

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

Meeting Agenda: Wednesday, 28th February, 2018

Global Classroom, 6.30pm



Meeting Opened: 6:39pm

Present: Anna Yard Cumming, Alf Whitbread, Patrice Lawrence, Cath Williams, Jo Bourne, Sam Fenney, Claire McQuillen, Megan Killian-Richardson, Lou Christie, Dr Rob McEwan, Anthony Gunton, Alison McShane, Sarah Rowley, Tonia Blackwood, Krysta Brocklehurst, Jane Yarnham, Sandy Barnes

Apologies: Jan Glover, Melanie O'Brian, Ellen Creham, Julie Sillifant, Dayana Baker, Alison Ainsworth, Georgia Burbury

Acceptance of Previous Minutes:

Moved: Sandy Barnes

Seconded: Anna Yard-Cumming

President's Report

Nil

Treasurer's Report

- 2017 profit \$11,644.22
- Term Deposit approx. \$50,000
- 2018 Total Equity \$173,338.00
- Accounts to be audited next week
- Sandy to follow up on Spotless profits

Headmaster's Report

- New appointments
 - Most are now complete including Mr Simon Angus as Deputy Headmaster
 - Head of Middle School – Mr Ken Kingston
- Holiday Date Change - 3 week survey
 - Closes on the 1st March
 - Rationale included in recent email
 - 609 responses. Next stage is to see results from Collegiate and Fahan
 - Further inquiry into the reasons behind "No" response with focus groups to source further information
 - Various reasons are being considered including the well-being of boys undertaking examinations in Senior School.
- Headmaster Seminar series
 - Mr Paul Dillon on the 5th April
 - Mr Michael Kirby - June
 - Arne Rubenstein – May
 - Steve Bidulph – date TBC
- Ipad and Chromebooks have been distributed in Junior School
 - Cyber safety presentation in Term 1
 - Devices are used safely and for learning purposes only
 - Hutchins has a strong focus on dealing with bullying and cyberbullying
 - Focus on bystander behaviour particularly in year 5 and middle school
- New students
 - 108 new boys starting this year
 - 36 in Year 7
- Year 2 – 12 initiative continuing.
 - Get together on the 6th of March, 2018

Correspondence

- Nil

Actions arising from previous minutes

Item	Action
1. 2018 Events <ul style="list-style-type: none">- Blokes and Spokes<ul style="list-style-type: none">▪ Current planning underway	

