

# Minutes of the Medbury Parents' Association

**Meeting Date:** 17 February 2015

**Present:** Devonie Eglinton, Paula Holt, Michelle Murray, Lucy Cochran, Rachelle Connolly-Smith, Catherine Aitken, Barbara Redway, Lee Brown, Suz Mowat, Lee Barrett, Rebecca Connolly, Peter Kay

**Apologies:** Caroline Sleigh

**Date of Next Meeting:** 31 March 2015, 7:00pm

## ACTIONS FROM MEETING

Ref	Action	Owner	Status	Status Update
A01	Investigate funding options for a scoreboard to be purchased for The Medbury Green and present back to the committee at the next meeting.	Suz Mowat	Under Action	Video clip required to be submitted as part of fundraising application.
A02	Apply for funding through an ANZ cricket grant to help support The Medbury Green project.	Suz Mowat	Under Action	As above.
A03	Investigate further the options to secure a 'Single' liquor license that will cover requirements for the 2015 calendar year.	Barbara Redway	Open	
A04	Create a 'Friends of the Committee' area on the MPA page of the school's website.	Dev Eglinton	Under Action	
A05	Venues to be investigated for 2015 Golf Tournament.	Dev Eglinton / Paula Holt	Closed	Venue will be the Russley Golf Club.
A06	Formal process for updates to MPA section of school website. Secretary to undertake.	Michelle Murray	Open	
A07	MPA google drive to be used for storage of MPA documents.	Lee Brown	Open	
A08	MPA to investigate possibility of purchasing suitable glasses for water, water carafes, spoon holders etc for morning tea services.	Rachelle Connolly-Smith	Under Action	
A09	Follow up umbrella colour with Kay Shaw.	Catherine Aitken	Closed	Black has been approved.
A10 (New)	Investigate option for resource to construct new scoreboard.	Michelle Murray	Open	

# MINUTES

No	Issues	Discussion	Action Points
1	Previous Meeting Minutes	Confirmation of previous committee meeting minutes (26/11/14): 1 <sup>st</sup> – Paula Holt, 2 <sup>nd</sup> – Catherine Aitken	
2	Correspondence	Nil	
3	Board Report	<p>Report presented</p> <ul style="list-style-type: none"> <li>▪ New school building colours to be agreed.</li> <li>▪ New Senior Block building work to commence from end March / early April (subject to Consents). Four new classrooms to be constructed.</li> </ul>	
4	Treasurer's Report	<p>Report submitted</p> <ul style="list-style-type: none"> <li>▪ Now registered for GST.</li> <li>▪ Online accounting system, Xero, now in use.</li> </ul>	
5	Headmaster's Report	<p>Report presented</p> <ul style="list-style-type: none"> <li>▪ 80 new boys have started and have settled in very well along with 3 new teachers.</li> <li>▪ Teacher Only Day – Staff dispersed for half day to undertake various community projects.</li> <li>▪ One of the focus' for 2015 will be to lift the standard of writing across the year groups.</li> <li>▪ School Mufti Days – Discussion ongoing regarding ideas on the direction of the fundraising. In the past the school prefects have decided the fundraising cause. Looking at widening this responsibility across the school more ie. Houses could take ownership.</li> </ul>	
6	Boarder's Report	<p>Report presented</p> <ul style="list-style-type: none"> <li>▪ School website to be updated with contact information for casual boarding enquiries.</li> </ul>	Peter to follow up

No	Issues	Discussion	Action Points
7	Events	<p>New Parents Cocktail Party - Thursday 26 February</p> <ul style="list-style-type: none"> <li>▪ All committee members will be required to attend. Class Reps have also been invited.</li> </ul> <p>School Open Day – Wednesday 18 March</p> <ul style="list-style-type: none"> <li>▪ Morning Tea assistance required from 9.30am.</li> </ul> <p>Golf Tournament – Thursday 26 March</p> <ul style="list-style-type: none"> <li>▪ To be held at Russley Golf Club.</li> <li>▪ Assistance will be required from the committee on the day of the tournament. Dev / Paula to advise requirements.</li> <li>▪ Seeking Hole Sponsorship and prizes.</li> </ul>	<p>All</p> <p>Barbara / Lee Barrett</p>
8	General Merchandise	<p>Swimming Bags - Great response. New run being done to address some minor defects.</p> <p>Towels - Deferred for now. Look at for Term 4.</p> <p>Drink Bottles - Agreed colour to be black. Investigate option to add naming strip. Quote for order of 100.</p> <p>Umbrellas - Colour will be black with 'Medbury School' as the logo. To be ordered.</p> <p>New Opportunities</p> <ul style="list-style-type: none"> <li>▪ Picnic Bag – Order one as a sample for the committee to review.</li> <li>▪ Boot Bags – New run of 100 to be ordered.</li> <li>▪ Leavers' Bears – Planning to be undertaken earlier than last year.</li> </ul>	<p>Catherine</p> <p>Catherine</p> <p>Catherine Catherine</p>
9	Merchandise Fundraisers	<p>House Pen Day – Undertake during Term 2.</p> <p>Wine – Committee updated on planning progress to date.</p>	

No	Issues	Discussion	Action Points
10	Other Business	<p>The Medbury Green Project</p> <ul style="list-style-type: none"> <li>▪ Status update presented to committee.</li> </ul> <p>Field Scoreboard</p> <ul style="list-style-type: none"> <li>▪ Fundraising application waiting on a video from the boys.</li> <li>▪ Investigate option for construction of new scoreboard.</li> </ul> <p>MPA Donation</p> <ul style="list-style-type: none"> <li>▪ Will be \$29.00 + GST.</li> </ul> <p>MPA Leaflet</p> <ul style="list-style-type: none"> <li>▪ Draft presented to committee for review.</li> <li>▪ To be distributed to each boy and a soft copy will be located on the school's website.</li> </ul> <p>MPA Committee Member Update</p> <ul style="list-style-type: none"> <li>▪ Belinda Charteris has resigned.</li> <li>▪ Caroline Sleigh will be resigning at the next AGM.</li> </ul> <p>2015 Committee Lead Roles</p> <ul style="list-style-type: none"> <li>▪ House &amp; Garden Tour – Lee Barrett to fill spot left vacant by Belinda. Caroline to still be involved as part of the sub-committee.</li> </ul>	Peter to follow up Michelle
11	School Services	Scholastic Book Orders – Due to Belinda's resignation Lucy agreed, at the meeting, to take ownership of this moving forward. Directly following the meeting Lee Barrett offered to take ownership instead of Lucy.	Lee Barrett
12	Other Matters Arising	Class Reps – Dev meeting with the 2015 Class Reps on Thursday 19 February 8.30am to review role and responsibilities. Peter to also attend for initial intro. Resigning Committee Members – Some form of acknowledgement to be given.	

Meeting Closed 9:00 pm

**Sign Off**

Authorised  
Signature



Name Dawnie Eginton

Date 31 March 2015

Authorised  
Signature



Name Anna Holt

Date 31 March 2015