

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION



Meeting Minutes: 9th May 2023

Board Room

Meeting Opened: 6.35pm

Present:

Rob McEwan, Dayana Baker, Shirl Badenach, Courtney Bell, Laura Machin, Louissa Johnson, Camilla Fox, Krysta Brocklehurst, Gary Waterson, Phillippa Bartlett.

Apologies:

Kate Sice-Low, Alli McShane, Louise Christie

Acceptance of Previous Minutes:

Moved – Louissa Johnson
Seconded – Dayana Baker

President's Report:

Fair report – our most successful fair yet! Everything went very well, it was a great atmosphere, and the feedback has been very positive. See financials below, and summary email from Gina Fenney in correspondence received below.

Discussion of Advancement Office Proposal in relation to Giving day, 31st of May 2023 – attach letter. The PA has been asked to be a matching donor. Please see letter from John Groom in correspondence received below.

Dayana proposes that the PA be a matching donor up to \$25,000.00 cap.

Moved Courtney Bell
Seconded Krysta Brocklehurst.

Treasurer's Report:

See report attached dated the 2nd May 2023.

The Hutchins School Parent's Association

Balance Sheet

as at 2 May 2023

	2024	2023
	\$	\$
Assets		
Current Assets		
Term Deposit	54,043	53,653
Balance with School	208,826	165,759
Total Current Assets	<u>262,869</u>	<u>219,412</u>
Total Assets	<u>262,869</u>	<u>219,412</u>
Net Assets	<u>262,869</u>	<u>219,412</u>
Equity		
Retained Earnings Brought Forward	219,412	303,730
Current Year Surplus / (Deficit)	43,457	(84,318)
Total Equity	<u>262,869</u>	<u>219,412</u>
	0	

The Hutchins School Parent's Association

Income & Expense Statement

For the period ended 2 May 2023

	2024	2023
	\$	\$
Income		
Tuckshop Profit	15,791	65,463
Interest	390	365
Clothing Pool & Crested Sales	-	226
Parent Subscriptions	19,093	19,201
Fundraising Functions Net Profit	10,193	677
Total Income	<u>45,467</u>	<u>85,932</u>
Expenses		
Audit Fees	875	500
Donations to the School	-	169,169
General Catering	69	367
Social Functions	1,065	-
Square Readers - Shared with Fahan	-	215
Total Expenses	<u>2,009</u>	<u>170,250</u>
Net Surplus / (Deficit)	<u>43,457</u>	<u>(84,318)</u>

The Hutchins School Parent's Association
Activity Report
For the period 1 February 2023 - 2 May 2023

Date	Journal Description	Name	Revenue	Expense	Profit/(Loss)
New parents dinner					
27/02/2023	New parents Evening Thursday 24 Feb	Trippas White Group Pty Ltd (Formerly Alliance Ca)		1,065.00	
Total for new parents dinner			-	1,065.00	- 1,065.00
2023 School Fair					
1/05/2023	Cakes and Sweets Staff - 2023 Fair Stall		1,415.55		
1/05/2023	Major Raffle - 2023 Fair Stall		3,754.40		
1/05/2023	Silent Auction - 2023 Fair Stall		3,600.00		
1/05/2023	Wine Lucky Dip - 2023 Fair Stall		1,422.55		
2023 School Fair (activity complete)			10,192.50	-	10,192.50
Tuckshop Profits					
28/02/2023	Management Fee Net Operating Cost FEB 2023 - Canteen	Trippas White Group Pty Ltd (Formerly Alliance Ca)	4,828.62		
31/03/2023	Management Fee Net Operating Cost MAR 2023 - BH	Trippas White Group Pty Ltd (Formerly Alliance Ca)	10,962.61		
Total Tuckshop Profits			15,791.23	-	15,791.23
P&F Subscriptions 2023					
30/04/2023	Parent association 2023 subscriptions		19,092.50		
Total P&F Subscriptions			19,092.50	-	19,092.50
Catering					
28/02/2023	Cheese Platter P/A	Hill Street Grocer		2.60	
28/02/2023	Cheese Platter P/A	Hill Street Grocer		21.20	
17/03/2023	Parents Association AGM and Fair Meeting Cheese platter	Trippas White Group Pty Ltd (Formerly Alliance Ca)		45.60	
Total Catering			-	69.40	- 69.40
Administration & Miscellaneous					
30/03/2023	Parents Association for the financial year ended Dec 23	Wise Lord & Ferguson		875.00	
21/04/2023	Interest on PA association term deposit		390.27		
Total Administration & Miscellaneous			390.27	875.00	- 484.73
Net Activity			45,466.50	2,009.40	43,457.10

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.

