

# THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



Meeting Minutes: 9<sup>th</sup> August 2022

Boardroom, 6.30pm

Meeting Opened: 6:35pm

## **Present:**

Rob McEwan, Dayana Baker, Courtney Bell, Laura Machin, Alli McShane, Hayley Baker, Shirl Badenach, Camilla Fox, Louissa Johnson.

## **Apologies:**

Louise Christie, Anthony Gunton, Krysta Brocklehurst.

## **Acceptance of Previous Minutes:**

Moved – Hayley Baker  
Seconded – Courtney Bell

## **President's Report:**

Discussion of issues by the President below in Actions from previous minutes.

High Tea was very successful. Lovely afternoon. Maybe next year we will book in the date earlier, advertise it earlier.

Looking to move the Community event to first term from next year. We will alternate every second year with the Fair. Looking to have a Fair in 2023.

Dayana would like to propose that the Fair for 2023 be on the same date that was previously used for the Blokes and Spokes. The Friday night of a

March weekend, a twilight event. Maybe the 3<sup>rd</sup> or 17<sup>th</sup> of March 2023?  
Dayana will email Jenna to lock in a date.

As Lou is present here tonight, another big thank you to Lou for the lost property blitz. A fantastic effort!

### **Treasurer's Report:**

In Summary:

#### **Income and Expense Statement at 4 August 2022:**

- Revenue of \$57,310.60 has been recognised year to date.
- The main revenue sources continue to be Tuckshop Income (\$33,731.50) and P&F Subscriptions (\$19,341.00)

#### **Balance Sheet at 4 August 2022:**

- Expenses of \$96,292.92 have been recognised year to date.
- The main expense being \$91,988.42 as previously committed donations to the school for the Junior School Playground Equipment.
- For the current Financial Year the Net Result being a loss Year-to-Date of \$40,300.57.

#### **Cash at Bank:**

- \$263,430 – comprising: \$53,314 in the Term Deposit and \$210,115 balance with the school
- Of this balance, \$98,811.58 is committed towards the Junior School Playground Equipment Project and P9 Mountain Bike Upgrade project.
  - Junior School Playground Equipment \$70,011.58 (\$162,000 less \$91,988.42 already paid)
  - P9 Mountain Bike Upgrades \$28,800
  - There is also commitment for funding for the PEP Training

Please find attached my Treasurer's Report and the latest financial statements.

Kind regards,  
Krysta Brocklehurst

The Hutchins School Parent's Association  
Activity Report  
For the period 1 February 2022 - 4 August 2022

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
<b>Total for Blokes &amp; Spokes (activity complete)</b>			<b>630.00</b>	<b>582.41</b>	<b>47.59</b>
<b>Total Mothers Day Stall (activity complete)</b>			<b>1,282.80</b>	<b>-</b>	<b>1,282.80</b>
<b>High Tea</b>					
1/03/2022	Hutchins High Tea for Mums and Carers	Hadleys Hotel		454.55	
19/06/2022	Hutchins High Tea for Mums and Carers - (including deposit paid)	Hadleys Hotel		1,519.09	
25/07/2022	High Tea Tickets	Trybooking.com	2,072.73		
25/07/2022	Trybooking Fees - High Tea	Trybooking.com		51.82	
<b>Total High Tea (activity complete)</b>			<b>2,072.73</b>	<b>2,025.46</b>	<b>47.27</b>
<b>Movie Night</b>					
13/04/2022	Tasmanian Government - permit liquor license - Community Even ANZ Credit Card			66.00	
25/05/2022	Sing DVD for PA Event - Under the Stars	JB Hi-Fi Group Commercial Pty Ltd		17.25	
30/05/2022	Food License PA Event - Under the Stars	Hobart City Council		30.00	
8/06/2022	AV requirements from Alive technologies for the PA Movie Night	Alive Technologies Group		830.00	
1/07/2022	Public performance licence fee to show SING for the Community	Roadshow Public Performance Licensing		375.00	
<b>Total Movie Night (activity complete)</b>			<b>-</b>	<b>1,318.25</b>	<b>- 1,318.25</b>
<b>Tuckshop Profits</b>					
13/04/2022	Tasmanian Government - permit liquor license - Community Even ANZ Credit Card			736.21	
2/02/2022	Under charged labour cost Dec21	Trippas White Group Pty Ltd (Formerly Alliance Ca)		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		
<b>Total Tuckshop Profits</b>			<b>33,731.50</b>	<b>1,020.13</b>	<b>32,711.37</b>
<b>P&amp;F Subscriptions 2022</b>					
22/03/2022	P&F Subscriptions 2022		19,341.00		
<b>Total P&amp;F Subscriptions</b>			<b>19,341.00</b>	<b>-</b>	<b>19,341.00</b>
<b>2023 Donations to the School</b>					
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	
<b>Total 2023 Donations to the School</b>			<b>-</b>	<b>91,988.42</b>	<b>- 91,988.42</b>
<b>Catering</b>					
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	
<b>Total Catering</b>			<b>-</b>	<b>176.50</b>	<b>- 176.50</b>
<b>Administration &amp; Miscellaneous</b>					
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 Crested Sales Jan-Mar 2022	George's Apparel Pty Ltd	20.00		
	Lost property sales		206.00		
<b>Total Administration &amp; Miscellaneous</b>			<b>252.57</b>	<b>500.00</b>	<b>- 247.43</b>
<b>Net Activity</b>			<b>57,310.60</b>	<b>96,292.92</b>	<b>- 40,300.57</b>

