## St Olave's PA Meeting

## Minutes of Meeting held on 1 June 2015

## Attendees:

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

Chair
Vice Chair
Treasurer

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

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

## Items Discussed <br> 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.

## Updates

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.
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.
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.
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

## Upcoming Events

1. Summer Family Fun Day
a. We now have a 24 page brochure which is worth $£ 1,600$ to the PA, either as cash or in the form of prizes.
b. Two parent class reps have volunteered to take on the Candy floss stall.
c. The balloon will be tethered at the Park Avenue corner of the rugby pitch, away from trees. (subject to weather conditions).
d. Three purple gazebos have been received. Additional ones will be useful.

## Actions

Amit to reimburse the school when invoiced.

Amit to scan signed copies for this.

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).

Catherine to liaise with Kay Brooker to see if parent information lists can be made available by House on or before that day.

Jennifer to speak with Chris to see if he can assist Amit.

Ravi to e-mail Alan Wooley.

Nick to aim to have a file to the school print team by June 12.

Jennifer H. to ensure that Alex provides training in its use.

Nick to contact Kim about risk assessment. Jennifer F. to tell Mr Kenward.

Dinta to contact Gauri about red gazebo.


