

## St Olave's PA Meeting

### Minutes of Meeting held on 23 March 2017

<p><b>Attendees:</b></p> <p>Debbie Hills                              Chair  Charlotte Rutter                          Vice Chair  Amit Singh                                    Treasurer  Tiffany Barradell  David Budds  Jennifer Franks  Zey Kagan  David Mylroi  Rachael Peek  Irina Richardson  Ravi Savur                                    Secretary</p> <p><b>Apologies:</b></p> <p>Mark Bennett  Rinku Chibber  Laura Clayden  Narinder Gill  Gauri Grover  Lakshmi Kandala  Lin Limbrey  Baoching Liu  Dinta Madlani  Delphine Phillips  Winnie Teo  Shelly Tse  Jim Ward</p>	
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Minutes of Previous Meeting of the Committee on 11 January 2017 were approved.

<b>Items Discussed</b>	<b>Actions</b>
<p><b>Other Items of Business for discussion</b></p> <ol style="list-style-type: none"> <li>1. Plan to create a Careers Network – see below.</li> <li>2. Consider using 6th formers to serve teas and coffees at school events</li> </ol> <p><b>Follow Up Items from Previous Minutes</b>  New urn is yet to be bought. Jennifer has found one for £99 which has a 20 litre capacity. We are not yet out of Styrofoam cups and she will be arranging them through Independent Catering.</p>	<p>David B. to consider whether it would be feasible to offer Duke of Edinburgh charitable work credits for those who serve teas and coffees at school events.</p> <p>Jennifer to arrange</p>

Items Discussed	Actions
<p><b>Updates</b></p> <p>1. Treasurer: Current bank balance is £35,960 of which £14k is committed to the Fives Courts project with a single donation of £10k and a series of monthly pledges totalling around £4k. With a commitment of £1.1k for water coolers, another £2k to funding the long jump pitch once the PE department is able to fund the remaining cost of £10k, and an annual donation to St John's Ambulance who cover first aid for all Saturday rugby, there is still a balance of over £15k. On the basis that we may require working capital of £5k for the Spring Ball, we should be able to meet the school's wish list.</p> <p>2. Mock Tests Current registrations are 366 with June 3 pm very close to capacity and June 3 am just behind. We agreed not to open additional sessions now and to close the June 3 pm session now and the June 3 am session a couple of days later as soon as a few additional bookings are received. The Invigilator briefing is fixed for May 10 at 7.45 pm.  The Facebook page has 47 likes and 22 shares. It is unclear how many would have viewed the page based on the 22 shares.  We agreed to put up a banner at the Thames Water site at Sevenoaks road.  We agreed to check the 11+ and mumsnet websites for possible feedback/promotion of our Mock Tests.  We agreed to pay £250 for a full page (or £300 for two pages, if available) in the Futures magazine, being brought out on April 11 and sent to thousands of parents with children at private schools.</p> <p>3. Lost Property The sale in February raised £387.60. The next sale will be exclusively blazers for Sixth Formers on 26 April. The following sale on 24 May will be aimed at parents of the incoming Year 7 batch.</p> <p>4. Class Reps: No report as Winnie was not there.</p> <p>5. Recent Events: The quiz was cancelled owing to poor bookings. We agree to publicise it more next time.</p>	<p>Amit to close June 3 pm session now, followed by June 3 am session.</p> <p>Amit to investigate if we can learn how many have viewed the page.</p> <p>Ravi to contact Nick to see if he can help us source one.</p> <p>Rachael to check</p> <p>Zey to contact Pippa and also get a draft of the advertorial she will issue on-line</p> <p>Debbie to buy some ribbon and other haberdashery to sell or give away to those who buy blazers.</p>

## Updates (cont'd)

### 6. Ensuring Excellence phone calls

Four lapsed donors whose details were lost in the course of migration by Virgin Money giving to a new system have reinstated their donations and five new donors (annual expected value of £2,200) started paying after the last round of calls.

In addition, one parent offered a free meal for 30 to 40 people (on a Monday or Tuesday night) at the Indian restaurant that he runs in Bromley. He also mentioned that he would be happy to deliver food to the school for an event on a Friday or Saturday evening. It was agreed that this would be put to the Year 7 Class Reps to consider whether they wished to run an event. The only possible date before the exams would be on Sat May 6 evening.

### 7. Year 7 Quiz Night

Subject to availability, this was scheduled for Saturday September 30 and will be publicised with information sent to new parents. It may also be possible to use the generous offer in 6. above to make it a curry quiz night.

### 8. Careers Network.

Laura is proposing to create a database of parents or others willing to help students at St Olave's by providing them with information about various possible careers. She circulated a draft form that she proposed be sent to all parents seeking information about their careers and willingness to help. It was agreed that the options indicating willingness by the person filling the form would be modified (a) to add the possibility of providing work experience to a student as the last item (b) with suitable language from the school's child protection officers.

The possibility of creating a PDF form with a feed to a database, thus avoiding the need to re-enter data was discussed

It was also agreed that the form would go from the school to parents. Also, child's name and house would be added on the form and a reward of house points for each form returned would be publicised.

Charlotte to speak with Winnie and contact Y7 Class Reps for ideas

David B. to seek views from the school's child protection officers on what modifications may be needed.

David B. would speak with Nick Burman to see if this could be arranged.

