

St Olave's Parents Association

Minutes of Meeting dated 14 June 2017

**Produced by: Zey Kagan
4 July 2017**

St Olave's PA Meeting

Minutes of Meeting held on 14th June 2017

Attendees:

Debbie Hills	Chair
Charlotte Rutter	Vice Chair
Amit Singh	Treasurer
Ravi Savur	Secretary
David Budds	
Liz Cort	
Jennifer Franks	
Baoching Liu	
Rachael Peek	
Irina Richardson	
Mark McBennett	
David Milroy	
Winnie Teo	
Jo Wright	
Zey Kagan	

Apologies:

Tiffany Barradell
Lin Limbrey
Laura Clayden
Narinder Gill
Lakshmi Kandala
Dinta Madlani
Shelly Tse
Jim Ward

Minutes of Previous Meeting of the Committee on 26 April 2017 were approved.

Items Discussed	Actions
Follow Up Items from Previous Minutes	
<p>1. Careers Network: Should the PA or the school be the data controller (under the Data Protection Act) and, if the latter, would they be able to share it data with the PA?</p> <p>The proposal was to note on the questionnaire that the data would be held by the school and only shared with the PA for the purposes of career development within the school.</p>	<p>David to put this proposal forward</p>

Items Discussed	Actions
<p>2. New urn is yet to be bought</p> <p>3. Debbie offered to provide a new single mattress, leaving only a new mattress cover to be purchased</p> <p>Updates (cont'd)</p> <p>1. Treasurer's Update</p> <p>Current bank balance is £45,874 but this includes £18,850 committed to the Fives Courts project. In addition, we are committed to paying St John's Ambulance for the provision of First Aid services for the last two years as £616 and £736. That leaves approx. £27k usable for future needs.</p> <p>2. Class Reps</p> <p>Winnie reported that the Class Rep meeting held on 11th May had been a success with a big topic of the meeting being methods of effective communications between parents.</p> <p>Jennifer suggested that a PA representative should talk about the importance of class reps at the new Year 10s meeting on 28th June and to look for class rep volunteers at said meeting.</p> <p>David stated that the Form Tutor list was nearly finalised but was unsure as to whether the individual Forms for the new Year 10s had already been</p> <p>3. Ensuring Excellence</p> <p>Irina reported that during the last session of Ensuring Excellence calls her team had been able to secure a further £4,085 in annual commitments.</p> <p>Irina suggested that those, who have been paying £50 a month should be contacted for a</p>	<p>Jennifer to arrange.</p> <p>Debbie to provide the mattress</p> <p>Jennifer to contact Mr Rees</p> <p>David to verify and let us know [Note: since done: students will know which form they are in by the Y10 meeting so we can ask for new Form Reps]</p>

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<p>£5 increase request.</p> <p>Irina enquired how contributions sent to the wrong account are dealt with.</p> <p>Amit explained that he was already dealing with these problematic cases but that there was a delay until the error is noticed. He was confident that eventually each case would be resolved</p> <p>Jennifer suggested that no Ensuring Excellence calls should be placed with those Year 11 students, who are at risk of not making the successful transition to Year 12 at St Olave's.</p> <p>David explained that those at risk and in need of additional support were usually in Class 11H.</p> <p>4. Lost property</p> <p>Rachael reported that the new Year 7s sale was a success raising a total of £1,046.</p> <p>Next sale to be held at the Summer Family Fun Day 8th July .</p> <p>5. Mock Tests</p> <p>a. In order to ascertain whether an applicant is eligible for a free place, the PA has been using the school's guide for free meals income threshold. Due to the fact that the Department of Education has not updated this threshold over the last 3 years, Ravi suggested the PA increase the income threshold to reflect increase in living.</p> <p>It was agreed that every application would be reviewed on a case by case basis but that those applicants who have a "no public benefit" Visa status (refugees) should also be eligible to be considered for a free place.</p>	<p>Mock Test team for 2018 to finalise guidelines</p>

