

Minutes of the Medbury Parents' Association

Meeting Date: Tuesday 9 May 2017

Present: Catherine Aitken, Michelle Murray, Liz Winters, Wendy Croft, Peter Kay, Jane Lattimore, Deb Vaughan, Andrew Bruce, Heidi Crawford, Kim Rankin

Apologies: Rochelle Dunster, Kathryn Picton-Warlow, Jo Macauley, Sarah James

Next Meeting: Tuesday 20 June 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 4 April 2017 have been previously circulated.</p> <p>Motion: "That the Minutes from the meeting held on 4 April 2017, be adopted as a true and correct record".</p> <p>Moved: Wendy; Seconded: Deb. Carried</p>	
2	Correspondence	<ul style="list-style-type: none"> • Resignation from Rochelle Dunster. • Fundraising offers - chocolate. 	
3	Trust Board Report	<p>Report presented by Michelle Murray.</p> <ul style="list-style-type: none"> • The Trust board will meet next week and the main focus will be on the master plan. This plan was explained to new committee members, what stage the plan is at and the option for the MPA to financially support the upgrade of the sports pavilion. 	
4	Treasurer's Report	<p>Report presented by Wendy Croft</p> <ul style="list-style-type: none"> • Available funds approximately \$48,000 • Discussion about allocating the money, earmarking it for a Trust board initiative or moving it into an account earning more interest. 	

No	Item	Discussion	Action Points
5	Headmaster's Report	<p>Report presented by Peter Kay</p> <ul style="list-style-type: none"> • The recent Open Day attracted over 100 visitors. Approximately 25 students were turned away from places at school this year. Feedback was passed back from the school community that there is a concern that the school population is growing. Assurance was given by the Headmaster that it is not growing but that there might be an opportunity to better communicate to the parent community what is actually happening. There was also feedback that a number of parents find the parents portal, and logging in, to be frustrating. • A survey has been completed within a strategic review on sport. Next term there will be a strategic review on arts. • Year 7 camp was very successful. Year 6 boys are currently in Wellington and spending the night at the zoo. • Peter has recently been to the Independent Schools Conference. Glen Taylor received his award here and they also attended a conference on student wellbeing. The speaker at school tonight, talking about anxiety in children was a result of that. • The survey undertaken to find out how well parents understand the SANNS forms, showed that the level of understanding was high. Changes were also made to reflect the feedback received. • The school is lifting their emphasis on community due to the disappointment in numbers of boys actively supporting the 40 hour famine. This year every boy will be doing a walk/run and asking for sponsorship to raise a target of \$10,000 to go to Syrian children. 	
6	Boarders Report	<p>Report presented by Kim Rankin</p> <ul style="list-style-type: none"> • Boarding numbers have increased, with 35 permanent or permanent casual boarders. • A photo wall in the common room has made the boarding house feel more homely. • Year 8 boarders have been given access to cellphones this term with the idea of increasing their independence before they leave for high school. • A new matron is still needed for two days a week. Three candidates have been interviewed. • Heatpump installation still ongoing. • Committees of boys have been set up to work with staff on aspects of boarding life. • A group of boarders will be going to the Crusaders game this weekend. 	
7	Upcoming Events	<ul style="list-style-type: none"> • Boys Breakfast – Liz will determine numbers needed and will email committee and friends of the committee. There will be no parking available on the field. Jane will ask ESR if their carpark across the road could be used. Major Ian Lattimore is speaking. 	

No	Item	Discussion	Action Points
		<ul style="list-style-type: none"> • Major Fundraiser – subcommittee are meeting weekly at this stage. Request that if anyone has any ideas or offers of auction items, to please email Liz who is coordinating these. Request for suggestions for a suitable emcee. • New Parents Morning Tea – Wendy will ask for someone else to help if needed. • Pen Day – Jane will organise this. • Sausage Sizzle – end of term. Kim and Andrew will organise this. 	Liz email instructions to Kim and Andrew and put in touch with Lucy Cochran.
8	Merchandise	<ul style="list-style-type: none"> • Photos need to be taken of chairs and rugs. • Need to determine how many stadium jackets are needed by the school and what writing they would like on them. They are approximately \$150 each, with a long and a short option. The committee can then vote on whether to buy them. • Idea raised to investigate option of a reflective cycling vest. • Decision to be made at next meeting at the latest on funding the stadium jackets and the gazebo/marquee. 	Catherine to arrange. Catherine to speak to Glen Taylor. Catherine to ask Mr Kay.
9	Other Business	<ul style="list-style-type: none"> • Committee members roles need allocating still; <ul style="list-style-type: none"> - Sausage sizzles – Kim and Andrew. - Wine fundraiser – no decision made. - Cup cleaning – Deb. Deb to also investigate the suggestion to get trophies dipped in a product that is available so that they don't need polishing. - Art Card fundraiser – Liz - Leavers bears – Deb - Non teaching staff gifts – Catherine and Deb. - Christmas cake fundraiser – Wendy with Rochelle's help. - Leavers church service – Wendy and Deb. - Christmas Tree – Heidi. - Golf Tournament – Sarah Smith and Dev Eglinton. - Grandparents day – Wendy. 	Liz to give Deb's email address to Jo Keleghan.

There being no other matters, the meeting closed at 9.30pm. Confirmed as a true and correct record of the meeting.

Sign Off

Authorised Signature	Authorised Signature
Name	Name
Date	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	ON HOLD	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. 9/5/17 No one willing to organise this at present.
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.

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