

## St Olave's PA Committee Meeting

### Minutes of Meeting held on 18<sup>th</sup> October 2017

#### **Attendees:**

Charlotte Rutter	Vice Chair
Amit Singh	Treasurer
Zey Kagan	Assistant Secretary
David Budds	Assistant Headmaster

Liz Cort  
Baoching Liu  
Rachael Peek  
Irina Richardson  
Mark McBennet  
Jo Wright  
Lin Limbrey  
Justine Grant  
Tony Wright-Jones  
Andrew Gebbett  
Neil Holland  
Kirstie Clark  
Laskshmi Bandi  
Rahul Gupta  
Fiona Lane  
Lisa Carow  
Jo Stocks  
Sara Alade  
Keji Alade  
Sanjay Tiwan  
Laura Covill  
Tiffany Barradell  
Winnie Leung  
Rinku Chibber  
Narinder Gill

#### **Apologies:**

Dinta Madlani  
Haleh Ryall  
Neeti Gupta  
Shubra Tripathi  
David Mylroi

Items Discussed	Actions
<p><b>Updates</b></p> <p>1. Treasurer's Update Amit Singh reported that the current bank balance is ca £49,700 (excludes Diwali party revenue) but this includes £1,800 committed to a container, £2,000 for the Long Jump and £19,000 to the Fives Court. That leaves approx £22,000 for the wish list. Amit also added that the mock test revenue was £39,000 out of which £3,000 were expenses.</p>	
<p>2. Class Reps Form Rep Coordinator Winnie Leung reported that she was having difficulties in locating form reps for some of the forms of Year 12 and that due to the fact that she did not have direct access to class email lists she would be stepping down as Form Rep Coordinator.</p> <p>3. Ensuring Excellence Phone Calls Irina Richardson informed the committee that Phillip Richardson would be stepping down as Coordinator.</p> <p>Irina reported that there had been a drop in contributions, even cancellations. A couple of months were needed to establish how many donations had been cancelled. She felt that this was due to lack of communication from the school as to providing a breakdown of use of funds.</p> <p>David Budds reassured the committee that he was going to investigate the matter.</p> <p>A new volunteer to coordinate the ensuring excellence calls could not be secured and is yet to be located.</p> <p>Some parents commented that non payment of donations was their way of asking for transparency. However some parents commented that this was the wrong approach as the children would ultimately suffer if parents cut donations. Issues should not be confused and the school still needed to operate properly.</p> <p>4. Lost property Rachael Peek reported that the Lost Property Sales generated a revenue of close to £3,000, £1,000 of which taken at the new Year 7 sale. Next sale in the new year.</p>	<p>David to put this to the Chair of Governors</p>

#### 5. Summer Fun Day

Amit reported that the figures will be available at the next AGM.

#### 6. Dragon Boat Racing

David Mylroi, who was coordinating the event, sent his apologies for not being able to attend the meeting for an update.

#### 7. Careers Network

Laura Covill reported that a year ago parents had been invited to advise students about various careers.

Volunteer parents would be on the school intranet for students to access. The database was currently 50 names strong,

#### Careers Day

Needs to be advertised by the PA

It was discussed whether careers day should be on a Saturday or a Friday after school

David Budds commented that the event was a free standing event and that it was down to the individual commitment of the student whether or not the student was willing to sacrifice a Saturday.

It was agreed that the event would not be a whole day event but from 9am-1pm

#### 8. Diwali

This event was coordinated by Neeti Gupta.

Neeti sent her apologies for not being able to attend the meeting.

Rahul Gupta reported on Neeti's behalf that the event had been extremely successful with a profit in the region of £3,000. Exact figures by the AGM.

David Budds expressed his sincere thanks on behalf of the school for this wonderful event and hoped that the Diwali event would be a constant fixture in the PA events calendar.

#### 9. Quiz Night

Hosted by David Mylroi.

Amit reported that this event made £720 profit.

#### 10. Year 12 Evening

David Budds reported that there was low attendance (35-40 guests) due to an oversight that led to a notification delay.

## SCHOOL WISHLIST

a. Container ( PE Department, £1,800)

For storing goods and equipment as previous container was had been damaged.

b. Garden table and chairs for staff garden (£500)

David Budds explained that this was for the well being of the staff as currently they only had a bench and a plastic table.

Some parents commented that this should not be an item for the PA to pay believing that the PA constitution did not provide for purchases for staff.

By contrast, other parents commented that the garden table and chairs for staff should be funded by the PA as the wellbeing of the staff was equally important.

A vote was taken as to whether the PA should be funding the staff table and chairs.

