



Meeting Opened: 6.35pm

Present: John Groom, Lou Christie, Jane Yarnham, Anthony Gunton, Dr Rob McEwan, Jo Bourne, Claire McQuillen, Krysta Brocklehurst, Anna Yard-Cumming, Darryl White, Alli McShane, Caroline O'Donnell

Apologies: Sarah Rowley, Melanie O'Brien, Georgia Burbury, Patrice Lawrence, Dayana Baker.

Acceptance of Previous Minutes: Moved – Anthony Gunton. Seconded – Jo Bourne.

President's Report:

New Parents Cocktail evening, successful event for the PA to meet new parent families to the school.

Treasurer's Report:

Claire provided Treasurer's Report. Financial Statements lodged for 31 January 2019. 26 days into new financial year, \$2K expenditure for new parent's cocktail evening. Since last meeting, cash decrease of \$16K, two new BBQ's have been paid since the last meeting. Previously approved table tennis table funding to be held over for broader playground strategy. ACNC Registration (Action – Claire to follow up the renewal process for the ACNC).

Headmaster's Report:

Head of Early years has been advertised and closes Monday 4 March. ELICOS role to be advertised shortly. ELICOS students to be accommodated at Earl St property currently owned by the school, try to canvass students from a number of countries. Hutchins are withdrawing from the International Council of Schools. The Strategic Plan document covers 2020 but looking to provide direction earlier. Commenced new process with workshop with all staff. Survey to be distributed in Term 2 to inform the Strategic Plan, students to be involved. Wellbeing and environmental sustainability to be a key focus for the Strategic Plan going forward. Middle school design planning currently underway and will be released to the broader school community which will also outline the timeframes.

Director of Advancement Office Update:

John provided an update on donation program for 2018. Build a culture of philanthropy to fund scholarships and the like. Advancement Office are drafting an Impact Report for donors.

Correspondence:

- Lou provided letter for circulation from Jarrod McMullen, recipient of PA Prize at Speech Night 2018.

Actions arising from previous minutes

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2019 Events:

- **Blokes and Spokes** – 113 participants to-date. John able to assist with marshalling duties. Any further volunteers to contact Lou. SRC are assisting. Volunteers to attend at 9.30am.
- **Colour Run** – Alli has spoken with Jenny and Ken, coordinating with Heads of PE, no dates locked in yet, however pre-booking prior to December, Hutchins secured an upgrade to packs and fundraising level prizes. The kit that the school received has been increased. Alli coordinating conversation with Jenny and Ken.

- **High Tea** – looking for a volunteer. Date being considered is 23 June 2019, Wrest Point and Hadleys being considered among other options. Options being considered for the location. Jane Yarnham to take on the role of High Tea Coordinator.
- **Mother's Day Stall** – PA to fund chocolates to \$300, Move – Lou, Second – Claire. (Action: Consider potential connected suppliers through the school community).
- **Community Hub** – 8th March, Richard Davies to attend the Community Hub. Night event to be considered for later in the year (Action: Lou to follow up night event with Jenna).
- **Year Group Parent Program** – One rep per year group has been sourced (Action – consider funding for Year Group Reps).

Business Arising

- Safeguarding Children

People, Culture and Safety Manager, Darryl White:

Safeguarding Children program update, administered by the Aust. Childhood Foundation, employees and Volunteers. Run in tandem with Collegiate. Presentation, 2hour online training in portal. Rigorous auditing approach every 3 years, review each year, Hutchins audit to occur on the 4th-5th March 2019. 7 accreditation standards. Standard 5 – involving parents, gain feedback from PA body and involvement in the process. Committee will have access to online portal, Darryl to provide information to the PA to distribute accordingly. Accreditation process is not a mandatory process. Volunteer training to be tailored for volunteers hopefully. Email information to Daryl e.g. Matrix to use as a guide. School will refund in covering the costs (Action: Presentation to be provided with the minutes).

- Uniform Shop – benefit to clearer uniform requirements. Some sizing issues for dance troupe information. Communication to come from Sports teacher. Information needs to easily available, e.g. visual aids published on the school website. Hats for boys, current bucket hat doesn't provide ideal sun coverage. Possible to consider one hat option. Uniform options and feedback need to go to Jason Reeves, Chief Operating Officer. (Action: Rob to request Jenny Manthey to consider other hat options). Consider garage sale options to clear excess uniform stocks.
- Volunteers
- PA Roles – nomination forms can be completed prior to the AGM on 26 March 2019.
- Tuckshop – menu is different depending on which part of the school, Healthy Eating Policy to be considered by the Hutchins Board.
- Junior School Basketball Ring – currently a broken ring (Action: to be replaced, Rob to follow up).
- School photo's – sibling photos to be available for 2020.
- Open Day and Grandparent's Day (22nd March) – PA still looking for volunteers (Action: If able to volunteer please contact Lou).
- Sandwich board style sign directing PA meeting attendees to relevant meeting room (Action: John to follow up).
- Advancement Office currently recruiting for a 7 month full-time contract for Advancement Officer Vacancy (Action: Promote through networks as appropriate).

Meeting Closed: 8.17pm

Next Meeting: Tuesday 26 March 2019, 6.30pm.