

Minutes of the Medbury Parents' Association

Meeting Date: Tuesday 4 April 2017

Present: Anthea Herron, Liz Winters, Wendy Croft, Peter Kay, Jo Macauley, Jane Lattimore, Deb Vaughan, Sarah James

Apologies: Rochelle Dunster, Catherine Aitken, Kathryn Picton-Warlow, Andrew Bruce

Next Meeting: Tuesday 9 May 2017, Medbury School Library, 7:00pm

MINUTES

No	Item	Discussion	Action Points
1	Previous Committee Meeting Minutes	<p>The minutes of the Parents' Association committee meeting held on 14 March 2017 have been previously circulated.</p> <p>Motion: "That the Minutes from the meeting held on 14 March 2017, be adopted as a true and correct record".</p> <p>Moved: Jane; Seconded: Wendy. Carried</p>	
2	Correspondence	<ul style="list-style-type: none"> • Resignation from Victoria Rookes. • Message of thanks for flowers from Rochelle Dunster. 	
3	Trust Board Report	<p>Report presented by Anthea Herron.</p> <ul style="list-style-type: none"> • At last night's meeting, the Board discussed the details of the term of the parent representatives. The MPA constitution says that the parent representative's three year term begins when elected to that position, regardless of the length of the term served by the member they were replacing. • There was also general discussion about philanthropy at school and that better cohesion between the MPA, the Foundation and the Old Boys Association would be good. Agreement that a more defined structure from the Board for fundraising would be useful. • The MPA's contributions will be necessary for the work planned. It was suggested that the MPA could work with the Old Boys Association to fund the upgrade of the cricket pavilion as this will house the school's memorabilia. 	

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4	Treasurer's Report	<p>Report presented by Wendy Croft</p> <ul style="list-style-type: none"> • Available funds \$42,929.00 • Ladies Lunch costs have been paid, income to come. • All financial reporting completed and submitted to the auditor. 	
5	Headmaster's Report	<p>Report presented by Peter Kay</p> <ul style="list-style-type: none"> • Glenn Taylor has been awarded a prestigious NZ teaching award and will have this presented soon in Auckland. This is the schools third recognition in three years. • A candidate has been found to drive the bus between Selwyn House and Medbury for next term. • Three new boys will start at school next term. • ESOL classes are undergoing some improvements to better serve these students. • The learning support program has had an increase of another day in the middle school. 	
6	Boarders Report	<p>Report presented by Peter Kay</p> <ul style="list-style-type: none"> • Sandra Lilley is leaving the boarding house due to family commitments. • Casual boarding remains very popular. • A new heatpump for the common room is still in progress. • The minibus that was funded by the MPA has given the boarding house many more options and more flexibility and they are very thankful for it. • The school has seven staff on roster to help with prep and the boarders are still able to use the innovation suite which is being manned by a staff member after school. 	
7	Upcoming Events	<ul style="list-style-type: none"> • Boys Breakfast – The guest speaker from the Fire Service has cancelled due to the ongoing debrief after the Port Hills fires. Jane has contacted Sir Peter Gluckman's (Science advisor to the Prime Minister) PA who may be able to speak to the boys but on 12 May instead of 19 May. They should be able to confirm this tomorrow. <p>- Discussion about changing some aspects of this event to make it easier and one suggestion was to speak to Paul in the kitchen about making a more casual menu eg continental. The agreement was that the cooked breakfast took too long to serve to everyone at once, there was a lot of wastage and that the boys might prefer something a bit less formal. Another idea was to look into having coffee carts or a Nespresso machine. Also agreed that there is no need to print menus this year.</p> <p>- If the breakfast is held on 19 May, there is an option to share the cost of hiring the tables and chairs with Selwyn House Parent's Association, who are using the Medbury Centre</p>	<p>Liz to speak to Paul about options.</p> <p>Liz to add these to list on Dropbox.</p>

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		<p>the same night for a Bingo fundraiser.</p> <p>- Other suggestions for speakers were someone from ESR, SOCO (crime scene investigator) from Police, Tsunami expert (Jo has a contact), Westpac Helicopter Pilot, Urban Search and Rescue.</p> <ul style="list-style-type: none"> • Major Fundraiser – Liz and Jo have met Kay Shaw to discuss a save the date email which will be sent out on Thursday 4 May. This will be followed up with tickets on sale 1 June, a reminder email 29 June and a final reminder 3 August. Tickets will be sent home with the boys 11 August. - Discussed that Kay will allow us to advertise on one of the billboards at school if the Trust Board allow this. Anthea suggested speaking to Michelle who looks after marketing/communications. - Jo has compiled a list of all jobs required for the sub committee and will distribute these and organise a meeting of the subcommittee for early in term two. 	<p>Liz to email Michelle.</p> <p>Jo to email subcommittee.</p>
8	Merchandise	<ul style="list-style-type: none"> • Deb has a background in merchandise and is happy to help Catherine with this. 	<p>Jane to put Deb in touch with Catherine.</p>
9	Other Business	<ul style="list-style-type: none"> • Pop up gazebo needed by the school. Jane has been compiling quotes with Catherine. Deb offered to help with this also. There is general agreement on the committee funding this when a decision has been made on exactly what the school wants. • Jo has met with Kay Shaw to discuss using the school's Facebook page and this is up and running. • Wendy needs all new committee member's dates of births and addresses. 	<p>Liz to get these details.</p>

There being no other matters, the meeting closed at 8.01pm. Confirmed as a true and correct record of the meeting.

Sign Off

Authorised
Signature

Name

Date

Authorised
Signature

Name

Date

ACTIONS FROM MEETING

Ref	Action	Owner	Status	Status Update
A06	Obtain info on feasibility of doing another wine fundraiser in term two	Liz Winters	OPEN	7/4/17 Liz emailed Angela Gordon to write a recommendation for this 8/4/17 Angela responded with recommendations for the committee to consider.
A07	Investigate feasibility of holding mini fair/movie night in term 4.	Rochelle Dunster/Michelle Murray	ON HOLD	Rochelle has info from CCC on holding this so hold until term four.
A08	Ask Paul in the kitchen for alternative ideas for food for Boys Breakfast	Liz Winters	OPEN	Liz to ask Paul for options.

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