

ST OLAVES PARENTS' ASSOCIATION
MINUTES OF THE MEETING HELD ON WEDNESDAY 9TH JANUARY 2019

ATTENDEES:

Laura Covill	Chair
Mark McBennett	Vice Chair
Sudhir Pandey	Assistant Secretary
Amit Singh	Treasurer
David Budds	School Assistant Head
Maire Sullivan	School Staff Governor
Victoria Cattermole	
Colette Gebbett	
John Maughan	
Arunima Saha	
Zey Kagan	
Charlotte Rutter	
Sara Alade	
Sanjay Tiwari	
Tia Fisher	
Jo Wright	
Brid Nunn	
Atul Awasthi	
Rinku Chibber	
Anshul Mathur	
Sridevi Perikala	
Balaji Ramkrishnan	
Bisi Akpomuje	

APOLOGIES:

Rachael Peek	Secretary
Harsha Kumar	Assistant Treasurer
David Mylroi	
Helene Huille	
Kei Alade	
Lance Christopher	
Winnie Leong	
Justine Grant	
Birenda Shrestha	
Liz Cort	

The Chair opened the Meeting at 7.45pm and welcomed all attending.

The Chair made a vote of thanks to Charlotte Rutter, who served as PA Chair until the AGM in November 2018. Flowers were presented to Charlotte as a token of our appreciation and Members gave a round of applause.

Minutes of the Meeting held on November 13th 2018 were approved.

ITEMS DISCUSSED	ACTIONS
<p>FOLLOW UP ITEMS FROM PREVIOUS MINUTES:</p> <p>Trustees Access to Bank Account: Laura Covill to be added as a signatory to the account to replace Charlotte Rutter</p> <p>Graduates – feedback via Veronica Andrews</p> <p>UPDATES:</p> <p>PA CONSTITUTION REVIEW</p> <p>Draft amendments to the constitution were discussed in the meeting, but not voted.</p> <p>Consensus was reached on the following points:</p> <p>Clause 5. President (or his representative) will be on the committee but will not vote or be counted towards a quorum.</p> <p>Clause 9. Limit on numbers of committee members to be removed. At present, it is 25.</p> <p>Clause 10. The sentence reading “The President may substitute the nominated members of the staff entirely at his/her discretion” – to be removed.</p> <p>Clause 44: “The President shall have the ultimate decision on all educational matters together with the right to veto any activity which staff consider to be out of sympathy with the general ethos of the School” – to be removed.</p> <p>The Chair noted that under the Constitution, any amendments to it need to be agreed at a Special General Meeting of the PA, announced 30 days in advance.</p> <p>PA FUNDS</p> <p>Discussion held on potential spending projects as the PA has substantial funds available. A sub-committee (comprising of Laura Covill, Brid Nunn, Amit Singh, Rachael Peek, John Maughan, Sudhir Pandey, Tia Fisher & Atul Awasthi) has been created to consider the options for disbursing these funds to benefit students and met in early December. A tour of the school and meeting with the Headteacher, the Head of Sixth Form and the Business Manager followed on 13 December. The School presented two significant projects which would be suitable for major PA funding. Brid Nunn described these projects to the meeting, using the attached presentation.</p> <p>Project 1: Refurbishment of small hall – redecoration, refurbishment of wooden floor, replacement of current benches with new furniture (similar to what is used in pavilion). Not yet costed.</p> <p>Project 2: Development of the 6th form quadrangle into a multi-purpose outdoor space including study areas for the Sixth Form. Approximate cost: £80-85K</p> <p>Other ideas discussed were:</p> <ul style="list-style-type: none"> - Improving the path through the woodland from the Park Avenue entrance - Improved Canteen facilities - Improved Stage and Lighting facilities in the Great Hall. - Large photographs of student activities to be displayed around the school, at a cost of approximately £100 each. <p>It was proposed – and accepted unanimously – to give £1000 immediately to fund more photographs.</p>	<p>Amit Singh to action.</p> <p>Rachael Peek to update on this.</p> <p>Rachael Peek, to call a Special General Meeting for 13th February. This needs to be announced to all parents on 14th January at the latest.</p> <p>The Spending Sub-Committee to continue discussions with the School and report at the next meeting.</p> <p>Amit to transfer £1,000 to the School from PA funds.</p>

Maire Sullivan, Staff Governor, explained that the two main projects described above will be included in a feasibility study on potential further improvements in school infrastructure and facilities. This study will be carried out by a firm of independent architects, Coffey & Co. during February. Ms Sullivan will be able to give an update on their initial findings at our next meeting.

