

MADRAS COLLEGE ARCHIVE - Informal Meeting - Tuesday 25th August, 2015, 3.45 pm in M1

Present: **S6:** Ellidh Aitken, Liam Armstrong, Lauryn Christie, Lewis Garippa, Emily Lawrence, Caitlin Mills, Beth Pitkin, Clare Stadnik, Katie Stewart. **Committee:** Liz Higgins, Donald Macgregor, Jamie Macleod, Lindsay Matheson, Arlen Pardoe, Edmund Robertson.

1. DM as chair welcomed the group and asked members to introduce themselves. Apologies for S6 members not able to attend were given by Anna Kirby (Music Lesson) and Eva Innes (Hockey).
2. LH described the current issues with our catalogue. While we will not immediately be able to enter new items in the catalogue there are two things that may be tackled in the short-term. We can sort out the cupboard in K3 to be as ready as possible for cataloguing (see item 4, below); we can find out more about the way effective organisation of archives is achieved.
3. AP and ER outlined the current state-of-play with scanning the thousands of documents and photographs. These may be available on the website– www.madrascollegearchive.org . S6 members interested in this part of the work should contact AP.
4. LG and KS described the start of a sub-group to the “spring cleaning” of K3. A number of boxes contain uncatalogued new items (“acquisitions”) and will need to remain like that until the EXCEL database has been set up on the K3 computer. At that point training for cataloguing will be offered to those interested, either by EH, AP or Maia Sheridan (of St Andrews University Special Collections).
5. Meantime interest was expressed in visiting some of the other archives in St Andrews: the Preservation Trust, The St Andrews University Museum (MUSA) and the Special Collections. LM will make approaches to all three of these. BP had enjoyed a short placement at MUSA and had seen the impressive collection of items on which the current displays are based.
6. During general discussion it was suggested that a Pupil Committee should be formed to tackle the exciting task of “capturing” the current life of the school for future generations. In her absence Anna Kirby was “volunteered” to lead this group and has since accepted the role. JM offered to support this new venture and had already given it some thought last session along with Mrs Bridges-Marshall.
7. For communication between groups and members LM will circulate emails.
8. It was agreed that the informal gathering had been worthwhile and that M1 was a suitable venue for future Archive meetings after school hours.
9. All S6 members will be invited to attend the next main committee meeting on Thursday 17th September at 3.45 pm. It would be good to hear of any progress on the project mentioned in Item 6 above.

LM (Secy) 27.8.15