

# THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

Meeting Wednesday, 16<sup>th</sup> August 2017  
Boardroom



**Meeting Opened:** 6:30pm

**Present:** Julie Sillifant, Amanda Phair, Melita Griffin, Dr Rob McEwan, Anna Yard Cumming, Melanie O'Brien, Clair Orlikowski, Sandy Barnes, Tonia Blackwood, Krysta Brocklehurst, Lou Christie

**Apologies:** Georgia Burbury, Pamela Crawford, Dr Adam Forsyth, Susanne Nugent, Ellen Creham, Dayana Baker, Jan Glover

**Acceptance of Previous Minutes:**

**Moved By:** Melanie O'Brien

**Seconded By:** Krysta Brocklehurst

## President's Report

- Massive congratulations to Anna and Jan for an outstanding successful inaugural High Tea event.
- Community Hub:
  - Will keep in the archives area.
  - Great to have staff and in particular counsellors attend IT manager (Steward Brinsmead) and Director of Teaching (Louise Bender).
  - Wonderful to see a variety of people from our community (grandparents, relatives) coming along
  - Perhaps we could look at similar types of functions out of business hours
- Anniversary Week
  - Various events held throughout the week
  - Follow Your Dreams awards very inspirational
- Jenna is now back from sick leave, all communication to go via Melita to the school

## Treasurer's Report

- All accounts now transferred to ANZ
- \$19000 balance
- Move \$50,000 to a higher interest amount and then review at next AGM if more can be invested

## Headmaster's Report

- Positive feedback from the new report format which is now reflecting Australian Curriculum structure
- Registration now completed successfully
- M&B Publication has been distributed
- ELC receptionist appointed
- Promotional video on hold, to be launched on Speech Night
- Head of Student Support Services and Head of Music advertised
- Centre of Excellence – offering various support services
- Boarding review complete now working with boarding staff to implement
- Finalising 2018 timetable with Collegiate and Fahan
- Student Achievements – considerable and impressive achievements in and around the school. In particular:
  - Tom Dunbabin's ANU scholarship
  - Junior Young Physicists 2<sup>nd</sup> placing in Brisbane,
- **Initiatives**
  - Power of 9 – the school is looking at what happens before and after this year and how to leverage from the benefits it offers.

## Correspondence

- Carolyn McGimm – Executive Assistant to Bishop, Anglican Church Tasmania
  - Diocese event on the 23rd August requesting whether PA would like to hold a BBQ as a fundraiser at their event.

## Actions arising from previous minutes

Item	Action
<p>1. Electronic Score Board Proposal</p> <ul style="list-style-type: none"> <li>• Alternative quotes and additional information provided</li> <li>• School requires full funding for the project to go ahead</li> <li>• Discussion around warranty and ongoing maintenance of the score board</li> </ul> <p><b>Motion:</b> The Parents Association will invest the full amount on proviso of extended warranty option and ongoing costs of maintenance will be covered by the school</p> <p><b>Moved By:</b> Amanda Phair <b>Seconded:</b> Melanie O'Brien</p>	<p>Melita to inform Adrian of decision</p>
<p>2. Parent Engagement (ongoing review)</p> <ul style="list-style-type: none"> <li>• Community Morning Tea</li> <li>• Class Parent Program</li> </ul>	<p>Community Hub Update to T4 for a review of this program T4 meeting with each head of school to discuss details</p>
<p>3. 2017 Events</p> <ul style="list-style-type: none"> <li>• Fair – school communication regarding biennial fair is in progress</li> <li>• Ladies High Tea Report           <ul style="list-style-type: none"> <li>◦ Raised \$6085.00</li> <li>◦ Report from Jan via Anna on suggested improvements for 2018:               <ul style="list-style-type: none"> <li>▪ Earlier organisation for raffle tickets</li> <li>▪ Improve communication via class parents</li> <li>▪ Add question to Try A Booking if ticket purchaser would like a raffle book</li> <li>▪ EFTPOS organised and advertised</li> <li>▪ Research alternative locations</li> <li>▪ Donated food items and wine</li> <li>▪ Dedicate project for fundraising</li> <li>▪ Tentative: Sunday 24<sup>th</sup> June</li> <li>▪ Fundraising goal of \$10,000</li> <li>▪ Reconsider fashion parade</li> <li>▪ Change to 3 hours. 1:30 – 4:30</li> </ul> </li> </ul> </li> </ul> <p><i>Upcoming Events:</i></p> <ul style="list-style-type: none"> <li>• Magenta and Blacker           <ul style="list-style-type: none"> <li>▪ Friday 8th September. 6:30pm – 8:30pm</li> <li>▪ <b>Total: 18 Volunteers Required. Please refer to Amanda if able to offer help on the night or prior</b></li> <li>▪ 6 Volunteers for set up during the day</li> <li>▪ 6 people on entrances</li> <li>▪ Require volunteers for:               <ul style="list-style-type: none"> <li>• Stalls – alcohol and mulled wine</li> <li>• Meat and bread rolls for a Roast Lamb Roll stand</li> <li>• Coffee Stand and slices</li> <li>• Cheese Platters (Thursday 7<sup>th</sup> September)</li> <li>• Lolly Bags</li> </ul> </li> <li>▪ Melita to send email for volunteers, word of mouth, Facebook pages and PA to try and source volunteers.</li> <li>▪ Lou to seek requirements for Safe Food Handling</li> </ul> </li> <li>• Term 4 Community Event (Movie Night)           <ul style="list-style-type: none"> <li>▪ 20<sup>th</sup> of October only available, decided that will be too cold</li> <li>▪ Decision made to postpone until February 2018</li> </ul> </li> </ul>	<p>Amanda collate volunteers Amanda to coordinate PA involvement.</p>
<p>4. Community Event - Parents Association and Old Boys event</p>	<p>Ongoing discussion with Old Boys, Melita</p>
<p>5. Constitution Amendments</p> <ul style="list-style-type: none"> <li>• Marcus Howard has put Melita in contact with external person who can assist. Cost may be involved. Melita to follow up.</li> </ul>	<p>Ongoing. Melita</p>
<p>6. PA Funding Criteria and Application</p> <ul style="list-style-type: none"> <li>• To be compacted into constitution changes. See item 4.</li> </ul>	<p>NFA</p>