# The Hutchins School Parent's Association

## Balance Sheet

as at 4 August 2022

	2023	2022
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Term Deposit	53,314	53,288
Balance with School	210,115	250,442
<b>Total Current Assets</b>	<u>263,430</u>	<u>303,730</u>
<b>Total Assets</b>	<u>263,430</u>	<u>303,730</u>
<b>Net Assets</b>	<u>263,430</u>	<u>303,730</u>
<b>Equity</b>		
Retained Earnings Brought Forward	303,730	223,692
Current Year Surplus / (Deficit)	<u>( 40,301)</u>	<u>80,038</u>
<b>Total Equity</b>	<u>263,429</u>	<u>303,730</u>

## The Hutchins School Parent's Association

### Income & Expense Statement

For the period ended 4 August 2022

	2023	2022
	\$	\$
<b>Income</b>		
Tuckshop Profit	32,711	67,732
Interest	27	40
Clothing Pool & Crested Sales	226	55
Parent Subscriptions	19,341	19,450
Fundraising Functions Net Profit	59	6,011
<b>Total Income</b>	<u>52,364</u>	<u>93,287</u>
<b>Expenses</b>		
Audit Fees	500	350
Donations to the School	91,988	10,000
General Catering	177	436
Social Functions	-	2,463
<b>Total Expenses</b>	<u>92,665</u>	<u>13,249</u>
<b>Net Surplus / (Deficit)</b>	<u>( 40,301)</u>	<u>80,038</u>

#### **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:

A lot of illness throughout the School over winter months; multiple members of staff needing to cover each other. Continuing to deal with covid and illness as best we can.

New building has moved to the next stage. The consultation stage.

New flag poles being erected outside the school.

The school has gone through the Safeguarding Children process, the School is now accredited again.

Black and Magenta publication has changed its focus. Might be a subtle change, but looking to focus on values; as a reflection of the cultural shift in school.

#### **Correspondence:**

Incoming – nil

Outgoing – nil

### **Actions arising from Previous minutes:**

1. Blokes and Spokes – Never say never again, but for now not going ahead with this event in 2023. Acknowledgement of all the hard work Anthony Gunton has put in to organising this event in the past.
2. Parent help for ELC and JS Grandparents Days. Jenna from marketing would like parents to help with registration; morning tea and the book stall at the ELC day. ELC Grandparents day is Wednesday 21<sup>st</sup> September, JS Grandparents day is Thursday 29<sup>th</sup> September. An Edsmart will be sent out asking for volunteers.
3. Change in book list arrangements for the Junior school in 2023. New arrangements will reduce hard copies, increase copies available in class rooms and online. Looking at more ebooks. Some people may still want hard copies. There will be more options available.
4. Discussion about the Father's Day stall on the 1<sup>st</sup> of September. Camilla is purchasing items for this stall. We will aim to have a 'wrapping' day beforehand. An Edsmart will be sent out asking for volunteers, and then another Edsmart reminding parents about stall.

### **Other Business**

1. Alli and Dayana have been speaking to Richard Davies about the new data base for volunteers. From those discussions it has become obvious that a lot of people don't know what is involved in being a volunteer. The data base will give this information. Parents will be able to put down their names early in year.

Meeting Closed: 7.45 pm

Next Meeting: Tuesday 20<sup>th</sup> September 2022

## **Important Dates 2022**

MS/SS Grandparents Day

Postponed due to Covid

ELC Grandparents Day

Wednesday 21<sup>st</sup> September

JS Grandparents Day

Thursday 29<sup>th</sup> September

## **PA Meeting Dates**

Term 1

Tue 1 March – Boardroom, 6.30

Tue 15 March – AGM, Conference  
Centre, 6.30

Term 2

Tue 10 May - Boardroom, 6.30

Tue 21 June - Boardroom, 6.30

Term 3

Tue 9 August - Boardroom, 6.30

Tue 20 September - Boardroom,  
6.30

Term 4

Tue 18 October - Boardroom, 6.30

Tue 15 November - Boardroom,  
6.30