

**MINUTES OF ST OLAVE'S PARENTS' ASSOCIATION
COMMITTEE MEETING
WEDNESDAY 27th MARCH 2019**

Present:

Laura Covill - Chair
Mark McBennett – Vice Chair
Rachael Peek - Secretary
Sudhir Pandey – Vice Secretary
Amit Singh - Treasurer
David Budds – Assistant Head
Maire Sullivan – Staff Governor
Victoria Cattermole
Deepali Choudhary
Helene Huille
Zey Kagan
Winnie Leong
John Maughan
Jim O'Connor
Sridevi Perikala
Brid Nunn
James Ward

Apologies:

Jo Wright
Arunima Saha
Charlotte Rutter
Marianne Marsh
Tia Fisher
Xiahong Zhang
Rinku Chibber
Sara Alade

Introduction and Welcome:

Laura opened the meeting at 7:35 pm and welcomed all attending.

Minutes from the Last Meeting and Review of Action Items:

- a) The minutes of the meeting on 13TH February were approved with no amendments.
- b) **Graduates** - The Blazers for the new academic year, 2019\20 have already been ordered to the current spec. A Meeting will take place in the Summer term to discuss alternatives and Graduates are happy to make changes for future intakes, if necessary.

Rachael to meet with the SLT and discuss parental views in the Summer Term.

- c) **Banking\Account Access** – Amit reported that we have £31,383 with HSBC and a further £96,596 in Paypal, totalling £127,979. With prior commitments to Fives and expenditure, this leaves approximately £90,500, plus a further estimated £14,000 to come from Mock Tests.

Both Paypal Account and Web Domain access have now been arranged for Laura and Rachael. HSBC is still pending and there have been many issues with this bank. The Trustees may decide to change to another bank and will let the Committee know in due course. Laura has also registered with Parentkind – a PTA website with lots of useful tools and information, which she invited all Committee members to explore. Rachael has also arranged for all documents to be stored securely at the school in a locked filing cabinet.

Amit to continue liaising with HSBC to confirm bank/on-line access for Laura and Rachael.

Laura to give access to Parentkind for all at the Committee Meeting.

Rachael to order cabinet and liaise with Liz James for secure place and transfer of documents.

Winnie to ask Form Reps if they would like access at the next Form Rep meeting on 9th May.

- d) **PA Constitution** – this has now been actioned and will be discussed with Governors, prior to being published on the Website.

Laura to publish once discussion complete.

- e) **Spending Projects** – Liz James provided a proposal document for the PA Quad with full details of independent quotes, in addition to refurbishment plans for the Small Hall.

Maire Sullivan also had recently met with a garden designer (pro bono) to explore further ideas for the Quad, which potentially could include picnic benches, pergolas, sculptures and a memorial tree. After a lengthy discussion and PowerPoint presentation of ideas, the Committee approved the estimated costs 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.

Laura to discuss in more detail with Liz James to clarify actual costs.

Maire to give an update after a further Meeting with Alexander Boyle.

- f) **Recycling** – the Environmental Society wrote to the PA requesting a commitment of up to £3000 to help the school reduce waste. The sum would purchase five 1100 litre bins which would be collected fortnightly (paper, card, newspapers, plastic bottles, drinks cans and food tins). This would help achieve the school's target of recycling one tonne of waste by the end of this academic year, and earn the Eco-Schools Green Flag Award. This was unanimously approved.

David Budds to inform the Environmental Society that this has been approved.

Event Updates:

- a) **Spring Ball – Saturday 27th April**

Ticket sales are very slow with only 17 tickets bought to date. As we are approaching the Easter holidays and final numbers need to be confirmed with the caterers on 23rd April, Mark will contact Jo to discuss options.

- b) **Careers Fair - Wednesday 1st May-**

Laura and Sara are reaching out to contacts who may be able to offer their services. Please let Laura know if you are able to assist on the day.

c) Uniform

The rearranged afterschool Sale on 1st March raised £355.40 and a further £400 was raised during the Year 7 Parent's Evening on 27th March. The next event will be for the Year 13 leavers on Friday 3rd May (lunchtime) followed by the New Year 7 Sale on 23rd May 4-6pm.

Rachael to organise volunteers for both upcoming sales.

d) Mock Tests

375 bookings to date which is on par with previous years. Volunteers have been requested and DBS clearance organised through the school. Doodlepoll will be used as in previous years.

e) Fun Day – Saturday 13th July – update at the next Meeting.

f) Diwali – date TBC

Shubra has agreed to be the cultural Lead for this along with Sudhir –more volunteers are still needed to manage the cultural programmes and sponsorship/promotion. Date to be confirmed at the next Meeting.

Any Other Business:

Following Laura's proposal at the last Meeting, the school have submitted a further Wish List for PA consideration– All items listed on the attached appendix have been approved.

Amit to issue a cheque for £24,667 to cover this additional Wish List

The Meeting closed at 9.45pm

Next meeting - tbc