WISH LIST

David Budds presented the school's wish list, attached. This was discussed in the meeting and approved unanimously. It shows a total of £26,379: however that is because no figure was given for "table tennis table and picnic benches for Quad". The meeting decided to pledge £1,000 for table tennis table(s), bringing the total to £27,379.

ROLES AND RESPONSIBILITIES

Our Volunteer Coordinator Colette Gebbett is stepping down and will be replaced by Tiffany and Susmita Kumari once handover discussions have taken place.

Andrew Gebbett will be creating a new website for the PA.

Harsha Kumar is our GDPR coordinator.

Jim Ward will continue Graphic Design until the end of this school year, and is seeking a successor.

TREASURER

Amit Singh presented an overview of our financial position:

Funds in Bank:	£ 161,000
Minus Liabilities (figures in round numbers):	
Uncashed cheque held by the School:	£ 26,700
Pledge for Fives Courts:	£ 34,000
Wishlist approved at this meeting:	£ 27,400
Pledge at this meeting for photographs:	£ 1,000
Balance Available	£ 71,900

CLASS REPS

The Coordinator was not at the meeting, however it was noted that the next class reps meeting is on 17th January.

Class 9M needs a class rep.

FORTHCOMING EVENTS

Uniform Sale

Victoria Cattermole and Zey Kagan reported that the next Uniform sale is on 25 January. A sale will be held at least every two months.

Spring Ball, 27th April 2019

Jo Wright reported that the Great Hall, the band and the photo booth have been booked. This year she would like to use a ticket-booking website rather than Squid. The price will remain unchanged at £55 with a discount for early bookings. Jo would like suggestions for a theme.

Maire Sullivan, to report on this study at our next meeting on 13 February.

Amit Singh, to transfer £27,379 to the School from PA funds.

Laura to speak to Andrew to ensure that he has sufficient content for initial pages

Arunima Saha to check with a parent who may wish to do this, and revert

Members with boys in Year 9 to help identify a suitable person to do this

All members to give Jo suggestions for a theme.

<p>Mock Tests</p> <p>Tia Fisher reported that the Mock Test sub-committee met just before the current meeting. They would like to open applications to test-takers in January, however we first need to ensure that the way we hold data is compliant with the General Data Protection Regulation (GDPR). Harsha Kumar is dealing with this.</p> <p>Possible dates (8 Jun, 15 Jun & 22 Jun) have been proposed to the School.</p> <p>Careers Fair</p> <p>Laura Covill reported that the date has been set for 1 May.</p> <p>Summer Fun Day</p> <p>Charlotte Rutter proposed that the traditional fun day be organized this year as an “It’s A Knockout” style tournament, to attract more Olave’s students. She and Mark McBennett have spoken to an event management company which can bring in several large inflatables to form a type of assault course. Different cost models are available. There was a brief discussion about health and safety concerns, and about the level of student enthusiasm for this event. It was proposed that the meeting voted on whether to support the idea in principle, allowing Charlotte and Mark to develop the idea further. A vote was taken: 16 voted in favour, 2 against.</p> <p>Raffle</p> <p>Charlotte suggested that the PA hold only one annual raffle every year, so that publicity efforts and demand are concentrated on a single event. There was a suggestion that the raffle might be administered electronically. There was consensus that the raffle should be drawn at a major school event, however it was not agreed which event that should be.</p> <p>ANY OTHER BUSINESS</p> <p>Colette Gebbett will train new PA volunteers on Refreshments Set-Up and Serving on 26th Jan and 2nd Feb from 9 AM for approximately one and a half hours.</p>	<p>Harsha to set up GDPR-complacit arrangements for holding personal data</p> <p>David Budds to confirm dates which suit the school</p> <p>Charlotte and Mark to report on further developments at the next meeting</p> <p>Charlotte to finalize arrangements and timing.</p>
<p>NEXT MEETING DATE</p>	<p>Wednesday 13th February 7.30pm in the Main Library</p>

The meeting closed at 10.00pm.

Attachments : Summary of Projects and Wish List