



THE HUTCHINS SCHOOL PARENTS' ASSOCIATION Information Handbook



Our Vision	5
Aims and objectives	6
Who can become a Member of the Parents' Association?	7
Why become a Member?	7
What accomplishments has the Parents' Association achieved?	7
The Parents' Association structure	8
The Parents' Association Code of Conduct	9
Meetings of the Parents' Association	10
Annual General Meeting (AGM) Procedure	12
Procedure for proposals to be presented to the committee	13



THE HUTCHINS SCHOOL PARENTS' ASSOCIATION Information Handbook

THE HUTCHINS SCHOOL

71 Nelson Road, Sandy Bay, Tasmania 7005 Australia

PO Box 254, Sandy Bay, Australia 7006

T (03) 6221 4200

pa@hutchins.tas.edu.au

hutchins.tas.edu.au/parents

The Hutchins School Board as established by The Christ College Act 1926

ABN 91 133 279 291 CRICOS 00478F



HUTCHINS
ESTABLISHED 1846



Our Vision

The Parents' Association endeavours to foster an inclusive and welcoming community. We support a collaborative partnership between parents/carers, educators, alumni and the School community; dedicated to the best possible schooling experience for all students.

Aims and objectives

The key objectives of the Parents' Association are to:

- provide a forum for communication between parents/carers and the School;
- further the interest of the children and the School; and
- organise activities to promote these objectives.

Supporting the School

Providing assistance to school administration, teachers and staff through volunteer work, fundraising efforts and advocacy for resources and programs that benefit students.

Parent/carer involvement

Welcoming parents/carers to actively participate in their child's education by attending school events and discussion matters relevant to the welfare and general education policy of the School.

Community engagement

Organising social events and activities that promote a sense of community among parents/carers, students, teachers and staff.

Educational support

Providing resources and support to help parents/carers navigate their child's educational journey; including workshops, seminars and information sessions on parenting, education, and relevant topics, as well as discussing issues relevant to the welfare and general education policy of the School.

Fundraising

Organising fundraising events and campaigns to raise money for the benefit of school resources; including school programs, equipment, facility improvements and needs identified by the School, students and staff.

Student enrichment

Supporting co-curricular activities, excursions and other opportunities that enrich the welfare and educational experience of students beyond the classroom.

Who can become a Member of the Parents' Association?

All parents/carers of The Hutchins School who are interested in matters relating to the School and the welfare of its students can become Members of the Parents' Association.

Why become a Member?

Have a voice – voice your opinions on issues and opportunities for improvements.

Stay informed – stay ahead with updates on activities within our school community.

Build social connections – interact with fellow parents/carers who share your commitment to enhancing our school community, aiming to drive a broader inclusive community culture.

Offer assistance – discover ways to contribute; lending a hand enables us to collectively improve our school environment for everyone.

What accomplishments has the Parents' Association achieved?

The Parents' Association has a lengthy and proud record of active engagement within the School community. It is dedicated to collaborating closely with the School to cultivate a positive and inclusive environment, while also contributing funding towards various school projects.

Recent achievements include:

- Funding and development of the Junior School bush play area.
- Supporting community events such as Open Day, high teas and Father's Day breakfasts.
- Funding three (3) underwater drones for Senior School Marine Studies classes.
- Funding the Parenting360 program for all Junior School families.
- Purchasing a fleet of mountain bikes for the Outdoor Education Faculty.
- Funding major Junior School play equipment.

The Parents' Association structure

The Parent's Association consists of Executive and General Members. All roles are elected at the Annual General Meeting, held in March each year.

The 2024 Executive Member positions are:

- **President** – Shirlene Badenach
- **Vice-President** – Courtney Bell
- **Secretary** – Kate Woods
- **Treasurer** – Krysta Brocklehurst

There may be up to ten (10) General Members elected to represent [each] divisions of the School.

Role overview

PRESIDENT

- Chair Parents' Association meetings in line with protocol.
- Co-ordinate the Executive committee in a unified manner to meet objectives.
- Act as a conduit between the Association and the Principal.
- Attend school and community events as a key representative of the Association.
- Ensure decisions are carried out.
- Prepare reporting and manage Association social media.

VICE-PRESIDENT

- Chair meetings in the President's absence.
- Share duties and responsibilities as agreed.
- Play a constructive, supporting role.

SECRETARY

- Communication and correspondence.
- Maintaining effective records.
- Organise meetings and communicate minutes.

TREASURER

- Keep accurate financial records and present monthly financial reporting.
- Pay accounts as authorised.
- Present audited financial reports to the AGM.

GENERAL MEMBERS

- Support the Association through regular, active involvement at meetings and school/community events.
- Assist with the organisation of volunteers.
- Participate in sub-committees to obtain necessary outcomes.
- We aim to have at least one General Member to represent each of the four areas of the School – Early Years, Junior School, Middle School and Senior School.

The Parents' Association Code of Conduct

The Code of Conduct applies to all Members, volunteers and employees of the Association while undertaking any role or activity related to the Association. The code aligns with the School's values – humility, kindness, courage and respect.

The Parents' Association Members must declare any conflict of interest, either perceived or actual. A conflict of interest is where your Parents' Association duties and activities may benefit the private interest of a Member/s of the Parents' Association.

