

**MINUTES OF ST OLAVE'S PARENTS' ASSOCIATION
COMMITTEE MEETING
WEDNESDAY 20TH NOVEMBER 2019**

Present:

Laura Covill – Chair
Rachael Peek - Secretary
Amit Singh – Treasurer
Mark McBennett – Vice Chair
Sudhir Pandey – Assistant Secretary
Zey Kagan – Assistant Treasurer
David Budds – Assistant Head
Maire Sullivan – PA Governor
Adebisi Akpomuje
Satya Bandi
Victoria Cattermole
Helene Huille
Winnie Leung
Ruwani Senaratna
Seema Singh
Pooja Tiwari

Apologies:

Kej Alade
Sara Alade
Rinku Chibber
Lakshmi Kandala
Brid Nunn
Jim Ward
Jo Wright

Introduction and Welcome

Laura opened the meeting at 7:15pm .

Minutes from the Last Meeting and Review of Action Items

- i. The SLT have now reached a decision on the Blazers, based on feedback and conditions from the student trial. A new Blazer has been selected and this will be introduced for next year's intake incorporating the new school badge.
- ii. Roles in the PA have moved forward with many job descriptions created and volunteers forms collated. The Membership List has multiple access and is currently being modified. This will be developed further once the new Committee is formed at the AGM.
- iii. Other actions – Wish List and Reusable Cups will be discussed in full at this Meeting.

Updates

- i. Careers Fair –Laura reported that this was once again a great success. 36 parents kindly gave their time to the school and we now have a good database of careers to take this forward. It was agreed that September is the best time of year to hold this event.

- ii. Year 7 Quiz – Over 100 parents attended a fun evening. In addition to ticket sales, £260.80 was made on the night. David M has agreed to host this event on a yearly basis.
- iii. Uniform Sale – £355.50 was made at the October Sale (including £50 in paper sales). The next Sale will be arranged for the end of November.
- iv. Recyclable Branded Cups – Pooja did extensive research into different types of cups including size\costings\logo. Additional costs would be incurred for the different colours which make up the Olaves Logo. Further research is needed to check size of cups so an order will be made after the next Meeting. *Pooja to action and discuss at the next Meeting*
- v. Form Reps – Winnie is still struggling to reach all parents due to GDPR and we are still missing Reps for 8 classes in years 11-13. All the lower years are covered. Winnie is liaising with David Budds to send out a Schoolcomms to reach all parents and request their details to ensure we are able to communicate with all parents\classes. There is a difficulty reaching Year 12 parents new to the school, so a new approach will be adopted next year. *Winnie to draft letter to be approved and then sent out via the School*

FORTHCOMING EVENTS\IDEAS

- i. Mock Tests – Charlotte requested that the Committee approve a new Set 2 Test Paper to be commissioned by the school and ready for use next May\June. This will cost in the region of £7-800 but will make much more in the first year alone. This was unanimously agreed by the Committee. *Charlotte to liaise with Ateesh Sidhu to action this.*
- ii. Fundraising Ideas – Jo was not in attendance. *Deferred until the next Meeting*

WISH LIST

See attached – This totalled £41,658 and Amit confirmed that we may not have sufficient funds to cover the Whole List. This is due to a long term pledge for the Fives Court which has been a continuing Agenda item for at least 5 years. After a lengthy discussion, it was decided that the Personalised Interview programme and updating the Computer Resource Suite could be funded immediately. Helene Huille also kindly offered to fund the MFL French books at a cost of £200. However further clarity was needed before approving the remaining items dependant on timing\payment of the Fives Court development. The Committee requested an update on the Fives pledge at the next Meeting. *David to check with Liz James and update.*

ROLES IN THE PA – GETTING INVOLVED

It was decided to leave this for the new Committee after the AGM.

The Meeting closed at 8.10pm

Next Meeting – Thursday 16th January 2020 – The School Library – 7.30pm