

**ST OLAVES PARENTS' ASSOCIATION**  
**MINUTES OF THE MEETING HELD ON THURSDAY 13<sup>TH</sup> SEPTEMBER 2018**

**ATTENDEES:**

Charlotte Rutter	Chair
Mark McBennett	Vice Chair
Amit Singh	Treasurer
Rachael Peek	Secretary
Sara Alade	Vice Secretary
David Budds	Assistant Head
Maire Sullivan	Staff Governor
Abebisi Akpomuje	
Maria Aranha	
Lousette Ashton	
Tiffany Barradell	
Sandeep Bhorkars	
Rinkhu Chibber	
Liz Cort	
Laura Covill	
Tia Fisher	
Colette Gebbett	
Zey Kagan	
Winnie Leong	
Kai Liang	
John Maughan	
Mona Maurya	
Marianne Nealon	
David Mylroi	
Marianne Nealon	
Brid Nunn	
Sudhir Pandey	
S Ravichandran	
Usha Sharma	
Seema Singh	
Xuelin Wang	
Jo Wright	
Xiaohong Zhang	

**APOLOGIES:**

Liz James  
Victoria Cattermole  
Justine Grant  
Helene Huille  
Balaji Ramakrishnan  
Arunima Saha  
Shelly Tse

ITEMS DISCUSSED	ACTIONS
<p><b>FOLLOW UP ITEMS FROM PREVIOUS MINUTES:</b></p> <p>1 – Winnie organised a survey for the timings of future Form Rep Meetings. It was unanimously agreed that a 7.30 start is preferred.</p> <p>2 – Data protection and PA Constitution is a “work in progress” and will be discussed at a future Meeting, once details are finalised.</p> <p>3 – Amit is yet to give website access to Andrew Gebbett due to account restrictions but is looking into this at present.</p> <p>4 – Tia has liaised with the school over costings of First Aid Training and this will be discussed at the next Staff Meeting</p> <p>5 –Lin to hand over admin of EasyFundraising to Harsha.</p> <p><b>UPDATES:</b></p> <p><b>Class Reps</b> – Winnie has organised Reps for most classes but has difficulty contacting parents of New Year Groups due to GDPR</p> <p><b>Lost Property</b> – The pop up sale at the start of term raised £150.</p> <p><b>Careers Fair</b> –Laura confirmed what a wonderful event this was with so much expertise and an incredible willingness from parents to help. With no set up costs, this will be repeated May next year.</p> <p><b>Summer Fun Day</b> – This was another success, though we are awaiting final figures for the day.</p> <p><b>Spring Ball</b> – With 100+ in attendance and more than £2000 raised at the auction alone, Jo is happy to organise the event for next Spring too. The only issue is with the online booking system, so we are looking at alternatives.</p> <p><b>Data Protection and PA Constitution</b> –</p> <p><b>Treasurer</b> – Currently £81,440 in the account with £40k for the Fives Court and £2k for the Long Jump, which leaves just under £40k. Amit also discussed online banking which was approved with 2 of the 3 signatories needed to approve transactions.</p> <p><b>FORTHCOMING EVENTS:</b></p> <p>Year 12 Social Evening – Brid, Seema and Amit organising icebreaking games, canapes and drinks Reception.</p> <p>Year 7 Quiz Night – Same format as previous years and an invitation to be sent to parents via Schoolcomms.</p> <p>CRY – Only 10 bookings to date but a further Schoolcomms will be sent and Paul Daniels is speaking at the Year 12 Induction Evening.</p> <p>Diwali – Shubra was not present, but the Diwali Committee are busy organising the event for November 10<sup>th</sup>. It was suggested we should emphasise that this is an event open to all parents, irrespective of background.</p>	<p><b>ACTIONS</b></p> <p>Next Meeting is 10<sup>th</sup> October.</p> <p>Amit to liaise with Andrew once done.</p> <p>This will commence with Year 9 during Activity Week</p> <p>Rachael to check? – confirmed.</p> <p>It was suggested that parents can communicate news through Class WhatsApp groups Next Sale is organised for Friday 19th October 3.30 – 5pm</p> <p>Rachael to enquire with a system already in place at WR Primary.</p> <p>Jo, Lance and Amit are yet to meet.</p> <p>Amit to organise and alter the Signatory Mandate at the same time.</p> <p>L</p>

**ROLES AND RESPONSIBILITIES:**

With our ever expanding and successful PA, there are many functions to cover, with some people currently covering multiple roles. We are therefore looking for volunteers, particularly Leads for various tasks and if you are interested in becoming more involved, a Form was circulated for members to express an interest.

**ANY OTHER BUSINESS:**

a. Blazers Report

b. Scout hut/HM house - is there any progress or decisions on PA use of either of these buildings?

Liz James is liaising with the Scout Assn. The aim is to redevelop the building, and turn it into a useful community space into which the Scouts will also be welcomed.

The HM house is likely to be used as offices and a conference suit and a possible place where the PA would be able to meet.

c. Storage of PA documents - The PA Requested if there is a secure space we can store accounts related items as Amit currently stores them all at his house but it would be good practice for them to be stored on school premises in a locked cupboard.

d. Calendars – Kai has been liaising with Mr Clark and the Art Department a timescale for Calendar design and production with an estimated date for first batch completion for sale on November 14th

e. Rugby Tour Request for PA Funding

---

**NEXT MEETING:**

Wednesday 14<sup>th</sup> November 2018 – Committee Meeting and AGM

---

Meeting closed 10 pm

Tia and Sudhir volunteered for Mock Tests.  
Victoria and Zey volunteered for Uniform.  
Lousette volunteered for Refreshments.  
There are still other roles to fill.

Rachael is still waiting for the fabric testing report from Graduates.

Further updates as this progresses.

Liz is happy to organise this – PA to discuss and evaluate how much storage space is needed.

Kai to continue liaising with Mr Clark to ensure design\print deadlines are met.

Rachael to email Committee member for an email vote on Mr Kenward’s proposal.