

Madras College Archive Support Group
Note of Meeting
5th May 2011 in K1, 3.45 - 5.00pm

1. In attendance: David Galloway, Liz Higgins (EH), Lindsay Hodge (LH), Frances Humphries, Lindsay Matheson, Elaine Methven, Anne Morris, Christine Noble, Arlen Pardoe. Apologies received from: David Cleland, Ian Gilroy, Michael Greig, Edmund Robertson, David Watkinson.
2. Retention of items. The initial plan for retention was outlined by LM. The school will place copies of items in a "drop-box" in the Kilrymont Road office, EH will uplift these and place in a tray or box in K3. Periodically members of the Cataloguing group will file these in the appropriate boxes. At this initial stage the items retained will be paper copies, although AP recommended that we think at a later date of more space-efficient methods of retention using electronic copies of some of the items. Also, we have yet to hear from the school management about their thoughts on transfer of data about pupil admissions drawn from the annual census in September. For data protection reasons a time-lag in retaining lists of pupil names may be necessary.
3. Ken Paterson's Book of Remembrance. All members were pleased to see the results of Ken Paterson's work over the last four years. We have one paper copy and a CD containing the same information. AP noted that Ken had reduced the size of several of the entries by removing the illustrative maps and battle-plans from his draft versions. LM will investigate whether the school could make one or two copies of the paper version so that these may be circulated as widely as possible. AP will tackle the large task of placing the whole volume of the archive website. It is thought that responses may then be anticipated on some of the unanswered details within Ken's current work. At some future point the printing of a final version might then be considered by the school. AP also mentioned some of the greater detail that could be found for certain individuals. LM felt that a separate place might be found for these within the general biographies that we have for former pupils and staff. The common format that Ken has used for his work, however, was thought to be entirely appropriate.
4. Annual Report. It was agreed that we should have an annual report and that we should aim to produce the first one towards the end of 2011. Included should also be a summary of the work of the support group from its inception in 2008. LM will produce this report using the reports submitted by those in charge of the various sub-groups. It was proposed by AM and FH that this report should also be made public on the website.
5. Scrapbooks and photo albums. The current scrapbook and photograph system initiated in the 1990s was considered by members to be a very rich resource concerning the public life of the school. Given that the office staff are currently unable to guarantee to continue building this resource on a weekly basis (owing to staffing cuts) LM asked for volunteers from within the group to carry on the work. AM and FH offered to do this, to the admiration of all present. LM will ask the Administrative Coordinator, Morag Wilson, to arrange the handover of this task to Anne and Frances.
6. CN circulated some photographs of certain trophies of which the origin or purpose was uncertain. As explained at the last meeting apart from the approximately 100 trophies awarded annually we have about 70 trophies that are in the archive (or stored elsewhere) that are not currently in use. AM reported that the Girls' FP Club have donated a junior school (s1-s3) trophy for excellence in musical performance.
7. Fortnightly Bulletin. It was decided to continue this information and question forum within the group. Items to LM for 17th May and 6th June, please.
8. AM passed a number of items from Pat Harvie of the Preservation Trust for the attention of the Burgh School group. LH will write a note of thanks. DG reported that a substantial volume of material had been received, including many fascinating photographs. LM will forward the latter to AP for his growing (groaning?) in-tray of items to be placed on the website.
9. AP had received a bundle of old fixture and team-list booklets for the rugby teams. These were passed to EM who will return them to EH for cataloguing.
10. For the last half-hour AP took members through the various formats that he had been trying out on the website to enable the scanned magazines in particular to be browsed. All present were impressed with the clarity and sympathetic style of presentation that he had eventually discovered. It seems certain that we are bound to be deluged with queries and information now that these substantial sections of the archive are so accessible.
11. LM thanked colleagues for their input to another fascinating meeting and looked forward to our final meeting of the session on 16th June.

LM for the group
6th May 2011

Notes: David Watkinson's email address is now: (email given)

In the note of the meeting of 10th March 2011, item 6, "DG" should read "JG"