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<p>b. Candidates who have sat the Mock test should be provided with a blank answer sheet as completing the front page of the answer sheet (candidate number etc) has proved tricky in the past. It was agreed that a template of the cover sheet would be provided on the PA website to help future candidates familiarise themselves with the process.</p> <p>Forthcoming Events</p> <p>1. Spruce up Day (24th June 9am-3pm)</p> <p>The following volunteers agreed to help on the Day: Jennifer and her husband (morning session), Grace’ husband, Baoching as well as Zey and family.</p> <p>2. Dragon Boat Racing at Bewl Water (9th Sept)</p> <p>David M reported that only one person had shown interest so far.</p> <p>It was discussed that there should be a stand at the Family Fun Day to advertise.</p> <p>Jennifer suggested to have a tablet at the PA tent to advertise the race with visuals</p> <p>It was agreed to open up 4 Virgin Money Accounts (one for each house). This may motivate the boys and make it easier for the PA to keep track. The goal is for each participant to raise at least £100.</p> <p>It was agreed that class reps would receive an email to push the Dragon Boat Racing.</p> <p>In light of low interest levels, it was suggested that 6th Formers may participate (minimum age 14)</p> <p>David B. was put forward to be the cox.</p>	<p>Mock Test team to include this on the PA website</p> <p>David M to draft another message to go out on SchoolComms/Head’s Newsletter [since done]. David M to send a letter to Winnie for the Class Reps</p> <p>David M to arrange a projector/laptop at a stall on Fun Day</p> <p>PA to set up the accounts</p> <p>David M to organise the flyers</p> <p>David B. to check whether he is able to be the cox</p>

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<p>3. Year 12 Parents' Social Evening (29th Sept)</p> <p>2 people are needed to liaise with David B. The school to pay for canapes, the PA to organise the wine.</p> <p>Amit put his name forward to lead.</p> <p>4. Diwali @ St Olave's (6th October)</p> <p>The flyer does not specify closing time (6:30pm til late) which is required.</p> <p>5. CRY testing</p> <p>Shelley has the dates and two weeks' notice are required to cancel.</p> <p>6. Summer Family Fun Day 8th July</p> <p>a. St John's Ambulance</p> <p>Charlotte reported that St John's Ambulance will not be able to provide us with an ambulance due to the Chelsfield Village Fair being held on the same day.</p> <p>They will however be providing 2 people plus a tent.</p> <p>It was agreed to send them a copy of last year's risk assessment</p> <p>PA agreed to pay the fee of £50.00</p> <p>b. Snow Cones</p> <p>Mark McBennett suggested the PA invest in a snow cone machine which could be used at Sports Day, Open Day, Fairs and other events.</p> <p>Weather permitting; snow cones could be sold on Friday afternoons as well.</p> <p>Snow cone machines only contain ice, syrups are added once the prepared ice</p>	<p>Amit to liaise with David B.</p> <p>Ravi to suggest that Neeti mention the end time after checking with Alan Wooley</p> <p>Charlotte to send risk assessment</p>

Items Discussed	Actions
<p>has been dispensed into a cup/cone.</p> <p>Advantages of snow cone machines compared to a slushy machine:</p> <ul style="list-style-type: none"> - easier to maintain - less labour, easy to operate - more flavours <p>Mark recommended investing in a mid range machine (ca £700 which includes consumables and cups, sufficient for the upcoming Sports Day and Family Fun Day) with a usual life span of 10-15 years.</p> <p>Mark noted that the ice needed to be purchased separately (2kg of ice at £1). 1 snow cone (in a 6oz cup) retails at £1.50 the profit margin being 70-80% at a material cost of 30p per cone.</p> <p>Jennifer suggested that McDonalds could possibly supply the required ice.</p> <p>Jennifer also commented that the PA are short of a freezer.</p> <p>Mark offered to man the ice cone stand at Sports day as well as Summer Fun Day.</p> <p>PA agreed to purchase the recommended ice cone machine including 800 cones, spoon straws and 16 flavours of syrup for a total of £700 of which £570 (inc VAT) is the cost of the machine itself.</p> <p>Mark will place the order and submit an expenses form to the PA.</p> <p>c. Brochure Will be brought in on Monday for printing.</p> <p>Charlotte reported that the revenue of advertising totalled ca £3,700.</p> <p>Brochure will show the location of the stalls this year.</p>	<p>Mark to order ice cone machine and to man the stand at Sports and Family Fund Day</p> <p>Charlotte to bring in on Monday for printing</p> <p>David to arrange for Sixth Form volunteers to distribute brochures.</p>