Items Discussed		Actions		
<b>Wish List</b>				
The following items were all approved except for the recycling of paper as it was felt that, while the PA is strongly supportive of the concept, the £2,000 cost seemed high and there may have been better uses for such a sum. In addition, there is a possibility that some part of the funding for the 4x4 team had been received and the PA would pay any remaining money required up to the full amount.				
Dept/ Staff	Wish List Item(s)	Cost	Priority	Notes
VEW	Revision guides for Yrs 10&11 - 200x £3.25	£650	high	
AJR	Alicia Drummond sessions for Y11, HoYs and Parents (23/2/17)	£350	high	
RH	4x4 team support (3 each of team entries at £75+VAT and starter kits at £225+VAT))	£1,080	high	
RH	Textiles, equipment and resources	£150	high	New DT course includes textiles for the first time
RH	Sewing Machines (2 at £300 each)	£600	high	
RH	G Cramps (8 at £7 each)	£56	high	Current resources limited/failing
RH	Hand drills (5 at £47 each)	£235	high	
RH	Leather Aprons (2 at £19 each) + gauntlets (3 at £5 each)	£53	high	
SH	Photographic light bulbs (5 at £6.60)	£33	high	
SH	A1 Acrylic sheets for GCSE and A Level projects (10 at £7.95)	£79.50	high	
NS	3 More oscilloscopes for use in Y10-13 teaching	£500	high	Those previously purchased by PA have proven invaluable
NS	Voltage and current sensors to fit current data loggers	£150	high	
NS	An electrical generator	£100	high	To demonstrate Faraday's laws
CJ	Melting Point apparatus (2 at £499.99 each)	£850	high	Discount applied

Dept/ Staff	Wish List Item(s)	Cost	Priority	Notes
AS	Octagon 20 Advance Humidity Pump	£139.95	high	For new proposed research project (total = £623.90)
AS	Stop Motion Camera	£129	high	
AS	Incubator (56 channel)	£69.99	high	
AS	SSO Oxygen regulator	£57.22	high	
AS	Polymethylpentene film	£55	high	
AS	Miscellaneous consumables	£50	high	
AS	Oxygen cans	£43.74	high	
AS	Benzalkonium Chloride	£39	high	
AS	Calcium Lactate Pentahydrate power	£30	high	
AS	Plastic cups	£10	high	
KIZ	Spanish GCSE translation practice resources	£89	high	
KIZ	Exploring "Le Petit Nicholas" resources	£59	high	For new spec GCSE
KIZ	Getting to know "Der Vorleser" resources	£79	high	New text for A-Level German spec
KIZ	Collins GCSE German Dictionary & Grammar books (x14 at £14)	£196	high	Third German teacher does not have class dictionaries
KIZ	Collins A-Level German Dictionary (7 at £40 each)	£280	high	In old stock, spellings are not in line with orthographic reform of the 1990s!
AMK	1 Shot Trolley	£270	medium	For ease of transport and safety
AMK	1 Javelin Trolley	£270	medium	For ease of transport and safety
AMK	1 Discus Trolley	£270	medium	For ease of transport and safety
VEW	Recycling of paper	£2,000	Low	Approximate per annum cost
		£9,023.40		

<p><b>Forthcoming Events</b></p> <ol style="list-style-type: none"> <li>1. Spring Ball Until now 150 tickets have been sold with Y11 parents not buying any. We also need auction prizes. Many on the Committee thought it would be worth using the visit to Adastral Park (BT's technology centre near Ipswich) as an auction prize.</li>   <li>2. Spruce Up Day It was agreed that we would target May 6 from 9.30 to 4 pm (and possibly also June 24). Children can join provided their parents are also there as it would count as a PA event and be covered by our insurance.</li>   <li>3. Summer Family Fun Day on July 8 Inflatables have been booked at the same price as last year. The sub-committee has met and the next meeting is on March 27 at Charlotte's (opposite the school). We also need prizes / raffle prizes.</li>   <li>4. Dragon Boat Race This has been booked by David for September 9 at Bewl Water. The team name is The Goddington Raiders. A letter will be sent via SchoolComms to all parents straight after the Easter break, inviting up to 20 rowers to raise sponsorship of at least £200 each. Those whose employers offered Matched Funding may get preference. The minimum age for rowers is 14 so a parent could arrange sponsorship while their child rowed. We agreed to have a cake and sweet stall on the day at Bewl Water.</li>   <li>5. Careers Fair Subject to the success of the Careers Network, it was agreed to hold a Careers Fair on Sat 27 Jan 2018.</li> </ol>	<p>Ravi to e-mail Tereska for a mention in the Head's Newsletter and then to work with Lin on a SchoolComms message to parents before the Easter break.</p> <p>We will send a SchoolComms message to parents asking for help to paint classrooms and to dig up a plot that Y7 and Y8 will use for a project being done in conjunction with the Royal Horticultural Society.</p> <p>We need a volunteer to help with the brochure. Anyone who can help to contact Charlotte for details of what it entails.</p> <p>David M. to draft a letter</p> <p>David B. to book the Hall and a few classrooms</p>
<p><b>Next Meeting</b></p>	<p>Wed April 26, 2017 at 7.45 pm in the School Library</p>
<p><b>Meeting Closed 9.50 pm</b></p>	