

Minutes of the Medbury Parents' Association

Meeting Date: 16 June 2015

Present: Devonie Eglinton, Paula Holt, Michelle Murray, Lucy Cochran, Rachelle Connolly-Smith, Barbara Redway, Lee Brown, Jane Lattimore, Rochelle Dunster, Peter Kay

Apologies: Catherine Aitken, Lee Barrett, Suz Mowat

Next Meeting: 28 July 2015, Medbury School Library, 7:00pm

ACTIONS FROM MEETING

Ref	Action	Owner	Status	Status Update
A02	Apply for funding through an ANZ cricket grant to help support The Medbury Green project.	Suz Mowat	Under Action	Application submitted. ANZ applications close 31 March. Awaiting outcome. Present back at next committee meeting. 12.05.15 Suz to contact ANZ and confirm if application was successful or not.
A12	Follow up with the organising committee of the Christ's College House tour for feedback on length of time required to plan and organise an event of this scale.	Lee Barrett / Lee Brown	Under Action	12.05.15 CC did not want to disclose / share any information. Michelle to follow up with a couple of CC Parents who were on the organising committee. 16.06.15 CC have now endorsed any follow up.
A16 (NEW)	Committee recommended that a baby change table be installed into the toilets in The Medbury Centre. Peter advised that the school will fund and install this.	Peter Kay	Open	

Closed Actions will remain for one meeting then be moved to the Closed Action Register (copy held by the Secretary).

MINUTES

No	Item	Discussion	Action Points
1	Previous Committee Meeting Minutes	<p>The minutes of the Parents' Association committee meeting held on 12 May 2015 have been previously circulated.</p> <p>Motion: "That the Minutes from the meeting held on 12 May 2015 be adopted as a true and correct record".</p> <p>Moved: Paula Holt; Seconded: Barbara Redway; Carried</p>	
2	Correspondence	<p>No formal correspondence received.</p> <p>It was noted though that an email was sent from parent, Fiona Hickman, to one of the organisers of Quiz Night, thanking the MPA for putting on a very enjoyable evening and recognising the hard work that had gone into planning the event.</p>	
3	Trust Board Report	Deferred	
4	Treasurer's Report	<p>Report submitted.</p> <p>Incumbent Treasurer, Paula Holt, formally notified the committee of her intent to stand down at the end of Term 2. Due to the specialist nature of the role a suitable candidate has been identified. Paula will be gradually transitioning her responsibilities across during Term 3 to the new Treasurer.</p>	
5	Headmaster's Report	<p>Report presented.</p> <ul style="list-style-type: none"> ▪ Significant success noted with regards to the awarding of scholarships to Year 8 students for entry into secondary schools in 2016. ▪ First phase of landscaping works complete. Acknowledgement of the planning and hard work put in by parent, Rochelle Dunster, to have achieved this in a timely manner. ▪ Reinforcing with the boys good habits regarding the cleanliness and not sharing of their water bottles to endeavour to minimise the spreading of any illnesses. ▪ Noted that if any parent has any concerns with behaviour on or off the sports field that they approach the school in the first instance. 	
6	Boarders Report	Deferred	

No	Item	Discussion	Action Points
		<p>It was noted however that a separate function will now not be arranged for Helen Hurndall and instead she will be invited to the staff's end of Term function.</p>	<p>Peter will now ensure this invite is extended to Helen</p>
7	Events	<p>Breakfast with the Boys</p> <ul style="list-style-type: none"> ▪ Very successful. Great support from the parent community. Well planned and executed. ▪ Future events will look at giving preference to the Year 8 boys first before opening up ticket orders to everyone else. <p>Quiz Night</p> <ul style="list-style-type: none"> ▪ Very successful. Again well supported from the parent community. Well planned and executed. <p>Acknowledgement of thanks to:</p> <ul style="list-style-type: none"> ▪ Lee Brown and Lee Barrett – Committee leads for 'Breakfast with the Boys'. ▪ Barbara Redway and Michelle Murray – Committee leads for 'Quiz Night'. ▪ Rochelle Dunster – Leading the landscaping initiative. 	
8	General Merchandise	<ul style="list-style-type: none"> ▪ New photos have been taken of each Medbury branded merchandise item and will be published under the Parents' Association web page. ▪ Flyer to be created for NI Tour gift suggestions and sent to Glen Taylor for distribution with his next parent information. 	
9	Merchandise Fundraisers	<p>House Pen Day</p> <ul style="list-style-type: none"> ▪ Went to plan and well supported by the boys. Committee to look into alternative options for 2016. 	

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10	Other Business	<p>Field Scoreboard</p> <ul style="list-style-type: none"> ▪ Dev has taken ownership of progressing this and presented an update on current status. <ul style="list-style-type: none"> ○ Design and size of the scoreboard has been discussed with and agreed to by the school's key stakeholders. ○ Scoreboard will be multi-purpose – will accommodate rugby and cricket scoring and can also be used to showcase each 'House' and their current house points tally (when not in use for sports scoring). ○ Action Sports Signs have been engaged and have provided a quote to develop. Final costs pending a quote from Perennial Sports & Turf for the flexi digits. ○ Committee agreed to approve the final quote based on quote received to date and an approximation of costs to come. <p>Mufti Day Sausage Sizzle – Confirmed Friday 26th June. Lucy has everything organised.</p>	
11	School Services	<ul style="list-style-type: none"> ▪ Scholastic Book Orders – Lucy has kindly volunteered to take this over. 	
12	Other Matters Arising	<ul style="list-style-type: none"> ▪ Awarding of Badges to the Junior School <ul style="list-style-type: none"> ○ Process queried by Rochelle Dunster as there are some junior boys who have been involved in various extra-curricular activities for a no. of years i.e. sports teams, learning a musical instrument, who do not receive their badges until Year 5. ▪ Purchase of Tickets by Committee Members to MPA Run Events <ul style="list-style-type: none"> ○ Raised by Dev Eglinton and proposed that committee members involved in running an event should also not have to purchase tickets to the event as well. Committee agreed that moving forward if a committee member is required to 'work' the event then they will not have to purchase a ticket as well. ▪ Parents' Association Web Page Update <ul style="list-style-type: none"> ○ There is now a separate Medbury Branded Products web page under the Parents' Association. ○ There is now a Medbury branded merchandise link on the Uniform Shop web page. ▪ Parents' Association Leaflet <ul style="list-style-type: none"> ○ Hard copy to be sent home and soft copy now available under the Parents' Association web page. 	<p>Peter to follow up and look into what options may be available for the Junior School boys</p>

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		<ul style="list-style-type: none"> ▪ School Flag Pole <ul style="list-style-type: none"> ○ Use of the school flag pole queried by Barbara Redway and enquired if a 'House' colour flag could be raised for the House that is in the lead on House Points. Peter confirmed that they have just introduced into each week's assembly the bringing in of the leading House flag by the designated House Leader. 	

Meeting Closed 8:05 pm

Sign Off

Authorised
Signature



Name

Devonne Eginon

Date

12-02-16

Authorised
Signature



Name

Michelle Murray

Date

12/02/16

