

**ST OLAVES PARENTS' ASSOCIATION**  
**MINUTES OF THE MEETING HELD ON THURSDAY 15<sup>th</sup> MARCH 2018**

**ATTENDEES:**

|                       |                |
|-----------------------|----------------|
| Charlotte Rutter      | Chair          |
| Mark McBennett        | Vice Chair     |
| Rachael Peek          | Secretary      |
| Sara Alade            | Vice Secretary |
| Harsha Kumar          | Vice Treasurer |
| David Budds           | Assistant Head |
| Abebisi Akpomuje      |                |
| Lakshmi Bandi         |                |
| Victoria Cattermole   |                |
| Rinku Chibber         |                |
| Justine Grant         |                |
| Grace Guo             |                |
| Helene Huille         |                |
| Lin Limbrey           |                |
| David Mylroi          |                |
| Sudhir Pandey         |                |
| Balaji Ramakrishnan   |                |
| Irina Richardson      |                |
| Arunima Saha          |                |
| Seema Singh           |                |
| Harish Suryanarayanan |                |
| Chris Talabi          |                |
| Jo Wright             |                |

**APOLOGIES:**

Tiffany Barradell  
Lance Christopher  
Tia Fisher  
Andrew Gebbett  
Collete Gebbett  
Fiona Lane  
Winnie Leong  
Kai Liang  
Brid Nunn  
Amit Singh  
Maire Sullivan  
Zey Kagan

Minutes of the Previous Meeting of the Committee on 11th January were approved.

## ITEMS DISCUSSED

### FOLLOW UP ITEMS FROM PREVIOUS MINUTES:

1 – Tablets on the previous WishList were cheaper than anticipated and David Budds would clarify with Dr Stewart precise costings to see if a greater number of tablets could be purchased within budget

2 – Sponsorship Opportunity with local Building Developer who would like to sponsor a team/event.

### UPDATES:

**Treasurer** – over £74K in the bank with £55K committed to specific items, as detailed in previous minutes. There is also an additional £37k held from last year's Mock Tests and outstanding expenses of £2K.

**Class Reps** – It was noted that some Form Reps are not passing on all information to parents and this will be addressed/highlighted at the next Meeting in May.

Both Bridget Nunn and Chris Talabi will now assist Winnie with future Meetings.

**Lost Property** – The Uniform Sale held in February at lunchtime raised £294. Parent attendance was low and it was suggested next Sale could coincide with a Parents Evening to maximize attendance.

**Valentine Raffle** – this raised £2247 and with costs of £612.05, a profit of £1664.95. All winners have been contacted and prizes collected.

**Refreshments** – Collette is now coordinating Refreshment Volunteers. A termly Donut Sale and Snow Cone Fridays to be considered going forward.  
Refreshments at Cricket matches

**Data Protection/PA Constitution** – No progress to date as Sub Committees have not met

### FORTHCOMING EVENTS:

**Quiz Night** – 63 tickets sold to date. Update at next Meeting.

**Spruce Up Day** – Mark met with Steve Rogers. Target is 4 changing rooms in Pavilion and 2 in Main Block. School will provide materials. Schoolcomms will be sent to request for volunteers.

Concerns were raised regarding asbestos in the School, which is in 8 discreet areas in a stable format and would only be removed during school holidays.

David Budds also confirmed that the toilets were presently being refurbished along with many classrooms around the Quad.

## ACTIONS

A further 8 tablets costs £1800 so was agreed that Spring Ball could fundraise as this benefits all students

This was declined at present though branding/marketing is something the new School Business Manager will be considering once in post.

Charlotte to contact James Davis.  
Agreed and next Sale will be at Year 7 Parents Evening

Add Collette as editor to the Googledrive Database

Sudhir to contact Mr Kenward

Jo happy to help with legal side as legislation changes in May. Jo to liaise with Lance via conference call.  
Sara to arrange a Meeting regarding the PA Constitution.

The new Business Manager will review this once in post.

**Spring Ball** – Jo reported disappointing sales with only 79 tickets sold. No parents from Year 12 and only 2 from Year 7.

**Careers Fair** – no update at present

**Mock Tests** – 251 registrations to date. New ad in Primary Times and letters to be sent to local Primary Schools. Sufficient Volunteers have been recruited via Doodlepoll.

**Summer Fun Day** – Mark requested help in all areas and for people to take ownership of stalls. There was a suggestion of using tickets instead of cash.

**ANY OTHER BUSINESS:**

New signatories are needed for the Bank Account as only Amit is an existing Parent\PA Member. A vote was undertaken where it was unanimously agreed that both Charlotte and Rachael would be the new signatories.

Wishlist Update – items were discussed at length, in particular the Vex Robotics. After much discussion and a vote, all items were approved.

Calendars – Kai was not present, so will be discussed further at the next meeting.

It was suggested that the school should be more environmentally friendly after issues were noted regarding recycling within the Geography Dept.

Concerns were raised regarding the Year 11 Admissions Consultation.

Helene suggested a Disco as a Fundraising idea with other girls schools in the area, similar to what Newstead presently offer. Sara also suggested a Christmas Auction\Raffle

CRY Screening – Shelley has confirmed the date for Saturday 4<sup>th</sup> November.

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**NEXT MEETING:**  
**Wednesday 16<sup>th</sup> May 2018**

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**Meeting closed 10.10 pm**

Further schoolcomms to go out with a request for Auction and Raffle items

Sub Committee Meeting on 28<sup>th</sup> March

Update following Sub Meeting on 28<sup>th</sup> March

Amit to action

Not a PA decision but can be discussed with the new Business Manager

David Budds said this would be disclosed in the Headmaster' Newsletter 16<sup>th</sup> March.

To be discussed as Fundraising Item at next meeting.

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