Principal's Report:

Some highlights to be noted– All Staff have been working around the School's Vision statement, and developing each students' 'personal best'. Success is measured in many different ways. The Junior School is running an intensive professional learning program for staff.

The Last Daughter, will be screened to the grade 10s this year, as part of the School's Reconciliation program. This will be a community event.

We won the SATIS tennis final last week. We had a wonderful School Cross Country day last week.

Correspondence:

Incoming – John Groom's letter (attached below). Gina Fenney's email re Fair Summary. (attached below).

Hi Dayana, Krysta and Jenna,

I would like to congratulate you on delivering our most successful fair so far! I am predicting our total profit will be close to \$19K (2018 was \$14.6K). We are still waiting on contributions from the food vans, which is likely to be another \$1K, however I believe this is our only outstanding,

In relation to the spreadsheet attached, please note the following:

- Amounts highlighted in blue belong to the stalls
- Amounts highlighted in green are events revenue and costs of running the fair. It is our intention for these break-even, which they will do once the food van contributions are received
- The bar would normally make much more profit than this (at least double showing), however they deliberately bought extra to cover most of the alcohol required to the upcoming quiz night. Had they just bought for this event, their profit would have been at least \$1K higher
- All stalls have had their net profit transferred to their general ledger accounts now. For the Parents Association, you will notice these items on your activity report:

2023 School Fair	
1/05/2023 Cakes and Sweets Staff - 2023 Fair Stall	1,415.55
1/05/2023 Major Raffle - 2023 Fair Stall	3,754.40
1/05/2023 Silent Auction - 2023 Fair Stall	3,600.00
1/05/2023 Wine Lucky Dip - 2023 Fair Stall	1,422.55
2023 School Fair (activity complete)	10,192.50

The squares worked well, but we probably had too much float so will look at reducing this next time around. From a cashiering point of view, the night went very smoothly.

Please pass on to the rest of the Parents Association their hard work really paid off, not only in creating a great community event but a profitable one as well!

Kind regards,
Gina



**MAKE
YOUR
MARK.**

5 May 2023

Mrs Dayana Baker
President
The Hutchins School Parents' Association

Via email: dayana.baker@gmail.com

Dear Dayana

Giving Day 2023 – Request for matching donation

Thank you for your time today.

We are in the preparatory stages of the next major milestone in our exciting journey to realise the Signature Building at the School. Building on the success of our two previous Giving Days in 2019 and 2021, on Wednesday 31 May we launch our third 12-Hour Giving Day campaign.

The Giving Day's unique model of matching small donations with larger ones energises and inspires the school community to give. We are dreaming big and have high aspirations for the Giving Day, and we invite the Parents' Association (PA) to be a part of our journey.

As a valued, long-term supporter of the School, we respectfully ask PA to consider a matching donation of \$25,000. During the Giving Day campaign, you will receive considerable profile as a matching donor.

Dayana, thank you for all of the wonderful work that you and your Association do for our School. We welcome any questions you or the other Committee Members may have and look forward to hearing from you.

Yours sincerely

John Groom
Director of Advancement & Alumni Engagement

THE HUTCHINS SCHOOL

71 Nelson Road, Sandy Bay Tasmania 7005 Australia PO Box 254, Sandy Bay Tasmania 7006 Australia
T +61 3 6221 4200 info@hutchins.tas.edu.au www.hutchins.tas.edu.au

The Hutchins School Board as established by The Christ College Act 1926 ABN 91 133 279 293 CRICOS 00478F

Outgoing – nil

Actions arising from Previous minutes:

