## St Olave's PA Meeting

## Minutes of Meeting held on 26 April 2017

Attendees:			
Debbie Hills	Chair		
Charlotte Rutter	Vice Chair		
Amit Singh	Treasurer		
Tiffany Barradell			
David Budds			
Liz Cort			
Jennifer Franks			
Zey Kagan			
Lin Limbrey			
Baoching Liu			
Rachael Peek			
Delphine Phillips			
Irina Richardson	a l		
Ravi Savur	Secretary		
Apologies:			
Rinku Chibber			
Laura Clayden			
Narinder Gill			
Lakshmi Kandala			
Dinta Madlani			
Mark McBennett			
David Mylroi			
Winnie Teo			
Shelly Tse			
Jim Ward			
Jo Wright			

Minutes of Previous Meeting of the Committee on 23 March 2017 were approved.

Items Discussed	Actions
<ol> <li>Follow Up Items from Previous Minutes         <ol> <li>On the Careers Network form, David has consulted the school's child protection officers and they have agreed to include certain caveats and a box enquiring whether the volunteer has DBS clearance.</li> <li>Nick Burman has said that using a PDF document to feed a database may be difficult and suggested either Google Docs or Survey Monkey instead.</li> </ol> </li> </ol>	David will e-mail details to Laura Covill as well as Jenny Clift (who is taking over from Alex Caroll). Laura Covill to discuss with Nick.
<ol> <li>New urn is yet to be bought.</li> <li>Rosie Hawley was able to arrange a donation for the 4x4 team entry for 2016-17 but requested that the</li> </ol>	Jennifer to arrange. This was agreed.

Items Discussed	Actions	
<ul> <li>Follow Up Items from Previous Minutes</li> <li>5. The school wish list item on recycling of paper and card was discussed at length as £2,000 was felt to be a large cost when funds could be used for other facilities. Possible ideas include:</li> </ul>		
<ul> <li>a. To send a letter via SchoolComms enquiring whether any parents have ideas or know people who can manage recycling for lower cost.</li> </ul>	Ravi to write	
b. Enquiring from Viridian whether they would charge less if we also recycled plastic, bottles and cans in addition to paper and card.	David to ask Alan Wooley	
c. Having an own clothes day asking students to each bring in £2 towards recycling.	David to consider	
d. Ask Waitrose and/or Tesco whether they will be willing to take care of our recycling need.	Irina will contact them.	
<ul> <li>Updates</li> <li>1. Treasurer: Amit reported that the current bank balance is £39,504 of which slightly over £16k is committed to the Fives Courts project with a single donation of £10k and a series of monthly pledges. Other commitments include £7k from recent school wish list, £1.1k for water coolers, £2k to funding the long jump pitch once the PE department is able to fund the remaining cost of £10k, and a backlog of annual donation to St John's Ambulance who cover first aid for all Saturday rugby. This will leave around £10k available.</li> </ul>		
<ol> <li>Mock Tests         Amit reported that current registrations are 460 with both June 3 sessions closed. We need to promote bookings for the added sessions on May 13 and May 20 morning. The Invigilator briefing is fixed for May 10 at 7.45 pm. There is a possibility that the school calendar still shows this as May 11.     </li> </ol>	Ravi to write School Comms. David to speak with James and/or Clare to have the briefing for May 11 removed from the school calendar	
We agreed not to have any sessions on Sundays. In case we receive a last minute flurry of bookings, we can consider opening afternoon sessions on May 13 and/or May 20. Another possibility is June 24.		
Ravi has e-mailed Thames Water about putting up a banner at their site at Sevenoaks road.	Ravi to contact Nick about banner.	
Rachael reported that there has been some discussion on mumsnet websites. Zey showed us samples of the Futures magazine with our full page ad.		

