**MINUTES OF ST OLAVE’S PARENTS’ ASSOCIATION**

**COMMITTEE MEETING**

**THURSDAY 5th MARCH 2020**

**Present:**

Zey Kagan – Chair

Amit Singh – Vice Chair

Rachael Peek - Secretary

Sudhir Pandey – Treasurer

Bhawana Sanyal – Asst Treasurer

David Budds – Deputy Headteacher

Maire Sullivan – PA Governor

Adrian Boyd

Victoria Cattermole

Deepali Choudary

Rashmi Gaekwad

Varsha Ghanate

Shalabh Malviya

Brid Nunn

Jim O‘Connor

Pradeep Raul

Caroline Rous

Charlotte Rutter

Ruwani Senaratna

Ravi Shankar

Seema Singh

Pooja Tiwari

Sanjay Tiwari

**Apologies:**

Kej Alade

Sara Alade

Helene Huille

Winnie Leong

Asma Meer

Jim Ward

Jo Wright

**Introduction and Welcome**

Zey opened the meeting at 7:30pm.

**Minutes from the Last Meeting and Review of Action Items**

The minutes of the previous Meeting on 16th January 2020 were approved.

1. Reusable Cups will be discussed in full at this Meeting.
2. Rachael has passed all details to Amit for Website admin.
3. Diwali “Save the Date” has been included in the Newsletter – full update this Meeting.
4. Victoria raised Fundraising ideas at the Form Rep Meeting but disappointingly only had 1 person interested.
5. Asma has organised the donut Sale for Friday 13th March
6. Website will be discussed in detail as an Agenda item.

**GOVERNORS PRESENTATION**

Brid Nunn and Adrian Boyd, both parents and Governors at the school presented the “Future School Vision” plan which is hoped to be completed in the Summer Term. There is a new Governing Body to both challenge and support the SLT with 66 recommendations already having been completed. After discussion it was suggested that these plans should be presented to the wider school community, perhaps through Form Reps and then through an Open Meeting for all parents, so everyone has the opportunity to see this positive future for the school.

**Updates**

1. Treasurer – the HSBC account has a net balance of 12.5k once recent payments have cleared. There is also £25 in the Paypal account – revenue for Mock Tests, but this cannot be used until completion of the tests.
2. Recyclable Branded Cups – The company mistakenly delivered 2 different styles of the branded cups we ordered, but all are saleable. It was agreed that we would keep all the stock rather than send back the different types as this would not be environmentally friendly. However, Zey and Rachael would enquire with the firm as to whether we could have a rebate for the inaccuracy.
3. Form Reps – Winnie was delayed in traffic so no update available.
4. PA Website Development – the PA Website saintolavespa.net is currently being updated.

**Events\Fundraising**

1. Donut Sale – Asma sent her apologies but was happy to organise delivery of the donuts for the following Friday 13th March.
2. Uniform Sale – Victoria and Rachael have organised this to coincide with the last day of term on 3rd April. They will also give the boys a chance to retrieve lost items from the Cupboard before it is cleared in the holidays.
3. Family Quiz – this is being held on 26th March and the team need lots of helpers to make it a success. Please contact Victoria if you are available.
4. Mock Tests – 425 bookings, with 3 fee places which is in line with previous years. However we now have 10 sessions over 5 weekends as opposed to 6 over 3. All bookings to date have been by word of mouth but leaflets have now been printed and will be distributed. Amit confirmed that we have sufficient volunteers to cover these dates.
5. Diwali – preparations are well underway with Ravi just waiting for quotes from the caterers. Tickets will be priced at £35 for adults \ £10 children in line with last year and tickets will be available on Ticket Tailor, as with other PA Events. This will all be set up after Easter in the Summer Term.

**AGM**

After previous discussions, it was decided that the AGM would be more productive if held in September. This would coincide with new parents starting at the school and is better in line with the academic year. A date for this will be decided at our last Summer Meeting.

**AOB**

Zey requested that all PA correspondence to the school is done centrally and that she and Rachael are always copied in. This will help keep everyone informed and make events run more efficiently.

**Date of Next Meeting**

**TBC**