

**MINUTES OF ST OLAVE'S PARENTS' ASSOCIATION  
COMMITTEE MEETING  
THURSDAY 6<sup>TH</sup> JUNE 2019**

**Present:**

Laura Covill – Chair  
Mark McBennett – Vice Chair  
Rachael Peek - Secretary  
Amit Singh – Treasurer  
Zey Kagan – Assistant Treasurer  
David Budds – Assistant Head  
Maire Sullivan – PA Governor  
Liz James – Business Manager  
Andy Kenward – Head of Sport  
Adeybisi Akpomuje  
Sara Alade  
Satya Bandi  
Deepali Choudhary  
Lakshmi Kandala  
Winnie Leong  
John Maughan  
David Mylroi  
Brid Nunn  
Charlotte Rutter  
Arunima Saha  
Seema Singh

**Apologies:**

Rinku Chibber  
Colette Gebbett  
Jim Ward  
Sudhir Pandey  
Tia Fisher  
Xiahong Zhang  
Victoria Cattermole

**Introduction and Welcome:**

Laura opened the meeting at 7:45 pm and welcomed all attending. Laura also paid respect to the family recently involved in the fire tragedy.

**Minutes from the Last Meeting and Review of Action Items:**

- a) The minutes of the meeting on 8<sup>th</sup> May were approved.
- b) Following a consultation with Graduates, 4 sample blazers of differing materials will be trialled by boys over the next few months and once reviewed, a decision will be made on the selected fabric for future orders.  
*Winnie\Rachael to discuss boys for trialling and liaise with the school*
- c) Tia updated via email that the document storage on Parentkind only allows the upload of individual documents, so we would not be able to sort into specific folders.
- d) Rachael has extra keys for the storage cabinet and will give one each to Laura and Amit, with the spare being kept in the school safe.
- e) Mark contacted Knockout and we are now using their videos\clips to promote Funday.
- f) Sudhir was not at the meeting to update on Diwali

### **Quad Proposal**

Rachael had circulated the proposal prior to the Meeting and Liz James attended to answer any questions. She explained that currently the quad is under-utilized. The plans would create a wonderful outdoor learning space and also be useful to the Sixth Form. The Tooley gates from the original school site are also in the proposal to be refurbished, but a decision will be made afterwards on how they will be incorporated. It was suggested that there should be a plaque to show future generations that the PA funded this project and it be known as the PA Quad. The funding was unanimously approved by all present.

*Amit and Liz to discuss payment terms*

### **Cricket Nets**

Andy Kenward attended the Meeting to request that the PA consider a donation towards new cricket nets. Cricket is an incredibly popular sport at the school with approx 40% of pupils playing. The current facilities are inadequate for the demand and the net issues will soon need addressing. The 2 present bays face the athletics track and run ups are on to the Rugby pitch. The intention would be to have 4 bays, relocated at the bottom of the field by the Sixth Form carpark, which would then have no impact on other sports. Having 4 bays would also give the potential for lettings and partnerships with local clubs, which could help with ongoing maintenance costs. Considering quality nets, groundwork and longevity, the costs of 4 bays would be £100k. The Committee asked if grants could be applied for to help with these costs and fundraising events organised by Cricket teams, similar to the Rugby fundraisers.

*Andy Kenward to organise a project plan to be discussed further at the next Meeting in September*

### **Events:**

- i. **Mock Tests - Saturday 8<sup>th</sup>\15<sup>th</sup>\22<sup>nd</sup> June**  
630 bookings to date, slightly up on last year. The Invigilator training was held on 5<sup>th</sup> June and everything is set for the first Mock Test on 8<sup>th</sup>. All documents have been uploaded onto the shared drive for ease and handover with future years. Sub-committee members have also been meeting to share knowledge. Sample papers will also be sold on test days for the first time.
- ii. **Summer Fun Day – Saturday 13<sup>th</sup> July**  
Only 28 tickets sold to date. 200 are needed to break even. It has been decided to extend the earlybird for a further 2 weeks and promote in school when there is next a Year Group\Full Assembly. The PDF brochure has already raised £2000 with the raffle going live next week. More volunteers are needed and a Schoolcomms will go out shortly with details
- iii. **End of Year Social Gathering – Wednesday 17<sup>th</sup> July**  
This will be a “bring a dish” event, starting at 7pm. It has been decided to invite all members who have helped throughout the year, including teachers, staff and recently left parents who still support the school. We will have residual consumables from the Funday to use at this event too.
- iv. **Careers Fair – Wednesday 25<sup>th</sup> September**  
The student sign up will start in September, initially for years 12+13, and then open to other years. The event will be extended from 2-6pm leading straight into the Yr12 Social Evening. It was suggested that we broadened the careers on offer and David will canvas views from the current Yr12.

### **Membership Data**

The database will cover all aspects of PA volunteers, rather than being held by different sub committees. We will then have one comprehensive list of all members who have given their personal details. Laura has devised a new style form and this will be used at the forthcoming New Year 7 evening.

### **PA Communications**

Amit explained that it is important that all communications follow a process. The key focus is that all documents requested to go out via Schoolcomms or Form Reps are authorised by 2 officers. This will prevent any mis-information, incorrect dates etc being published. It was perceived that some Form Reps are not aware that they are welcome at Committee Meetings. This will be clarified at the next meeting, along with all future ones being referred to as PA Form Rep Meetings.

*Winnie\Brid to reiterate this at the next Form Rep Meeting*

### **AOB**

To help keep time, Amit monitored this meeting with a stopwatch, to ensure that all items on the Agenda were covered. Amit asked if this method was appropriate and all members agreed it was useful to ensure we are not overrunning.

Rachael informed us of the very successful New Year 7 Sale which raised £1116.40

Year 7 Quiz Night – Saturday 28<sup>th</sup> September. David Mylroi has kindly agreed to host again and John Maughan and Laura will assist.

Lance Christopher has resigned from the Committee.

**The Meeting closed at 9.25pm**

**Date of the Next Meeting – Thursday 12<sup>th</sup> September -7.30pm in The School Library**