HUMILITY

- Acknowledge the value of each Member's contribution.
- Foster a culture of continuous improvement.
- Allow others to take the lead when it enhances teamwork and collaboration.

KINDNESS

- Extend kindness, compassion, and empathy to all.
- Offer support and encouragement through both words and actions.
- Foster an inclusive environment where everyone feels valued.

COURAGE

- Speak up for what is right, even in the face of adversity or opposition.
- Advocate for students and families, driving positive change.
- Take risks for innovative solutions and stand against injustice.

RESPECT

- Adhere to State and Commonwealth laws.
- Treat all individuals with dignity and respect, including students, staff, and community members.
- Embrace tolerance, courtesy, fairness, and impartiality regardless of individual characteristics.

Meetings of the Parents' Association

At Hutchins, we highly regard the opportunity to engage in discussions and make decisions that will positively influence our school community.

The President will lead as chairperson in all committee meetings and in their absence, the Vice-President will assume this role.

The Parents' Association pledges to:

- Align all activities with the Constitution of the Parents' Association.
- Engage in constructive participation and respecting diverse perspectives.
- Make decisions that will positively influence our school community.
- Assist Executive Members in representing the collective interests of all school parents/carers.
- Maintain suitable conduct during meetings, offering suggestions for improvement in a constructive and forward-looking manner.
- Foster positive personal relationships among Association Members.

MOTIONS

A motion is a proposal made by a Member for adoption through a majority vote.

Motions drive action and will usually commence with "That..." Any Member can propose a motion by stating, "I would like to make the following motion," followed by their idea, for instance, "I would like to make the motion that the meeting be extended for an additional 15 minutes." The motion then requires to be 'moved' and 'seconded'.

Once seconded, the President may allow discussion before voting on the motion. If discussion prolongs unnecessarily, any Member may request "that the question be now put". No individual has the right to speak twice on the same motion, except the mover, who may reply, thus concluding the discussion.

Questions and explanations are welcomed and motions can be amended or withdrawn, with amendments requiring a seconder. Upon confirmation, a motion becomes a resolution, signifying the meeting's decision on a particular matter.

VOTING

Every question or decision will be resolved by consensus of all present Executive Members. Voting is a last resort when consensus cannot be reached.

Only Executive Members present at the meeting are eligible to vote. In the event of a tie, the motion is nullified, maintaining the status quo. Voting is typically conducted by a show of hands, though a secret ballot may be employed.

GENERAL BUSINESS

General Business is an opportunity to address matters raised at the last minute.

Annual General Meeting (AGM) Procedure

During each Annual General Meeting, all positions shall be declared vacant. Members of the Parents' Association will then proceed to elect an Executive committee and sub-committee. The Principal or their delegate will oversee the election process and announce the results. Any candidate for the Executive committee must be nominated and seconded by Members of the Parents' Association. In cases where there are multiple candidates for a position, the election will be determined by ballot. Absent Members may only be considered as candidates if they accept their nomination either in person or in writing. All present Members have the right to vote in the election of office bearers. Only Members who attend the AGM can vote on officer bearers.

AGM AGENDA

1. Present
2. Apologies
3. Acceptance of previous AGM minutes
4. President's Report
5. Treasurer/Auditor's Annual Report
6. Acknowledgment of contribution by previous Members
7. Election of Committee members
 - President
 - Vice-President
 - Treasurer
 - Secretary
 - Committee Members

Procedure for proposals to be presented to the committee

ELIGIBILITY CRITERIA

- How is your proposal relevant to the School community?
- Does it align with the Parents' Association's objectives and the School's values?

APPLICATION SUBMISSION DATE

Applications are to be received no later than one (1) week prior to a General Meeting. Meeting dates can be found on the Hutchins website www.hutchins.tas.edu.au/parents.

APPLICATION PROCESS

It is highly recommended that prior to submitting a Funding Request Application Form that you will seek endorsement of the proposal from the relevant Head of School (where funding will benefit or impact).

Complete the online funding request application form and include all supporting documentation including quotes, photographs, research, letters of support or other relevant information for your request.

Be willing to attend a Parents' Association meeting to speak to the proposal and answer questions if necessary.

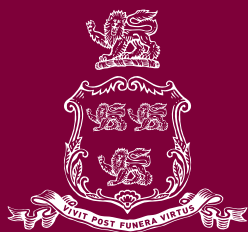
REVIEW PROCESS

Once your application has been received, you may be contacted by a Member of the committee requesting further details or to clarify information.

DECISION MAKING PROCESS

Committee Members will discuss the proposal and respond to the applicant via email with an outcome, two weeks (14 days) after the General Meeting at which the funding application has been discussed. The committee will consider factors such as feasibility, eligibility criteria and other relevant elements.

These guidelines outline a structured process for submitting funding requests at The Hutchins School, ensuring transparency and fairness in the decision making process. Applicants are encouraged to align their proposals with the School's values and objectives and to provide comprehensive supporting documentation to strengthen their case.



HUTCHINS
ESTABLISHED 1846

THE HUTCHINS SCHOOL

71 Nelson Road, Sandy Bay

Tasmania 7005 Australia

T (03) 6221 4200

pa@hutchins.tas.edu.au

hutchins.tas.edu.au/parents

Follow us



The Hutchins School Board as established by The Christ College Act 1926

ABN 91 133 279 291 CRICOS 00478F