



# The Hutchins School Parents' Association Meeting

**Date:** Tuesday 23 September 2025

**Location:** Board Room

**Meeting opened:** 6.30pm

## **Present**

Courtney Bell  
Phillippa Bartlett  
Rob McEwan  
Kate Woods  
Rowena Salter  
Michelle Liu  
Abbey DeBorde  
Shirl Badenach  
Holly Orsman Smith  
Lynn Redwig  
Louissa Johnson  
Anna Davidson  
Trish Hodge  
Jordan Davis

## **Apologies**

Danielle West  
Laura Machin  
Krysta Brocklehurst

## **Acceptance of Previous Minutes**

Moved – Courtney Bell  
Seconded – Rowena Salter

## **Actions List**

## **President's report**



On behalf of the PA, I attended the Hutchins Anniversary Service at St Davids on Tuesday the 5<sup>th</sup> of August 2025.

Courtney and I also attended the Staff service cocktail evening on the 27<sup>th</sup> of August 2025.

On behalf of the PA I sent a card of condolence to Mrs Margaret Bishop on the 28<sup>th</sup> of August 2025.

On behalf of the PA, Courtney and Laura attended the Giving Day celebration event on Thursday the 5<sup>th</sup> of September 2025. Thanks to Rowena and Louissa who also assisted with the Giving Day phone calls.

I have received a lovely letter of thanks from Mr Tim Johnstone, Chair of the Foundation Committee, thanking the PA for generously supporting the 2025 Giving Day.

I have prepared a PA Report for the Hutchins 2025 Virtus.

#### **Treasurer's report**

See separate attachment

#### **Principal's Report**

#### **Correspondence**

##### **Incoming**

Letter from Tim Johnson – thanking the Parents' Association for their generosity for the Annual Giving Day

##### **Outgoing – NIL**

#### **Matters for Noting**

#### **Matters for Approval (including actions arising from the previous minutes)**

##### **Dunk Machine bond and conditions**

Hire contract to include a condition that if the machine is damaged, the hirers must repair or replace up to the value of the school's insurance excess.



## **Business Arising**

### **Nettlefold Library Proposal**

Proposal submitted to enhance the Senior Library by creating a dedicated well-being space, a warm, welcoming environment where students can take a break, and connect with each other including lego sets, games and board games to the value of \$1270.

Approved by the PA, First Courtney Bell, Second Kate Woods

### **Southport proposal**

PA keen to be involved but requires more information particularly around quotes.

Discussion included this being a big future focus and major fundraiser for the PA for 2026.

Leave until next meeting.

### **PA cocktail party**

Planning is going well. A \$200 visa gift card approved to compensate MC for the evening as an additional expense. More logistics are to be discussed via email and PA Facebook group.

### **Jordan Davis and Trish Hodge with Anna Davidson**

Jordan Davis from Inspired Place and Trish Hodge from NITA Education joined the meeting along with Anna Davidson to discuss the landscaping plans for the NJ Edwards Hub. Anna shared how the RAP committee is involved in the process and that an illustration workshop had taken place with students across the school where students were invited to contribute ideas about how the story might be expressed in the landscape. Parent and community involvement and participation is encouraged. Those interested can reach out to Anna Davidson directly.

## **Other business**

Nil

**Meeting close: 7.58pm**