



Meeting Opened: 6.32pm

Present: Dr. McEwan, Alli McShane, Claire McQuillen, Krysta Brocklehurst, Georgia Burbury, Anna Yard-Cumming, Jane Frazzica, Krysta Brocklehurst, Lou Christie, Anthony Gunton, Sarah Rowley.

Apologies: John Groom, Dayana Baker, Anthony Gunton, Patrice Lawrence, Jo Bourne, Melanie O'Brien, Julie Silifant.

Acceptance of Previous Minutes: Moved – Jane Frazzica. Seconded – Anna Yard-Cumming.

President's Report: Alli McShane provided an update on upcoming events for 2019.

Treasurer's Report:

- \$2K Tuckshop Profit recognised during the period, \$1.6K recognised in profit from the recently held Father's Day stall.
- Potentially further spend to occur on the previously approved ELC landscaping project. Action – Dr. McEwan to follow up with Jenny Manthey & Claire McQuillen to request a report on expenditure incurred to date on the project.

Headmaster's Report: Dr. McEwan provided an update on recent staff movements. Any new recruitment activity involves roles being assessed and re-defined where appropriate to ensure alignment with the Strategic Plan. The MMG survey closes for boys and teachers this week. The Parent survey response rate has been good so far. The Safeguarding Children accreditation has been successfully completed. Dr. McEwan provided an update on recent school activities, including the very successful music showcase events, the Football grand final and the decathlon in Sydney. Dr. McEwan also provided an update on the proposed future development and expansion of the Middle School facilities.

Correspondence:

- Email update from Jenny Manthey regarding ELC Landscaping project.

Actions arising from previous minutes

- Relate to Events.

2019 Events:

High Tea

- Revenue and expenses to be recognised in the July Financial Statements.
- \$1,250 in cash from the High Tea raffle and \$4,600 raised from ticket sale proceeds.
- Negotiated amount per ticket – focus was community event. \$50 x 79 tickets. Ticket portal closed early.
- Date for 2020 to be considered and potential for allocated year group tables/sections. Consider identification options for different year groups.
- Book High Tea for 2020 and try to book entire venue space. 21st and 28th of June 2020 are being considered as an option.
- Thank you to everyone that helped to organise or donated a prize for the raffle.

Community Hub

- Action - Alli to forward on the date to PA members.

Colour Fun Run

Intention for children to contribute to Playground equipment for the Junior School playground and use the Colour Fun Run as a potential fundraiser. Activity would need to consider the Junior School calendar. Consideration of reframing the event to ensure all stakeholders are aware of what the PA's role is and how it contributes to the school.

Father's Day Stall

Gifts have been purchased. Chocolates funded by PA worked well for the Mother's Day Stall so will continue for the Father's Day Stall. If able to assist with bagging/wrapping contact Anna. Action – Lou to send out an email request looking for support.

Year Group Parent Program

Lou to start ball rolling Term 3. Ongoing consideration of how to manage the Facebook page for different year groups as part of the activities of the Year Group Parent Program Coordinator.

Magenta and Blacker

To be held Friday 23rd August. PA to run the Bar. Alli considering volumes for the evening. Serving of alcohol, RSA advice to be sourced and licencing information. It was noted Jo has an RSA licence. Look for donations.

- Jenna has provided information to Alli to support the process.
- PA retain the profits from the Magenta and Blacker.
- PA will be doing the bar as per previous years.
- Alli tentatively contacted Willie Smiths, agreed to provide a sale on return arrangement.
- Lou volunteered to help man the two entrances. Lou to coordinate the roster and volunteers. In previous years, glow sticks were provided to students at the gate. Action – Lou to coordinate gate support.
- Roster to man the bar, food options already covered.
- Mulled wine recipe to be sourced.

Blazer Braiding/Uniform

- Uniform Committee is going to be re-established with parents to be involved.
- Remove braiding in the Middle School which will be replaced by badges. Embroidery in Middle School can stay on blazer for Senior School. Braid will go. Badges can continue to be worn in Senior School. Badges to replace braid. Start fresh in 2020.
- Uniform committee will assist in providing clarity to parents and feedback on uniform decisions.
- Uniform Committee – Action - Rob to talk to Jason and advise of the process for PA to be involved.

Hutchins Anniversary Event Invitations

- 3 event invitations, sent in the post. Lunch, Assembly and Church Service.
- Members of the PA are welcome to represent the President, advise Dr. McEwan for appropriate introductory purposes.

Work Experience Placements

- A level of confusion regarding how to support the process with recent staffing movements. Action – Dr. McEwan to follow up accordingly.
- Consideration of a call out for a Registry of potential businesses to be involved.

Billets

- Billets informed early, however notification quite late for Hutchins parents.
- Consideration of a more detailed approved Itinerary to be issued.
- Feedback to be considered by Dr. McEwan for future events involving billets.

Junior Sport

- Carry forward Junior Sport to next meeting.

Business Arising

Canteen

- Discussion regarding awareness of nutritional elements of canteen menu for awareness and allergen purposes, canteen items need to include ingredient and nutritional info.
- Previous ordering system provided the ability to be able to note items to exclude + also order half serves.
- Action – Dr. McEwan to follow up accordingly.

Feedback from New Hutchins parents:

- Inclusive nature of event as part of the wording of invitations to cover all family circumstances
- Naming of future events to be considered as part of normal event management activities

Meeting Closed: 8.50pm