**Minutes OF Meeting (MoM)**

**ST OLAVE'S PARENTS' ASSOCIATION COMMITTEE MEETING**

**WEDNESDAY 18th Jan 2024 @ business centre**

**Present**

David Budds

Amit

Seema

Neha

Victoria

Kerlai counsel (7C)

Namita Chitkara

Tara Rao

Giles Cattermole

Ramu Rao

Shaweta Khanna

Yongfan Li

Elizabeth Ganlam

Kery Ganlam

**Updates:**

Introductions, several new parents who were warmly welcomed.

1. **Roles are on website:**

All the roles and their description will put on website for parents to have clear view about roles. Because if people want to commit for something they know how much commitment is required as per definition of roles AGM should not be only place to apply for role, Parents can apply for roles any time.

There are lots of PA activities we are not able to do because there’s not enough people coming forward to fill lead roles like PA ball.

There was plenty of discussion about roles not being clear at website.

1. **SLA on Feedback and information asked on pa website:**

There is no SLA for the queries asked on PA website. PA Secretary is not part of the emails and queries asked on website

There should be some SLA for the queries asked on the website.

1. **Retrospective of the events**

There were no retrospectives of recent eventsat the moment

There was plenty of discussion about events and how they are organised. Problem while organising the event and finance discussion. Treasurer should provide finances in PA meeting

There should be retrospective post events so that feedback is provided by those involved and lessons learnt are documented.

1. **Financial update to be provided in PA meetings**

All financial update for recent events to be provided by the Treasurer/Asst Treasurer in meetings. Treasurer should provide financial update in details in every PA meeting. Treasurer or Assistant Treasurer should be present in every PA meeting

1. **Form Reps**

Form Rep are not clear about the roles. After form rep meetings, minutes of meeting is not provided on time. In Form Rep meetings only one or two people will be selected to write MOM to reduce dependency on many people.

1. **Refreshment Co-Ordinator role vacant**

Not many people come forward for volunteering activities. We should Raise awareness on opportunities so parents can participate and help. Mr Budds to speak to school if they can include the volunteer requirements / vacancies for upcoming events in the weekly newsletter. PA will provide the information to school if school agrees to this.

1. **Reimbursements**

Reimbursements (For buying PA refreshments) is taking long time.

1. **Frequent PA Committee meetings**

Currently PA Committee meetings are held once a term. This is not enough and they should be more frequent to increase the parent participation and raise awareness.

1. **Communication**

It was raised that the communication from the PA is not always clear. It is assumed that parents know what it is about. This leads to the messages getting ignored.

1. **PA Bank Account**

It was raised why payments to volunteers are not being made via bank transfers. Amit explained that the current bank account requires 2 or more signatories to authorize the payment.

1. **St Olaves PA Charity Reporting is overdue by over 200 days**

A concern was raised that the charity reporting of the 2022-2023 accounts is showing overdue by 200 days. Amit explained that these accounts were filed already earlier, however as the format of the filed accounts was incorrect, they had to be taken down to amend and also to get them examined by the independent examiner. Now that the format has been corrected and the independent examiner has signed off the amended accounts they will be filed on the Charity Commission website again.