

Minutes of the Medbury Parents' Association

Meeting Date: 28 July 2015

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



Apologies: Catherine Aitken, Lee Barrett, Lee Brown

Next Meeting: 1 September 2015, Medbury School Library, 7:00pm

ACTIONS FROM MEETING

Ref	Action	Owner	Status	Status Update
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.
A17 (NEW)	Awarding of badges to the Junior School. Options to be investigated.	Peter Kay	Open	

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

 17.9.15 

22.9.15

MINUTES

No	Item	Discussion	Action Points
1	Previous Committee Meeting Minutes	The minutes of the Parents' Association committee meeting held on 16 June 2015 have been previously circulated. Motion: "That the Minutes from the meeting held on 16 June 2015 be adopted as a true and correct record". Moved: Barbara Redway; Seconded: Paula Holt; Carried	
2	Correspondence	Email dated 26 July 2015 sent to Office Bearers Devonia Eginton and Michelle Murray, from committee member, Suz Mowat, advising of her decision to discontinue on the MPA and requesting to stand down as a committee member effective immediately. No other formal correspondence received.	
3	Trust Board Report	Report presented by Michelle Murray.	
4	Treasurer's Report	Report submitted by Paula Holt.	
5	Headmaster's Report	Report presented by Peter Kay. <ul style="list-style-type: none"> ▪ Landscaping works nearly complete. Thank you to Rochelle Dunster and her helpers (including her Mother) for all of their significant efforts. ▪ Principals and staff from the Riccarton Cluster Group attending a Health & Safety presentation to be given by Peter. ▪ Eftpos machine is to be installed into the School Office. 	
6	Boarders Report	Update provided by Peter Kay. Moving forward this will be provided by Rochelle Dunster.	
7	Events	Athletics Day <ul style="list-style-type: none"> ▪ Sausage Sizzle and Raffle to be organised. Ladies Lunch <ul style="list-style-type: none"> ▪ This has been proposed as a new event for Medbury Mothers to attend. ▪ Venue and format to be investigated. 	Dev / Jane to follow up

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No	Item	Discussion	Action Points
8	General Merchandise	<ul style="list-style-type: none"> ▪ Everything ticking along okay. ▪ Promo for branded merchandise to go out to North Island Tour Parents/Caregivers. 	
9	Merchandise Fundraisers	<p>Wine</p> <ul style="list-style-type: none"> ▪ Re-focus on getting this back underway. Agreed that original concept was the preferred approach. <p>Art Cards</p> <ul style="list-style-type: none"> ▪ Sandra Johnson has the boys making art at the moment that will be used for printing onto selected merchandise ie: gift cards, calendars, diaries. Ordering will be online via the school website. 	
10	Other Business	<p>Field Scoreboard</p> <ul style="list-style-type: none"> ▪ Work in progress - Design and size of the scoreboard is being finalised. <p>Medbury Parents' Association Committee Member Nomination</p> <p>Motion: "That the nomination of Julia March to the Medbury Parents' Association committee be accepted and that Julia be appointed to the role of Treasurer (replacing Paula Holt)".</p> <p>Moved: Devonie Eglington; Seconded: Michelle Murray; Carried</p> <p>With the resignation of Suz Mowat there is now a vacant position on the committee.</p> <p>Medbury School Open Day</p> <ul style="list-style-type: none"> ▪ Barbara and Rochelle covering morning tea. <p>New Parents' Morning Tea</p> <ul style="list-style-type: none"> ▪ Rachelle and Lucy to attend. 	
11	School Services	<ul style="list-style-type: none"> ▪ Scholastic Book Orders – Business as usual. 	
12	Other Matters Arising	<p>Fundraising Plan</p> <ul style="list-style-type: none"> ▪ Committee need to identify a range of initiatives to target for fundraising that will add value to the school and have the support from the school community. 	Peter to follow up with staff and come back with suggestions for the committee to review.




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There being no other matters, the meeting closed at 8:20 pm. Confirmed as a true and correct record of the meeting.

Sign Off

Authorised Signature 
Name Debra Egnon
Date 17-09-15

Authorised Signature 
Name Michelle Murray
Date 22/09/15

