

## St Olave's PA Meeting

### Minutes of Meeting held on 10 March 2016

<p><b>Attendees:</b></p> <p>Debbie Hills                      Chair Charlotte Rutter                Vice Chair Amit Singh                        Treasurer Mike Evans Jennifer Franks Ana Hughes Lin Limbrey Dinta Madlani Gauri Mehra Rachael Peek Irina Richardson Seema Singh Wendy Smith Nick White Ravi Savur                        Secretary</p> <p><b>Apologies:</b></p> <p>Lakshmi Bandi Marianne March-Nealon Shelly Tse</p>	
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Minutes of Previous Meeting of the Committee on 21 January 2016 were approved.

<b>Items Discussed</b>	<b>Actions</b>
<p><b>Follow Up Items from Previous Minutes</b></p> <p>All items requiring follow up from the previous Minutes were on the Agenda of this meeting.</p> <p><b>Updates</b></p> <p>1. Treasurer: The current bank balance is roughly £29,000 though, after commitments to the school, payment due to C.R.Y., etc., we will have just under £5,000 that we will need as working capital for upcoming events.</p> <p>2. Lost Property The sale in February raised £230.70. The next planned sale is for Sixth Formers on 23 March when blazers are expected to be in demand. The sale of nearly new uniform to incoming Year 7 parents will be on 19 May and a sale of cakes, etc. will make the evening more inviting.</p> <p>3. Class Reps We still need a form rep for 10J.</p>	<p>Charlotte to e-mail class to seek volunteers. If no response, to use a volunteer from another class.</p>

<b>Items Discussed</b>	<b>Actions</b>
<p>4. Ensuring Excellence Phone Calls Clare in the school office is updating information on funds received to enable calls to be made, initially to Y12 and Y7. The Head made a fervent appeal to those who arrived at the Chapel and is considering whether to do so at the Oxbridge evening.</p> <p>5. Astroturf pitch The E-Ex team is considering reviving the proposal to build an astro turf pitch. It will be a multipurpose surface to allow tennis or hockey to be played. A parent of a boy in Y12 has offered to construct it at cost so, with this commitment in hand, we are planning to apply to the Garfield Weston trust for funding. However, we need assistance with modifying the current planning permission received from Bromley Council.</p> <p>6. SchoolComms Nick has not yet met Alan Wooley about seeing whether SchoolComms can be updated to make content within the message anything other than plain and unformatted text.</p>	<p>Ravi to e-mail team with possible dates for phone calls once data is anticipated to be updated.</p> <p>Ana to speak with Alan Wooley about her experience and contact at Tonbridge.</p> <p>Debbie to enquire with her neighbour about Bromley planning.</p> <p>Nick to meet Alan</p>
<p><b>Upcoming Events</b></p> <p>1. Spring Ball</p> <ul style="list-style-type: none"> <li>• We have 152 places sold and have excellent Raffle Prizes and auction lots with Mr Önaç as auctioneer. We plan to write to parents offering them the ability to bid even if they are not attending. We should include the ‘school wishlist’ to invite donations too.</li> <li>• Helpers are needed on Friday afternoon Mar 18 at 2.30 pm. In addition to Dinta and Jennifer who volunteered to assist at the previous meeting, Rachael said she would join. Mike offered to speak with Andy about using boys in detention on Friday afternoon after school.</li> <li>• Helpers are also required on Saturday morning – Gauri offered to join and on Sunday between 10 am and noon – Gauri and Nick will join.</li> </ul> <p>2. Mock Tests Details of what the sub-committee discussed had already been circulated. The letter to HMRC was approved.</p>	<p>[Since done]</p> <p>[Since sent]</p>

Items Discussed	Actions
<p><b>Upcoming Events (cont'd)</b></p> <p>3. Summer Family Fun Day</p> <ul style="list-style-type: none"> <li>• Inflatables have been booked by Jennifer</li> <li>• We will have purple and black themed stalls similar to last year (though will not ask Forms to coordinate stalls), instead relying on sufficient volunteers</li> <li>• We need to work with the PE department to ensure that we have a suitable Y7 sports event that will bring in parents/grandparents</li> <li>• Banners at station and water board as usual.</li> </ul> <p>4. Sponsored walk This will be on a Wednesday in the Summer Term though Y13 and Y11 will not be participating. The Head is working on a route to High Elms Park from the school.</p> <p>5. Y12 Parents' Social Evening It was agreed that this would best be on a Friday evening early in the term, with an invitation from the Head going to parents. The school would arrange nibbles from the caterers and the PA could decide whether to sell drinks and wine or serve them free.</p> <p>6. CRY Screening No Update</p> <p>7. Saturday Classroom Sessions No update so postponed for now.</p> <p><b>Any Other Business</b></p> <p>a) It was agreed to pay St John's Ambulance £1,200 now for the previous two years and £600 for the current year next term</p> <p>b) The Sixth Formers Proposal to sell scarves, lapel badges and cufflinks as a means of promoting the house system requires a lot of working capital (£4,600) for the scarves – unit cost £4.60, likely selling price £10.</p>	

<b>Items Discussed</b>	<b>Actions</b>
<p>It was agreed that we would revisit the suggestion to have a raffle with driving lessons as a prize, potentially having a draw on 23 April. Any funds received from this would go towards working capital required for the cufflinks and lapel badges (£536 and £250 respectively) and we would top it up. If these two are successful, we will consider providing working capital for scarves.</p> <p>c) One gazebo broke during the very windy stage 2 Admission test date. Buying a new black one 2m x 2m was approved.</p> <p>d) It was suggested that we have weatherproof A1 or A0 sized notice boards on the railings by the entrance to the school so that we can easily display notices with large enough font that drivers could see them.</p>	<p>Debbie to discuss raffle details with Sixth Formers.</p> <p>Jennifer to arrange.</p> <p>Mike to confirm that the school is fine with this.</p> <p>Nick to investigate the cost</p>
<p>Next Meetings</p>	<p>Mock Tests sub-committee meeting Tuesday 12 April, 7.45 pm at Debbie's house.</p> <p>Full Committee meeting in the School Library on Thu 28 April at 7.45 pm</p>
<p>Meeting Closed 9.15 pm</p>	