

Minutes of the Medbury Parents' Association

Meeting Date: Monday 20 November 2017

Present: Liz Winters, Wendy Croft, Jane Lattimore, Kim Rankin, Kurt O'Connell, Catherine Aitken, Jo Macauley, Michelle Murray, Deb Vaughan, Heidi Crawford

Apologies: Kathryn Picton-Warlow, Sarah James, Andrew Bruce

Next Meeting: February 2018 (Date to be advised), Medbury School Library, 7:00pm

MINUTES

No	Item	Discussion	Action Points
1	Previous Committee Meeting Minutes	The minutes of the Parents' Association committee meeting held on 17 October 2017 have not yet been circulated. They will be distributed prior to our next meeting.	
2	Correspondence	<ul style="list-style-type: none">• Thank you email from Glen Taylor for new portable cricket nets.	
3	Trust Board Report	Report presented by Michelle Murray. <ul style="list-style-type: none">• The Board hasn't met recently. Their last meeting for the year will be 4 December.• Nothing new to report.	
4	Treasurer's Report	Report presented by Wendy Croft <ul style="list-style-type: none">• Available funds similar to last meeting.• Money being held by school for Ladies Lunch, Christmas cakes, Golf and Art Calendar fundraisers.	
5	Headmaster's Report	Report presented by Kurt O'Connell <ul style="list-style-type: none">• Athletics day was a success with lots of positive feedback from the community about the good community atmosphere.• Year 8 camp was also successful and due to the long bus trip, school is looking at the option of transporting the boys by train next year. Cost could be a prohibitive factor in	

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		<p>this though.</p> <ul style="list-style-type: none"> • Show weekend was a well needed break for boys and staff ahead of a busy last three weeks. • Looking at staffing for 2018 as there will be two extra classes and a couple of teachers indicating their interest in changing year levels. • 2019 roll is starting to look quite full. 	
6	Boarder's Report	<p>Report presented by Kim Rankin</p> <ul style="list-style-type: none"> • The new boarders for next year will spend this weekend in the boarding house. • There will be 21 full time boarders for 2018 plus permanent casual. 	
7	Completed Events	<ul style="list-style-type: none"> • Ladies Lunch had approximately 55 women attend. Lots of year 8 mums and some new to the school. Feedback was mainly positive with a few suggesting that \$50 is too expensive. Discussed that \$50 covers the cost of the lunch, a glass of bubbles, tea and coffee and the Jazz Band, with no profit for the MPA. Agreed that \$50 is suitable for this event • Discussion regarding the option of organising a similar event for the men. Most agreed that probably not necessary. 	
8	Upcoming Events	<ul style="list-style-type: none"> • Christmas cakes – 140 sold with one order of 55 cakes. Will try to get these delivered directly. Rochelle still needs help to distribute these on Wednesday 6 and Thursday 7 December. Jane will do Wednesday and Wendy Thursday. • Golf tournament – Liz and Wendy to setup at 3pm and Jane and Kim to help from 5pm. 	
9	Allocation of Funds	<p>Rain Shelter</p> <ul style="list-style-type: none"> • The rain shelters are part of the master plan and will happen whether or not MPA contributes but timing isn't yet decided. • Jane organised Mark Pitts from Johnson and Cousins, and a school dad, to provide a quote to build a rain shelter inside the front gate, with fixed louvre roof, no sides or fins (as per the architectural drawings). For 6.9 x 2.1m specified from the architect, the quote was \$13,895 excl GST and for a bigger shelter 7m x 3m \$20,273 excl GST. Both options would need various extra additions (ie fins) to make them compatible with the architectural design and in keeping with the master plan. • Approximate cost for this part from a quantity surveyor would be \$70,000. • All options investigated by this committee would need approval from the school and 	

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		<p>the Board.</p> <p>Sun Shelter</p> <ul style="list-style-type: none"> • Johnson and Couzins also quoted for two Summit umbrellas for outside the senior block and the astro turf 5m x 5m \$6266 excl GST each. • Discussion about the sun smart accreditation for the school and Kurt confirmed that Medbury has this. Options to provide shelter for other areas also and whether a better idea to convey to the Board that the Parents' Association feels strongly about the school investigating how much extra sun shelter is needed and where. The Parents' Association could consider funding this after the appropriate investigation is made by the school. <p>Astroturf</p> <ul style="list-style-type: none"> • Only the cricket run ups need replacing at this stage and they are in the school budget. Committee agreed that enough been allocated to cricket recently from us as we need to ensure our funding benefits a wide range of activities for the boys. <p>Discussion about what the committee should and shouldn't be funding and agreement to meet again briefly after the school decides the 2018 budget as there will be items not included in the budget that might warrant MPA funds as opposed to bigger items such as buildings that are part of the master plan, that don't yet have a start date.</p> <p>Motion: "For the committee to meet on December 11 at 7pm in the school library to consider allocation of funds from a list of items that will be circulated after 6 December and prior to the meeting."</p> <p>Moved: Liz; Seconded: Jane; Carried.</p>	
9	Merchandise	<ul style="list-style-type: none"> • Leavers bears are great and have been completed. Discussed who would present these to the boys and suggested that we ask the Deputy Head Boys mothers. Michelle to ask them. • Albums are selling well and also a few Hi Viz backpack covers. 	
10	Other Business	<ul style="list-style-type: none"> • Feedback from Heidi regarding the appropriateness of the junior and middle school church service for young boys. • The Christmas tree has been put up by Jo Keleghan and will need to be put away before the end of the year. • Gifts for non teaching staff need to be bought. Office will provide a list. 	<p>Heidi to organise dismantling of the tree before end of year.</p> <p>Deb/Catherine to buy gifts for non teaching staff</p>

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		<ul style="list-style-type: none"> Kathryn and Liz will need to be replaced at the end of the year. Both interested in standing down from the committee but haven't formally resigned yet. Deb also considering standing down. Leavers church service on 10 December at 9am. Helpers will be needed to pour tea and coffee and serve morning tea from 9.30am. Boarders parent's morning tea needs to be arranged before the start of term 1. Kim has an idea of a replacement for her role but hasn't asked them yet. Kim agreed to organise the morning tea if a replacement hasn't been found by then. 	<p>Wendy to ask friends of the MPA.</p> <p>Kim to ask for a replacement as boarder's rep and organise morning tea for term 1.</p>

There being no other matters, the meeting closed at 8.58pm. 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
A11	Organise dismantling of the tree before end of year.	Heidi	OPEN	
A12	Buy gifts for non teaching staff	Deb/Catherine	OPEN	
A13	Ask friends of the MPA to serve morning tea after the leaver's church service 10 December.	Wendy	OPEN	
A14	Find replacement for boarder's rep and organise morning tea for term 1.	Kim	OPEN	

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