

**MINUTES OF ST OLAVE'S PARENTS' ASSOCIATION
COMMITTEE MEETING
WEDNESDAY 8th MAY 2019**

Present:

Laura Covill - Chair
Mark McBennett – Vice Chair
Rachael Peek - Secretary
Sudhir Pandey – Vice Secretary
Amit Singh – Treasurer
Zey Kagan – Assistant Treasurer
David Budds – Assistant Head
Adeybisi Akpomuje
Sara Alade
Satya Bandi
Victoria Cattermole
Deepali Choudhary
Tia Fisher
Helene Huille
John Maughan
Brid Nunn
Charlotte Rutter
Arunima Saha
Seema Singh
Jo Wright
Xiahong Zhang

Apologies:

Maire Sullivan
Marianne Marsh
Rinku Chibber
Colette Gebbett
Winnie Leong

Introduction and Welcome:

Laura opened the meeting at 7:45 pm and welcomed all attending.

Minutes from the Last Meeting and Review of Action Items:

- a) The minutes of the meeting on 27th March were approved with one addition highlighted as follows: **Spending Projects** - Committee approved the estimated costs of £30k for refurbishing the Small Hall (plus or minus 3%) and agreed in principle to fund the Quad project but would like further clarification of costs once the contractor has been agreed.
Mr Carroll had also contacted Laura regarding the Massolit subscription costing £360. As this cost is per subject and the request was for both English and Classics, an extra £190 plus VAT on top of what we have already pledged was approved.

b) Graduates Blazers

Rachael is meeting with the SLT on 23rd May and will update at the next Meeting

- c) **Banking\Account Access** – Laura and Rachael now have on-line access to HSBC. Laura has invited all Committee Members and Meeting attendees to explore Parentkind. Tia suggested that we use Parentkind as a shared storage facility for all our online documents if there is an option to upload. The cabinet is now in situ for storage of hard copies and we will be transferring all documents to the school in due course.

Tia to enquire with Parentkind if online storage is an option? Rachael to get extra keys for cabinet.

- d) **PA Constitution** – Laura confirmed that this has now been published.

- e) **Spending Projects** – Liz James will update at the next Meeting once quotes for the Quad have been submitted and circulated to the Committee in advance.

- f) **Recycling** – This has now been actioned and bins are in situ.

Treasurer's Report

Amit reported that we have £33k in the HSBC and a further £104k in Paypal, totalling £137k. With the ongoing Fives commitment, this leaves £99,600, with the current Wishlist and Spending projects to be debited once invoiced by the School.

Events:

- a) **Uniform - Thursday 23rd May**

The Year 13 leavers Sale raised £225 in less than 30 minutes! Rachael and Victoria are still looking for helpers for the New Year 7 Sale, so please come forward if you are available.

Rachael to liaise with Susmita to send out Volunteer Request

- b) **Mock Tests – Saturday 8th\15th\22nd June**

502 bookings to date – on par with previous years, with less than 10 free places given. Email adverts have been sent to schools with email trackers. Arunima has efficiently organised the volunteers with 55 parents' DBSs complete. Doodlepoll has been used after last year's success and there are approx 18-24 volunteers per session. We are still looking for first aid trained volunteers for the later sessions if anyone is available? Roles will be organised in advance and water will be sold on the day. The team are also considering Test Paper Sales and a library of papers is being set up and will be colour coded for future years. Amit is also training Sudhir and Balaji to share the workload and his knowledge.

- c) **Fun Day – Saturday 13th July**

Ticket Tailor is now live and 13 tickets have been sold so far. It was questioned as to whether pupils knew exactly what an "It's a Knockout" event entailed. Mark stressed the importance of having our own PA Website launching this event with appropriate links with clips, pictures etc. It was suggested that it could be advertised during Year Group assemblies and also presented to the new Senior Prefect Team for them to assist with sales. Charlotte is also looking for an advertising team to help source sponsorship and raffle prizes. Sara, Tia and Brid offered to help and if no one else offered, Arunima would coordinate the Volunteers.

Mark to contact Knockout firm to see if we can use videoclips, links from their website to advertise.

- d) **Spring Ball –**

This was unfortunately cancelled due to poor ticket Sales.

e) **Careers Fair -**

As there were several dropouts at the last minute, the event was not viable and Laura postponed the event until September. Laura has set up an Olaves Community on LinkedIn to further engage with parents and Old Olavians. It was suggested that we could use an outreach programme from a big company such as IBM. Other suggestions were to have themed events concentrating on a particular area – eg Medicine, Finance, etc. It was concluded that the event would precede the Year 12 Parent Social Evening on 25th September and a subcommittee of Deepali, Laura and Amit would lead.

Laura to send Schoolcomms detailing the event.

f) **Diwali – date TBC**

Unfortunately, the date organised by the Sub Committee was not convenient for the school as events were already in the School Calendar. Alternative was suggested for Sunday 13th October, as many other events are taking place in the Community around that time. The subcommittee are looking for more volunteers or even fresh ideas. Anyone interested, please contact Shubhra Tripathi / Sudhir Pandey.

David to check with the school if this date is suitable?

g) **Should we hold a Spruce Up Day?**

Spruce up events have been very successful in previous years, with many dedicated parents turning up to help. However, as we are struggling for volunteers for the already committed events at the moment, it was decided that we wouldn't hold one this term.

Discussion

There were many comments made suggesting that the PA is seen as a closed, small group of parents and newcomers are unsure how to join. There are opportunities to meet parents at the New Year 7 and 12 Evenings, plus many other school events, and it is important that a cross-section of the PA assist and welcome parents to ensure they feel part of the Olavian Community.

The perception is of a business type organisation with little family\community feeling. It is important that we spend some time socializing as a group and celebrate our achievements. We should give special thanks to outgoing parents who have done so much for the school.

Having been so successful, we have raised a substantial amount of money and it is important that we are seen spending this, with a clear timescale of projects. Approval has just been given to fund the Small Hall Renovation and the PA Quad.

In order to encourage more Members to become active, it would be beneficial to have social events, where we can relax and enjoy ourselves afterwards eg Mock Tests or FunDay.

Fundraising and helping out at the many events requires many volunteers, and perhaps the wider community are not aware we need more help? Publicising our need for volunteers is crucial, together with informing Parents of our achievements. It was decided that we would publish a Newsletter, detailing all our events\news.

Any Other Business:

a) **Website**

Mark stressed the urgency to get the PA Website running effectively after many months with no progression.

Mark to liaise with John to hopefully get the new site launched in time to advertise the Funday.

The Meeting closed at 10pm

Next meeting – Thursday 6th June – 7.30pm – School Library

