

# THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

Meeting Wednesday, 12<sup>th</sup> April, 2017  
Boardroom (Conference Centre) 6.30pm



**Meeting Opened:** 6:32pm

**Present:** Melita Griffin, Anna Yard-Cumming, Jan Glover, Susanne McKay-Nugent, Melanie O'Brien, Julie Sillifant, Adam Forsyth, Sandra Barnes, Claire Orlikowski, Lou Christie

**Apologies:** Amanda Phair, Pam Crawford, Tonia Blackwood, Georgia Burbury, Claire McQuillen, Naomi Arnold, Aaron Sands, Rob McEwan

**Acceptance of Previous Minutes:**

Moved: Anna Yard-Cumming

Second: Susanne McKay-Nugent

## President's Report

- Blokes and Spokes & Open Day - Thanks to all for attending and helping out to make the day a successful Hutchins community event
- Headmaster Seminar – Positive Relationships and Communication was a wonderful night, very informative
- Attended the opening of Barrie Irons Oval
- Next Communique – Have included article and information about Term 2 accounts, PA members, Save-The-Date for 2<sup>nd</sup> July, 2017

## Treasurer's Report

- Current Balance: \$160 000
- Sandy to meet with Megan to close CBA accounts and move to ANZ
- Blokes and Spokes breakdown for costs has been requested

## Headmaster's Report

- *Presented by Dr Adam Forsyth*
- School Registration taken a lot of focus and attention Term 1
- Critical incident that occurred this term has had far-reaching community impact
- Engagement with overseas agent. Rob attended overseas agent office opening in Hobart
- Boarding House numbers currently at 31, hoping to reach 50 students. Noted that there is opportunity for older students to have dinner and be cared for after hours when needed on a casual basis.
- Currently a lot of work around curriculum offerings to cater for growth and student needs particularly in elective choices. This also involves the strengthening and prioritising the relationship with Collegiate.

## Correspondence

Outgoing Correspondence: Thank you letters for Blokes and Spokes have been sent

## Actions arising from previous minutes

Item	Action
1. Community Event - Parents Association and Old Boys event <ul style="list-style-type: none"><li>- Melita awaiting feedback from Tim Munro. Possibility of partnership with Old Boys Cooperate event</li></ul>	Ongoing
2. PA Roles and Responsibilities <ul style="list-style-type: none"><li>- Include this information with review of Constitution</li></ul>	Refer to item 7
3. Driveway to Senior School Oval/Fair Entry <ul style="list-style-type: none"><li>- Costing is approx. \$20 000</li><li>- Will be part of the building process/master plan process</li></ul>	
4. Parent Engagement <ul style="list-style-type: none"><li>- Sarah to provide class parent list to Jan</li><li>- Jan continuing to liaise with Junior School/ELC and awaiting response from Middle and Senior School</li><li>- Development Office keen to support Coffee Morning/Afternoon or other events</li><li>- Discussion how to better engage all families</li></ul>	Ongoing  Meeting with Chris re PA Morning Tea (inc. person to speak about Rory) <i>Melita to arrange.</i>

<ul style="list-style-type: none"> <li>- Adam introduced idea of a Community Hub, PA to consider this further</li> <li>- Families starting mid-year, PA member will make an introductory/welcome phone call</li> </ul> <p><u>PA Morning Tea</u></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Morning Tea: Term 2, 2<sup>nd</sup> June, 10am – 12am, venue Boarding House</li> <li>• 2<sup>nd</sup> Morning Tea: 7<sup>th</sup> of July (Request for school representative to give a Rory training session)</li> <li>• Future events: First Friday every month throughout school term</li> </ul>	<p>Promotion email from PA and to be inc. in Communique. <i>Melita to arrange.</i></p> <p>Notification of new families – <i>Melita to contact Stuart Hammond</i></p>
<p><b>5. 2017 Events</b></p> <ul style="list-style-type: none"> <li>- Blokes and Spokes – <i>Lou</i> <ul style="list-style-type: none"> <li>- Feedback – Investigate getting St John’s Ambulance, utilise oval and spare more, engage older boys, signage, pre-communication</li> <li>- Continue to use Cornelian Bay</li> </ul> </li> </ul> <p>Upcoming Events:</p> <ul style="list-style-type: none"> <li>- 2017 Fair – <i>Melita</i> <ul style="list-style-type: none"> <li>- Suggestion biannual Fair with Magenta and Blacker every alternate year</li> <li>- Ideas for how PA can be involved in M&amp;B, continued discussion</li> </ul> </li> <li>- Mothers High Tea - <i>Jan</i> <ul style="list-style-type: none"> <li>- Sunday 2<sup>nd</sup> July, Glenavon Estate, Bonnet Hill</li> <li>- Invite to all mothers, female carers, grandmothers, friends</li> <li>- 10-12 per table, \$55pp with entertainment (tbc)</li> <li>- Raffle – w/e at Bruny Island and Bruny Island Cruise (tbc)</li> <li>- Communication – Flyers at Mother’s Day Breakfast</li> </ul> </li> <li>- Mother’s Day Breakfast, 12th May</li> <li>- Quiz Night, 9th June <ul style="list-style-type: none"> <li>• <i>Date will be changed</i></li> </ul> </li> </ul>	<p><i>Lou</i> to consolidate feedback for next years event</p> <p>Continued organisation of High Tea - <i>Jan</i></p>
<p><b>6. School Banking</b></p> <ul style="list-style-type: none"> <li>- No further updates at this stage</li> </ul>	<p><i>Update from Anna</i></p>
<p><b>7. Constitution Amendments</b></p> <ul style="list-style-type: none"> <li>- Updates and changes with respect to PA roles and responsibilities, regularity of meetings</li> </ul>	<p>Meeting with Marcus Haward for further information – <i>Melita to arrange</i></p>
<p><b>8. PA Funding Criteria and Application</b></p> <ul style="list-style-type: none"> <li>- Formal process being developed for each request for funding</li> <li>- Include further engagement with Foundation</li> </ul>	<p>Development of process - <i>Theresa Dilger, Pam Crawford &amp; Melita Griffin</i></p> <p><i>Adam</i> to investigate any other schools that have application process</p>

**Business Arising**

Item	Action
<p><b>1. Bike Racks</b></p> <ul style="list-style-type: none"> <li>- Current racks are overcrowded and difficult to store bikes.</li> <li>- Some bikes are not secured.</li> <li>- Require further investigation as to whether this is an issue and needs addressing</li> </ul>	<p>Inquiry to Sam about bike rack usage and request costing for upgrades – <i>Adam to follow up</i></p>
<p><b>2. Student Rep at PA Meeting</b></p> <ul style="list-style-type: none"> <li>- In 2016 it was discussed to have a student perspective at PA Meetings</li> <li>- Extend invitation to SRC/Prefects to next meeting Wednesday 17th of May, 2017</li> </ul>	<p>Adam to inquire if school captain, Tom Dunbabin would be available.</p>

Meeting Closed: 7:53pm