7. PA Response to Families In Need	Draft statement for PA website Melita
8. Sporting Events <ul style="list-style-type: none"> <li>Bus and team selection</li> </ul>	Melita to raise with Dr McEwan
<b>Business Arising</b>	
Item	Action
1. Student Presentation - Fergus Charles, James Pash <ul style="list-style-type: none"> <li>Presentation from Fergus and James regarding current drinking facilities inadequate</li> <li>Access to drinking fountains does not meet current student needs</li> <li>Only one tap to fill up water bottles</li> <li>Proposal for adequate water supply</li> <li>SRC cover install cost plus improvement and upgrade of current water supply</li> <li>Request for PA to cover cost of new fountain</li> </ul> <p><b>Motion:</b> To fully fund the water fountain up to \$4000 for the Apollo 280 Bubbler Drinking Fountain  <b>Moved By:</b> Melita Griffin    <b>Seconded:</b> Anna Yard-Cumming</p>	Melita to inform school of PA motion for funding.
2. Bishops Office – BBQ 23 <sup>rd</sup> of September, 2018 <ul style="list-style-type: none"> <li>PA to determine whether we will have enough volunteers to run this as a fundraiser</li> <li>Perhaps offer this to the SRC as a fundraiser if PA not able to accommodate</li> </ul>	Melita to contact Bishops Office to get more information
3. School Internet Connection <ul style="list-style-type: none"> <li>Reported Internet issues with some BYOT devices</li> <li>Positive resolution and support for IT to fix</li> <li>IT in Library happy for parents to drop by for assistance</li> </ul>	NFA
4. Father's Day Stall <ul style="list-style-type: none"> <li>Communication has been sent</li> <li>Helpers needed for stall, please send names to Anna</li> <li>Friday 31<sup>st</sup> of August</li> </ul>	Anna coordinating this event and seeking volunteers.
5. Communications <ul style="list-style-type: none"> <li>Some parents not receiving communications or are receiving scrambled or duplicate information</li> <li>Seems to be adhoc communication to a number of parents</li> <li>Notifications are inconsistent</li> </ul>	Melita to inquire as to possible issues and resolution.
6. Maintenance <ul style="list-style-type: none"> <li>Some concern raised around maintenance around the school (water supply, drive way, oval)</li> </ul>	Melita to invite Sam Fenney to a future meeting to discuss
7. Grandparents Day – 1 <sup>st</sup> September <ul style="list-style-type: none"> <li>Volunteers needed to assist (Julie Sillifant)</li> <li>Let Melita know if available</li> </ul>	Melita coordinating volunteers

**Meeting Closed:** 8:23 pm

**Next Meeting:** 20<sup>th</sup> September, 2017