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

 **COMMITTEE MEETING**

 **THURSDAY 16TH JANUARY 2020**

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| **Present:** Zey Kagan - ChairRachael Peek - SecretarySudhir Pandey - TreasurerHelene Huille – Asst SecretaryDavid Budds – Deputy HeadteacherSatya BandiVictoria CattermoleRama ChittooryAshwini DevaramaniRashmi GaekwadVarsha GhanateLakshmi KandalaAsma MeerCharlotte RutterArunima SahaRuwani SenaratnaPooja Tiwari **Apologies:**Amit SinghMaire SullivanRinku ChibberBrid NunnCaroline RousJim WardJo 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 20th November 2019 were approved.1. Reusable Cups will be discussed in full at this Meeting.
2. Form Rep letters were sent to relevant year groups at the start of term and a further letter on 16th January to those forms still not represented.
3. Charlotte has liaised with Dr Sidhu and a paper has been commissioned.
4. The Fives court project has now begun so the pledge Money will be transferred to the School once an invoice is received.

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| **Updates**1. Wish List – Amit was delayed and then unable to attend the Meeting so an up to date balance of accounts was not available.  However, with the recent Fives pledge soon to be paid over, the PA does not have sufficient funds to support the full Wish List.  As stated in the Minutes of November 2019, at present, only the Personal Interview Programme and the refurbishment of ICT 3 can be supported and other items will be reviewed once further funds are raised.
2. Recyclable Branded Cups – Pooja has fully researched and received sample cups.  Clarification that we are able to use the new school logo is needed before an order can be placed.  The preference was for a purple Americano travel mug with a black lid and an initial order was agreed for 500 units.  These can be sold at future events and it was hoped that an order can be made in time for a launch at the Cultural Evening at the end of February. *David to seek authority to use logo and Pooja to order once this is confirmed.*
3. Form Reps – Winnie was unable to attend so there will be an update following the next Meeting on Thursday 30th January.

**EVENTS\FUNDRAISING**1. Uniform Sale – The November Sale raised £459.25 so it’s a very worthwhile event and thanks to all those who helped and supported. The next Sale will be held on Friday 31st January 3-4pm   in the Cloisters.  Lots of bargains in the BOGOF January Sale!  Any extra offers of help are always welcome.
2. Mock Tests – Additional members are needed for the Mock Test Sub Committee which is due to go live at the end of January.  Rama, Pooja, Ashwini and Varsha offered to join.  For the first time, there will be 2 Papers, Paper A on the first 2 Saturdays and Paper B on the subsequent 3 Saturdays. It was also decided to trial serving refreshments on Mock Test Days, so parents are able to wait in the Pavilion during the test. *Rachael to give their details to Amit so they can be added to the group.*
3. Diwali - Rupali was not able to attend but is happy to lead this event.  It is important that we start advertising soon, so a request was made for a Save The Date note to go out with the Headmaster’s newsletter.  A poster will be created shortly so it can be widely advertised. Ravi will be doing this and we look forward to an update at the next Meeting. David to request that this is included in the Head’s newsletter
4. Ideas\Fundraising Ideas – Jo was not in attendance so ideas for a Spring Event were not discussed in full. Suggestions were perhaps for a more informal drinks evening with Parent owned food stalls and music provided by students. Ideas were to perhaps tag on to Open Day or Sports Day. *Victoria to gauge interest with Form Reps.*

It is also time to organise another Donut Sale and Asma has offered to assist. *Asma to liaise with school for a suitable date.* **ROLES IN THE PA – GETTING INVOLVED**Parents discussed the feasibility of holding a monthly event eg, Cake Sales, Ice creams etc. Perhaps we could encourage Year Groups to take ownership and have on the last Friday of every month? This would involve parents being able to commit time at the end of a school day. It was suggested that this could be raised at the Form Rep Meeting to gauge interest. *Victoria to check with Form Reps***ANY OTHER BUSINESS****Piece of Cake** is an initiative to draw people together to mix\chat, whatever their background or race whilst having a drink and piece of cake.  It has proved very popular in the Bromley area and Asma is keen to set something similar up at the school.  A date will be looked at to hopefully start this venture soon.**Website** – the development of the website has been a growing concern over recent months and the Committee would really like to see this activated as soon as possible.  We have had a couple of parents come forward regarding helping with this. So it was suggested that a Sub Committee is setup to take this forward as soon as possible. Rama also offered to help with the admin.  *Set up a Sub Committee as soon as possible to take this forward.***PA AGM** – Sudhir questioned why the AGM is always held in November, as this is not in line with the new school year. He proposed changing this to September, so the new Committee could get straight on with matters for the coming year without delay. Most members were in favour of this, though it did pose the question as to whether the Accounts could be prepared in time for a September Meeting and would there need to be a change to the Constitution. *The Officers will discuss and review if this is an option.***The Meeting closed at 9.20pm****Next Meeting – Thursday 5th March 2020 – The Business Centre – 7.30pm**

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