-	Delates (cont'd) Lost Property Rachael reported that the blazer sale raised £93 but was poorly attended owing to a clashing school event so another pop-up sale will be held on 10 May.	
4.	Class Reps As Winnie had sent her apologies, Charlotte mentioned that the next meeting is scheduled for 11 May with not many questions sent until now. It was agreed that the agenda would include the kinds of help for which volunteers are needed (e.g., Ensuring Excellence, Mock Test promotion, Summer Fun Day, etc.) as well as best practice on methods of communication between parents (e.g., Zey's WhatsApp groups).	Charlotte and Zey to speak with Winnie
5.	Ensuring Excellence Irina provided a summary of recent Ensuring Excellence calls and statistics around contribution rates. Despite not many volunteers to make calls on 8 February the team of two was able to increase annual commitments by £3,630. On 15 March, there were five volunteers and annual commitments were increased by £5,600. Between November and March, participation rates have increased for Year 7 from 66% to 77% and for Year 12 from 39% to 57%. Amit enquired whether we can get statistics of (i) those contributing; (ii) those unable/unwilling to contribute; (iii) those contacted; and (iv) those whom we have not yet been able to contact.	Irina/Phil to ask Clare if we can get these statistics SchoolComms requesting volunteers to be sent
6.	Recent Events: The Spring Ball was declared a great success and Lin reported that profit was likely to be around £6,800. In addition to Jo Wright, another parent (Chair of a Primary School PA, though not formally on our PA Committee) has volunteered to help with next year's Ball.	
<b>Fo</b> 1.	Prthcoming Events Spruce Up Day: May 6 between 9 am and 3 pm. Dr Siddhu has arranged 3 or 4 Sixth Formers to help with the RHS sponsored gardening assignment. Volunteers are to be asked to bring a hedge trimmer, strimmer and extra-long extension cables (with RCD). Those with their favourite rollers should also be encouraged to bring them to help paint classrooms. The following people agreed to help: Jennifer, Debbie, Charlotte, Rachael, Ravi. Zey volunteered her husband Tanel and Liz volunteered her husband Jim and their son.	Ravi to send SchoolComms. David to mention to Dr Siddhu that a Risk Assessment is required. David to verify whether it coincides with Saturday Detention in which case we may get additional helpers.

Fortl	ncoming Events	
2.	<ul> <li>Summer Family Fun Day on July 8</li> <li>We have several new stalls/events planned this year.</li> <li>a. Vex robotics will be reintroduced with a new format (though needs a responsible senior student to manage the stall)</li> <li>b. Reptile handling will be a new stall</li> <li>c. The Police will visit, with dogs, and possibly horses</li> </ul>	Rosie Hawley had suggested a Sixth Former and David B. suggested that the DT Prefect would be ideal
	<ul> <li>d. Two parents have offered to run a crêpe stall and will bring all equipment required</li> <li>e. In addition to the Y8 Samba Band competition, there will be a Tug-of-War competition between Y7 forms. The PE department will ensure that Y7 forms get some practice.</li> </ul>	The PA will pay for consumables
	f. There is a prize of sweets/chocolates for the form with the greatest number of attendees at the Fun Day.	David to consider whether House Points may also be awarded.
3.	Dragon Boat Race While David M. had provided apologies, he did e- mail to say that a publicity poster was nearly ready and would be sent via SchoolComms to all parents.	David M. to publicise the event
4.	Careers Fair The date is confirmed as Sat 27 Jan 2018.	David to book the Hall
5.	CRY Testing It is possible to have this event on Nov 3, 2018 with just 2 weeks' notice of cancellation at no cost	David to check whether this is half-term. [Since confirmed as not]. Shelly to book CRY
6.	Y7 Quiz Night As the Dulwich Estate lunch will finish by 5 pm, it would be possible to hold the event on Sep 30. Also, the set-up of tables is likely to be the same as required for the Quiz so the hall will just have to be cleaned up before it is ready. It was agreed that we would use the generous offer of food to be supplied by a parent who runs a well-known restaurant at the event below rather than at the Quiz.	Year 7 pack to include the date. David to mention this to Kay
7.	Parent Proposal to have Diwali Party Two parents have offered to arrange a Diwali party (they had suggested on Sep 30 or Oct 7). This would have 200 people, a 3-course buffet dinner, fireworks and more.	Debbie to suggest Oct 14 to the parents David to check whether the Hall is available on Oct 14.
Next Meeting		Wed June 14, 2017 at 7.45 pm in the School Library
Meet	ing Closed 9.40 pm	
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