1. Fair financials

2023 Hutchins School Fair																	
	England Cricket Tour	Parents Association	Parents Association	Parents Association	Parents Association	Middle School	Events	Year 5	Boarding House	Buckland	Athletics Perth Trip	Stephens House	Co-Curricular	Dance Troup	Thorold	School House	
	Bar	Cakes and Sweets Staff	Wine Lucky Dip	Major Raffle	Silent Auction	Book Stall	Easter Raffle	Zooper Dooper	Mario-Kart	Basketball, Handball, Putt Putt	Cold Drinks	Dunk Machine	Coffee, Drinks and Donuts	Fairy Floss	BBQ	BBQ Bratwurst	
Float	5,940.00	800.00	800.00	800.00	900.00	-	190.00	300.00	80.00	150.00	220.00	110.00	100.00	265.00	315.00	265.00	305.00
Cash Sales	7,213.65	1,102.00	600.65	380.00	1,034.40	-	564.90	187.00	151.20	100.00	295.30	342.20	823.10	364.00	842.00	303.00	224.00
ETPPPOS Sales	2,377.00		915.00			1,380.00	802.00										
Square Sales	15,602.50	4,726.00		1,845.00	2,720.00	2,240.00		340.00		75.00	168.50	332.00	770.00	398.00	1,098.00	497.00	696.00
Roles Contribution	2,378.00																
Donation	5,143.00																
Return Float	5,940.00	800.00	800.00	800.00	900.00	-	190.00	300.00	80.00	150.00	220.00	110.00	100.00	265.00	315.00	265.00	305.00
Total Revenue	33,515.15	5,828.00	1,415.55	2,225.00	3,754.40	3,600.00	1,186.90	507.00	151.20	175.00	463.80	674.20	1,593.10	760.00	1,940.00	800.00	920.00
Stall Expenses	7,514.54	4,888.63		724.27							107.18	668.73		172.79	162.24	488.00	311.70
AV Equipment	843.26																
Signage	1,100.00																
Permits & Licenses	142.00																
Electrical & Lights	2,540.68																
Security	400.00																
First Aid	643.13																
Square Fees	281.00																
Staff Costs	626.94																
Stationery	320.47																
Island Entertainment	1,400.00																
Total Expenses	15,818.01	4,888.63		724.27							107.18	668.73		172.79	162.24	488.00	311.70
Net profit	17,697.14	938.37	1,415.55	1,500.73	3,754.40	3,600.00	1,186.90	507.00	151.20	175.00	356.62	15.47	1,593.10	587.21	1,777.76	312.00	608.30
Allocated to GL	17,972.61	938.37	1,415.55	1,500.73	3,754.40	3,600.00	1,186.90		151.20	175.00	356.62	15.47	1,593.10	587.21	1,777.76	312.00	608.30
Remaining	275.47							507.00									
Balance to GL	275.47	4128.00.00	4037.00.00	4037.00.00	4037.00.00	4037.00.00	4656.00.00		4028.00.00	4085.00.00	4015.00.00	4014.00.00	4049.00.00	4078.00.00	4078.00.00	4053.00.00	4045.00.00
	0.00																

2. Grand parents Days

JS Grandparents Day - Auditorium

Thursday 25 May, 9.30 – 11.00am

Volunteer Help:

Registration and Morning Tea service – 8.45am – 11.00am (Morning Tea 10.20am – 11am)

Help on Book Stall – 10.40am – 11.30am

ELC Grandparents Day - Auditorium

Friday 26 May, 9.45 – 11.00am

Volunteer Help:

Registration and Morning Tea service – 8.45am – 11.00am (Morning Tea 10.20am – 11am)

Help on Book Stall – 10.40am – 11.30am

MS Grandparents Day - Auditorium

Friday 9 June, 9.30am – 11.00am

Set up: Thurs arvo

Volunteer Help:

Registration and Morning Tea service – 8.45am – 11.00am (Morning Tea

10am – 11am)

SS Grandparents Day - Auditorium

Friday 9 June, 12.45pm – 2.00pm

Volunteer Help:

Registration and Afternoon Tea service – 12.00pm – 2.00pm (Afternoon Tea 1.15pm – 2pm)

Mothers Day stall – Camilla Fox will run this stall. This is on Thursday 11th May 2023 on basket ball courts straight after drop off.

Other Business

Meeting Closed: 8 pm

Next Meeting: 27th June 2023