

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



Meeting Minutes: 28th February 2023

Boardroom, 6.30pm

Meeting Opened: 6:32pm

Present:

Rob McEwan, Dayana Baker, Shirl Badenach, Alli McShane, Courtney Bell, Laura Machin, Louise Christie, Narida Arnott.

Apologies:

Louissa Johnson, Hayley Baker, Anthony Gunton, Camilla Fox, Krysta Brocklehurst

Acceptance of Previous Minutes:

Moved – Alli McShane
Seconded – Courtney Bell

President's Report:

There was a very successful new Parents function last week. In her President's speech at this function, Dayana explained the role of the PA and the major things we are involved with. Lots of new parents were very interested in being involved with the PA.

We need to have more of a discussion about the PEP program and how it will work this year.

One of the main aims of this program 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.

The Fair is our primary concern this term.

Treasurer's Report:

See Attached report below.

The Hutchins School Parent's Association

Activity Report

For the period 1 February 2022 - 31 January 2023

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
Total for Blokes & Spokes (activity complete)			630.00	582.41	47.59
Total Mothers Day Stall (activity complete)			1,282.80	-	1,282.80
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 Even	ANZ Credit Card		736.21	
2/02/2022	Under charged labour cost Dec21			283.92	
1/03/2022	Management Fee Net Operating Cost Feb 2022 - CANT	Trippas White Group Pty Ltd (Formerly Alliance Ca)	5,010.04		
31/03/2022	Management Fee Net Operating Cost MAR 2022 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	13,497.28		
30/04/2022	Management Fee Net Operating Cost APR 2022 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	2,994.22		
31/05/2022	Management Fee Net Operating Cost APR 2022 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	10,173.79		
30/06/2022	Management Fee Net Operating Cost JUN 2022 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	2,056.17		
31/07/2022	Management Fee Net Operating Cost JUL 2022 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	10,131.37		
31/08/2022	Management Fee Net Operating Cost AUG 2022 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	1,724.94		
30/09/2022	Management Fee Net Operating Cost SEP 2022 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	14,143.97		
31/10/2022	Management Fee Net Operating Cost OCT 2022 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	1,979.59		
30/11/2022	Management Fee Net Operating Cost NOV 2022 Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	5,879.24		
31/12/2022	Management Fee Net Operating Cost DEC 2022 - TKS	Trippas White Group Pty Ltd (Formerly Alliance Ca)		1,107.18	
Total Tuckshop Profits			67,590.61	2,127.31	65,463.30
P&F Subscriptions 2022					
22/03/2022	P&F Subscriptions 2022		19,201.00		
Total P&F Subscriptions			19,201.00	-	19,201.00
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			28,800.00	
5/10/2022	sessions for the Parents Empowering Parents (x2)	Lifeline Tasmania		3,000.00	
1/10/2022	Contribution from Parents Association to Junior School Playgroup	Playtas Group Pty Ltd		43,495.00	
1/12/2022	Parents Supporting Parents Program Workshop 16/11	Lifeline Tasmania		1,363.64	
25/11/2022	The purchase of soccer goals for the ELC - funded by PA as per email advice Krysta Brocklehurst 24/11/2022			522.00	
Total 2023 Donations to the School			-	169,169.06	- 169,169.06
Catering					
31/03/2022	Cheese Platter 01/03/22	Trippas White Group Pty Ltd (Formerly Alliance Ca)		48.50	
31/03/2022	Cheese platter for PA Annual General Meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		38.00	
31/05/2022	Cheese platter for PA meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		40.00	
30/06/2022	PA cheese platter for meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		50.00	
31/08/2022	Parents Association meeting cheese platter 9 August	Trippas White Group Pty Ltd (Formerly Alliance Ca)		40.00	
31/10/2022	Parents Association cheese platter for meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		50.00	
31/10/2022	Parents Association cheese platter for meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		50.00	
30/11/2022	PA Cheese platter for 22nd Nov meeting	Trippas White Group Pty Ltd (Formerly Alliance Ca)		50.00	
Total Catering			-	366.50	- 366.50
Administration & Miscellaneous					
31/03/2022	Final 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 Credited Sales Jan-Mar 2022	George's 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		
19/09/2022	Square Card Readers	Fahan School		214.55	
24/10/2022	Interest on term deposit		26.73		
2/12/2022	Entertainment Publications of Australia Pty Ltd	Entertainment Publications of Australia Pty Ltd	34.55		
21/01/2023	Interest on term deposit		311.92		
Total Administration & Miscellaneous			707.59	714.55	- 6.96
Net Activity					
			92,185.58	176,503.54	- 84,317.96

The Hutchins School Parent's Association

Balance Sheet

as at 31 January 2023

	2023	2022
	\$	\$
Assets		
Current Assets		
Term Deposit	53,653	53,288
Balance with School	165,759	250,442
Total Current Assets	<u>219,412</u>	<u>303,730</u>
Total Assets	<u>219,412</u>	<u>303,730</u>
Net Assets	<u>219,412</u>	<u>303,730</u>
Equity		
Retained Earnings Brought Forward	303,730	223,692
Current Year Surplus / (Deficit)	<u>(84,318)</u>	<u>80,038</u>
Total Equity	<u>219,412</u>	<u>303,730</u>

The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 31 January 2023

	2023	2022
	\$	\$
Income		
Tuckshop Profit	65,463	67,732
Interest	365	40
Clothing Pool & Crested Sales	226	55
Parent Subscriptions	19,201	19,450
Fundraising Functions Net Profit	677	6,011
Total Income	<u>85,932</u>	<u>93,287</u>
Expenses		
Audit Fees	500	350
Donations to the School	169,169	10,000
General Catering	367	436
Social Functions	-	2,463
Square Readers - Shared with Fahan	215	-
Total Expenses	<u>170,250</u>	<u>13,249</u>
Net Surplus / (Deficit)	<u>(84,318)</u>	<u>80,038</u>

Principal's Report:

Staff appointments/movements:

Mr Ken Kingston moved into role of Deputy Headmaster at start of 2023.

Mr Jarrod Clayton, Technical IT officer, has left and moved to Victoria.

It is very pleasing to note that Hutchins had very strong academic results in 2022.

Over the Summer holiday break, Hutchins became Round School Global Members, and our Reconciliation Australian Plan was approved.

Correspondence:

Incoming – nil

Outgoing – nil

Actions arising from Previous minutes:

1. The Fair planning is progressing well.
2. For the Fair Courtney has 12 volunteers to give jobs/roles. She will email their contact details to Alli.
3. Food Vans have been organized by Jenna.
4. There will be a musical stage in quad. Food vans and bar around the stage.
5. The Rides are organized and will be on the soccer field.
6. We need to check on what wine is left over from previous functions.
7. Middle school – doing book stall
8. Cricket tour – running bar. Dayana will check with them that the bar will be big enough.
9. We already have \$2,500 in cash donations for the Fair.
10. Jenna organizes the floats. Shirl to confirm the eftpos squares from Fahan.

Other Business

The AGM is next meeting.

The Hutchins Open day is on the 26th March 2023 – PA volunteers to man the BBQ.

Meeting Closed: 7.56 pm

Next Meeting: 14th March 2023