St Olave's PA Meeting

Minutes of Meeting held on 1 June 2015

Attendees:		
Dinta Madlani	Chair	
Debbie Hills	Vice Chair	
Amit Singh	Treasurer	
Rinku Chibber		
Mike Evans		
Jennifer Franks		
Jennifer Holland		
Ana Hughes		
Rachael Peek		
Seema Singh		
Wendy Smith		
Nick White		
Belinda Yearsley		
Ravi Savur	Secretary	
Apologies:		
Tifany Barradel		
Narinder Gill		
Lin Limbrey		
Gauri Mehra		
Sunita Sahu		
Shelly Tse		

Minutes of Previous Meeting of the Committee on 6 May 2015 were approved.

Items Discussed	Actions
Items DiscussedFollow Up Items from Previous Minutes1. School Wish List items that had been parked awaiting clarifications included:a. the English Department's request for a Theatre in Education performance of A Midsummer Night's Dream £750, a Poetry Workshop for two year groups £350, and four walkie-talkies for the back stage crew £400.b. The Radio microphones for the school production would be for next year so it was	Actions As it was clarified that these would be in the summer term, a total of £1,500 was approved with a request to see if the walkie-talkies could be obtained before the Summer Family Fun Day (or even before the school sprucing up
 agreed that we would be for next year so it was agreed that we would review this a few months ahead of the requirement c. Debbie had obtained one sewing machine d. This concludes the Wish List items. 2. Raffle Ticket labels had been produced and tickets sent to all parents.	day on June 13!). Dinta to send a paragraph about Raffle Tickets to Tereska for the Head's Newsletter.

Items Discussed Follow Up Items from Previous Minutes (cont'd) 3. Mike confirmed that the funds the PA had allocated to the School Council has been used by them for an additional water fountain installed in the Sixth Form Block.		Actions	
		Amit to reimburse the school when invoiced.	
Upda	ites		
1.	 Treasurer: a. Accounts have been approved by Alastair so will be uploaded to the school website as well as the Charity Commission soon. b. While we have a bank balance of over £30,500 roughly £25,000 has already been committed. 	Amit to scan signed copies for this.	
2.	Lost Property: We made £455 from the New Year 7 Uniform Evening sale (even though only 35 parents registered as attending). We also made £39 from the sale of tuck. The next sale will be at the Summer Family Fun Day.	Ravi to send Comms to parents (and boys) of Year 11 asking for uniform donations a few days ahead of Book Return Day (19 Jun).	
3.	Form Reps. The new Year 7 pack has been rationalised to seek information only once for the school and the PA. As a result, it is likely that we will have "parent class lists" and know who the Class Rep volunteers are ahead of the Y7 Parent Induction evening on June 25.	Catherine to liaise with Kay Brooker to see if parent information lists can be made available by House on or before that day.	
4.	Ensuring Excellence (E-Ex) The spruce up day is on June 13 and Amit volunteered to coordinate parents. Jennifer and Ana will arrange sandwiches, fruit and tea/coffee	Jennifer to speak with Chris to see if he can assist Amit. Ravi to e-mail Alan Wooley.	
Upco	ming Events		
1.		Nick to aim to have a file to the school print team by June 12.	
	b. Two parent class reps have volunteered to take on the Candy floss stall.	Jennifer H. to ensure that Alex provides training in its use.	
	 c. The balloon will be tethered at the Park Avenue corner of the rugby pitch, away from trees. (subject to weather conditions). 	Nick to contact Kim about risk assessment. Jennifer F. to tell Mr Kenward.	
	d. Three purple gazebos have been received. Additional ones will be useful.	Dinta to contact Gauri about red gazebo.	

Upcoming	Events (cont'd)	
e.	Barbeque stall: Independent caterers will donate 160 sausages and buns.	Jennifer F. to speak with Jay about burgers.
f.	Some staff have volunteered to help at the Summer Family Fun Day.	Mike to ask them to e-mail Debbie who is coordinating.
g.	Stalls planned include Buzzer Game with £20 prize, Envelope Game with 400 envelopes, Teddy bear stall with 50 bears, Booze trolley. Wendy is doing the field plan and Debbie has 150 metres off bunting in school colours.	Rachael is assisting at the Warren Road School fete and will research prices to see if we need to increase ours.
h.	Douglas Sharp has offered to run the Plant stall. Debbie has bought 30 purple pots in which plants can be put (and used as prizes or to increase the price).	Jennifer F. will check the plants that Alan has to see what will fit in these.
i.	Beat-the-goalie footballs to be arranged.	Wendy will pick these up.
j.	A driving instructor has offered prizes of 5 x 2 hour lessons for a brochure advertisement and to park his car on the field (provided we have no competitor advertisements!).	
k.	Sound system by Stuart Hoddinot and announcements by David Budds.	Jennifer F. will speak to them to confirm.
1.	There was much discussion on whether to have a Bubble Football stall and it was agreed that we will consider it for next year. Rinku has details.	
a. b. 3. Magic It was	c Risk in Youth (C.R.Y.) We plan to use sQuid for payment and a communication needs to go out shortly. We will arrange a speaker from C.R.Y. to address the boys in September. Night agreed that we would make this a bi-annual and revisit next year.	Ravi to arrange. Jennifer F. will speak to Mr Rees about a convenient date and invite Paul Daniels
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Next Meeting	S	Summer Family Fun Day meeting on Wed 24 June at 7 pm at the Crown & Pepper, opposite Bristol Street Motors, Bromley (there is car parking)
		Full Committee meeting Wed 8 July 2015 at 7.30 pm at a private room at King Palace Orpington.
Meeting Close	ed 9.30 pm	