Actions arising from Previous minutes:

1. Planning for the Hutchins Fair to continue. Dayana will be meeting with Jenna again. A Fair Committee meeting will be held before the end of term.

Other Business**1. John Groom – Director of Advancement**

It has been a big year in the Advancement office. They have raised over 6 million dollars, some of that amount is related to funds pledged over the next few years. The Signature building is the priority of the Master Building Plan, so is the proposed Pool and facilities.

How do we feel as part of the School Community about a Giving Day in 2023?

John is very happy to chat to anyone anytime about any issue to do with the Advancement office.

2. PA subscription cost for 2023. It is currently \$35 per year per family. It is optional. Next year we will be communicating more to the Parents about what this money is used for. It is proposed that we continue with the same amount for next year.

3. Richard Davies – PEP and Friends of Hutchins. One of the main aims is to support new Parents at any grade level. Generally supporting Parents for any issues they might have related to Schooling at Hutchins. There have been 35 Parents who have already done the training, and there are 15 Parents keen to do the training. There are a number of experienced volunteers, and relevant professionals, to assist with the program.

Friends of Hutchins update - There is now a Volunteers page on the school webpage, under Community heading. There is a link to enrol as a Volunteer on line. The page will be launched officially at the beginning of next year.

We would like a link on the Parents Association page to the Volunteer page. This will catch those parents who go straight to the Parents Association.

4. Milly Fox – Has received a request from Tom Green for \$522.00 to fund ELC soccer goals.

Motion: To approve this funding, everyone is favour, motion passed.

Milly to email Krysta re the payment of this invoice.

5. Lou Johnson – The year 7 group have had a couple of social events. Recently they held a very successful cocktail party. They did raise awareness of the Signature Building project, and raised almost \$4,000 towards that project. This Sunday afternoon they are having a casual beach get together.

Meeting Closed: 7.56 pm

Next Meeting: February 2023