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<p>d. Banners</p> <p>Have been agreed and Nick will arrange the printing by the weekend.</p> <p>Mock test banners will be taken down.</p> <p>e. Gazebos</p> <p>There is a shortage of gazebos. Debbie offered to check whether she could provide a gazebo.</p> <p>f. Referee for Tug of War</p> <p>As Mr Kenward will be at cricket on the day he may be running late, missing the Tug of War which is scheduled to start at 1:30pm</p> <p>Jo put her husband Jonathan Wright forward as referee due to his experience as rugby referee.</p> <p>It was also suggested that the Headmaster be the referee with David acting as commentator.</p> <p>g. Trophy</p> <p>Is yet to be purchased with Dominos sponsorship money</p> <p>h. Easels needed</p> <p>It was agreed to use the PA boards instead</p> <p>i. Classroom posters</p> <p>j. World Challenge Stalls</p> <p>Year10: Beat the goalie stall Year 9: Sweets store The boys will keep money they raise but be asked to either help set up in the morning (from 9 am) or help clear up afterwards.</p> <p>k. Volunteers</p> <p>Mark and Baoching are in charge of rotas</p>	<p>Nick to arrange banners</p> <p>Debbie to check gazebo</p> <p>Rachel to supply wellies</p> <p>David to ask the Headmaster to referee the Tug of War</p> <p>Charlotte to organise a trophy</p> <p>David to circulate</p>

Any other Business	
<p>1. Parent's Complaint</p> <p>Last year a parent donated £600 with the proviso a certain type of equipment be purchased so that their child could benefit from it.</p> <p>Unfortunately, the machine was broken within a week of purchase perhaps by one of the Y12 pupils. Despite a temporary repair being carried out, the machine failed to operate.</p> <p>The insurance excess being £500 did not make a claim cost effective.</p> <p>David apologised for the delay on behalf of the school and suggested he speak to Mr Stuart to write directly to the parent concerned.</p>	<p>David to ask Dr Stuart to write to the parent who made the donation</p>
<p>2. School Calendar</p> <p>David reported that staff would be urged to enter timings in the calendar but this would not be a matter they could chase up. Any items where times were provided would be input in the school's web calendar at the respective times</p>	
<p>3. PA self funded dinner (13th July)</p> <p>David will check availability. It was agreed that Debbie would pick the venue</p>	<p>Debbie to pick venue</p>
<p>4. Table cloths</p> <p>Debbie kindly donated table cloths for the long tables in the dinner hall but they are not used. Need to be cut.</p> <p>Debbie is happy to make the purple table cloths.</p> <p>In total 22 table cloths are needed at £100. PA agreed to fund the purchase of the material.</p>	<p>Debbie to organise table cloths</p>
<p>5. School security in light of recent terror attacks</p> <p>Irina voiced safety concerns due to the gates being open and hence the school being easily accessible by the public. Keypad on the gates?</p> <p>The fitting of keypads on the gates would currently be of little use as the surrounding</p>	<p>David to investigate re Emergency Protocol</p>

<p>fences are too low.</p> <p>It was agreed that David would ask the school whether they had any ability to increase security.</p> <p>It was also suggested that the school set up an Emergency Trips Protocol so that parents receive regular updates during school trips especially in the event of a terror incident occurring close by.</p> <p>6. PA meeting time keeper Amit suggested time keeping during meetings, allocating a fixed amount of minutes to each item on the Agenda.</p>	
<p>Next Meeting</p>	<p>Wed 14th September 2017 at 7.45 pm in the School Library</p>
<p>Meeting Closed 9.50 pm</p>	