<ul style="list-style-type: none"> ▪ Invitation going out next week ▪ Seeking parents who would be keen to be part of the committee or volunteer on the day - High Tea <ul style="list-style-type: none"> ▪ We are seeking a new coordinator for this event ▪ Successful event last year that raised over \$6000 ▪ Consider an event that includes the boys and a significant female. Find out what other schools are doing with Mother and Son events. - School Fair <ul style="list-style-type: none"> ▪ Discussion around focus of fair ▪ Request for members to consider being on the committee and/or fair coordinator - Parents Association and Old Boys event <ul style="list-style-type: none"> ▪ Anna spoke with Tim Munro ▪ Anna and Tim to meet and discuss future possibilities and if can meet another meeting - New Parents Dinner (report) <ul style="list-style-type: none"> ▪ Very enjoyable, relaxed and welcoming evening 	<p>Lou to survey other schools to find out other ideas for boys/Mums, Grandmother, Aunt etc.</p> <p>Anna/Lou to canvas volunteer list to see if anyone is interested in being our Fair Coordinator for 2018</p> <p>Anna meeting with Tim Munro to discuss possibilities</p>
<p>2. Online Ordering and Payment</p> <ul style="list-style-type: none"> - Contract with Spotless comes up at end of year - Review late Term 2 to address approach to canteen for 2019 <ul style="list-style-type: none"> ▪ Request for a greater range in the options available particularly in the Junior School 	<p>Dr McEwan to discuss with the JS canteen to expand range of food</p>
<p>3. Parent Engagement</p> <ul style="list-style-type: none"> - Community Hub - Class Parent Program 	<p>Update from Lou C/F</p>
<p>4. Maintenance</p> <ul style="list-style-type: none"> - Presentation from Mr Sam Fenney (Maintenance and Asset Management) to assist PA to have a better understanding around school assets - Level of Service – particularly important to ensure standards of school assets and intervention level - Future focus includes asset management policy, fixed asset register, number system on rooms, Wold school schematic electronic, AM Software - 14 Classrooms including major refurbishment in Science over school holidays - School improvements, facilities and grounds are currently in excellent condition and financial responsibility allowing for future modifications - Capital Expenditure – current business case on infrastructure. Consideration also being given to infrastructure to accommodate future changes in middle school structure - Scoreboard update – purchased, council communications, surveying complete, installation is in planning. Plan to have complete by Anzac Day for whole school service. - Bubbler update – current maintenance complete in JS, Senior School bubbler and continuing updates 	<p style="text-align: right;">NFA</p>
<p>5. Constitution Amendments</p> <ul style="list-style-type: none"> - Meetings: <ul style="list-style-type: none"> ▪ Does the constitution allow for our current meeting structure? - PA Roles and Responsibilities 	<p>Lou to source and distribute PA constitution.</p> <p>Lou to email members with PA Roles and Responsibilities prior to AGM.</p>
<p>6. Meeting Dates for 2018</p> <ul style="list-style-type: none"> - Term 2, 3 and 4 dates have been changed to days other than all Wednesdays to provide more flexibility to members being able to attend. - New dates are currently on the Internet. 	<p style="text-align: right;">NFA</p>
<p>7. Uniform Modifications</p> <ul style="list-style-type: none"> - Anna has approached Mr Jason Reeve regarding changes to shorts. - Jason getting back to Anna - Additional uniform requests: <ul style="list-style-type: none"> ▪ Request to consider changes to the senior school blazer particularly the cut ▪ Request to consider the style of the junior school hat and width of brim for sun protection. Current one (for older students) not suitable 	<p>Anna to raise queries with Jason Reeve.</p>

Business Arising	
Item	Action
1. Survey on school holiday dates feedback <ul style="list-style-type: none"> - Some concerns around the process raised. - Recent parent paperwork addressed this. 	NFA
2. Funding Request process <ul style="list-style-type: none"> - Confirm the process for funding requests from various staff/areas within the school to ensure the highest needs are met. 	C/F
3. Entertainment Book <ul style="list-style-type: none"> - Are we happy to include this? - Prefer the digital version and let Jenna know 	Lou to let Jenna know we would like to go forward with this.
4. Air Conditioner <ul style="list-style-type: none"> - Request received from the school for the PA to fund a new air condition in the Junior School - Currently it is a safety issued for staff working in the canteen with temperatures around 40 degrees over summer with the extra heat coming from cooking and it's only a small room. - Canteen raises about \$10 – \$20k per year for the PA - Adam and his staff are exceptional and do a lot for the school going above and beyond (and also donate their time for the fair night) <p>Motion: Parents Association will provide the requested amount for a new Junior School Canteen Air Conditioner Moved: Megan Killion-Richardson Seconded: Claire McClain</p>	Anna to email the school with confirmation that this was accepted.
5. Sports <ul style="list-style-type: none"> - Feedback to the school from a coaching parent - Hutchins students often demonstrate excellent sportsmanship particularly when another school may be winning by a large amount. Coach often observes kindness and fairness which is a credit to the school. 	NFA
6. AGM <ul style="list-style-type: none"> - Consider if you would like volunteer for committees 	Lou to distribute roles, constitution and nomination forms with minutes.
7. Outside Chairs for pickup <ul style="list-style-type: none"> - Could we consider seating for parents who are playing on the equipment - Sam to see what options might be available and to include in asset plan. 	

Meeting Closed: 8:38pm