15 in favour

13 against

It was agreed that garden table and chairs would be purchased in the spring.

c. Concept 2 Rowing Machine (£860)

It was enquired who would be allowed to use this and whether the fitness suite was only accessible to 6<sup>th</sup> form.

David Budds to investigate

The cost was also queried. David Budds promised to look into this.

d. Tablets (£1,150)

Charlotte Rutter stated that the PA had advertised that any monies raised at the Family Fun Day would go towards upgrading tablets in the IT Department.

This should be publicised.

It was queried whether the computer monitors could also be updated.

David Budds explained that this would be a very expensive undertaking and that tablets could be used more widely.

e. Y9 Study Skills Morning (£1,669)

It was queried why this was on the wishlist and that parents should be charged

David Budds to check

f. BAME books for Y8 Project (£300)

<p>David Budds explained that Ms Wilkie requested this expense to celebrate cultural diversity at school in conjunction with Black History Month</p> <p>g. Mics for Showstoppers and other musicals (£300)</p> <p>h. Gothic evening speaker (£100) Rachael Peek explained that this was a school event at 4pm and not a PA event.</p> <p>Wishlist agreed, save for Rowing Machine, Y9 Study Skills Morning and Mics. The container had already been approved.</p> <p><b>FORTHCOMING EVENTS</b></p> <p>a. Y11 Parents Evening Oct 19<sup>th</sup></p> <p>b. Lost Property Sale Oct 20<sup>th</sup> Enough volunteers</p> <p>c. Olavian Lecture Series Nov 1<sup>st</sup> It was discussed whether Senior Prefects could assist, 1 adult will be needed for hot drinks Charlotte offered to help set it up.</p> <p>David Budds stated that the 6<sup>th</sup> Form open evening on the 22<sup>nd</sup> November would be significant</p> <p>d&amp; e Gothic Evening and Remembrance Service No assistance required</p> <p>f. Mid term concert Nov 9<sup>th</sup> Laura Covill to coordinate as well as the Christmas Concert</p>	<p>David Budds to investigate whether rental or purchase</p> <p>Rachael, Charlotte &amp; Zey agreed to help</p> <p>Charlotte to help set up</p> <p>Laura Covill to coordinate mid term as well as Christmas concert</p>
<p><b>VOLUNTEERS</b></p> <p>a. Volunteer database Rachael Peek reported that she had collated all the Year 7 volunteers</p> <p>b. Class reps Liz Cort suggested that form tutors should send the individual classes letters asking for form reps and explaining what the role involves.</p>	<p>David Budds to follow this up</p>

## **ANY OTHER BUSINESS**

### **a. Proposed Pupil Wellbeing Fund**

Charlotte Rutter relayed a suggestion made by Jennifer Franks to establish a Pupil Well Being Fund, where students would receive a budget of £8,000 from PA funds towards their own wish list every year.

Amit Singh had the following thoughts on this proposal:

1. This would create an expectation that such funds would be available every year
2. The PA currently decides on every item on the school wishlist providing a level of transparency
3. Students could come up with their own wishlist

It was agreed that this would be put on the agenda of the next PA meeting.

### **b. Committee Meetings v PA meetings**

It was queried why the current meeting was being held as committee meeting rather than a full PA meeting.

It was explained that the officers of the PA had agreed to hold a simple committee meeting mainly to approve the school wish list, discuss forthcoming events organising volunteers for all these events assisting staff, especially those events taking place from now until the next AGM.

It was also explained that there would be a full PA meeting on November 8<sup>th</sup> followed by the AGM straight after and that the committee had not seen it necessary to hold two full PA meetings within a few weeks of each other.

In light of Diwali, the date of this committee meeting already had proved to be problematic and the PA did not want to exclude parents, who would not have been able to attend a full PA meeting.

A further query was made as to why the committee meeting had not been advertised via School Comms. It was explained that committee meetings never are advertised via School Comms but only circulated to the list of committee members, which was taken over from former PA Secretary Ravi Savur, adding new parents of the current academic year to the said email list. Ravi Savur was still being consulted in order to ensure the smooth running of the PA.

<p>There was confusion as to what the difference was between a “PA <i>committee</i> member” and a “ PA member”</p> <p>As per clause 6 of the Constitution, the “PA committee” constituted only of those parents who had attended the previous AGM. Historically the PA also used to include new parents, who had just joined the school. Every parent of the school was automatically a PA member but not a committee member.</p> <p>Having said that, it was noted that the PA was a friendly association and had not been strict about implementation as could be seen with this very meeting, which was currently being attended by some parents, who technically did not qualify as committee members but were not asked to leave.</p>	
<p><b>Next PA Meeting</b></p>	<p>Wednesday 8<sup>th</sup> November 2017, 7:30pm</p>
<p><b>Meeting Closed 9.30 pm</b></p>	