

ST OLAVES PARENTS' ASSOCIATION
MINUTES OF THE MEETING HELD ON THURSDAY 11TH JANUARY 2018

ATTENDEES:

Charlotte Rutter	Chair
Mark McBennett	Vice Chair
Amit Singh	Treasurer
Rachael Peek	Secretary
Sara Alade	Vice Secretary
Jim Ward	Communications Officer
David Budds	Assistant Head
Maire Sullivan	PA Link Governor

Abebisi Akpomuje
Keji Alade
Lakshmi Bandi
Tiffany Barradell
Victoria Cattermole
Rinku Chibber
Lance Christopher
Liz Cort
Laura Covill
Tia Fisher
Andrew Gebbett
Colette Gebbett
Justine Grant
Grace Guo
Neil Holland
Tricia Jolly
Fiona Lane
Kai Liang
Lin Limbrey
Ilona Mwim
Seema Singh
Jo Wright
Johnathan Wright
Charmaine Yip
Xiaohong Zhang

APOLOGIES:

Zey Kagan
Harsha Kumar
Winnie Leong
Dinta Madlani
David Mylroi
Brid Nunn

Minutes of the Previous Meeting of the Committee on 8th November 2017 were approved.

ITEMS DISCUSSED

FOLLOW UP ITEMS FROM PREVIOUS MINUTES:

1 - Several Members expressed an interest in helping Winnie with the Class Rep Role - Nominees are Jo Wright, Brid Nunn, Anil Philip and Chris Talari.

2 - The Wellbeing Fund has now been established - £8000 split over the whole school.

3 - Religious dates to be included on the School Calendar so as not to clash with Parents Evenings\Events etc

4 - Volunteers to be trained on the Wildfire Equipment which has been purchased by the school. Also need to clarify if the Canopy is part of the purchase.

SELF NOMINATION OF COMMITTEE MEMBERS:

More parents were present than the Constitution allows to be on the PA Committee, so the following attendees withdrew from being part of the Committee: Lin Limbrey, Fiona Lane, Tia Fisher, Ilona Mwim and Xiaohong Zhang.

UPDATES:

Treasurer –PA money already been committed to specific purposes includes £16k for the Wish List, £20k for the Fives Court, £2k for a new long jump pitch and £2k other annual expenses. This leaves £16k in the account which is similar to previous years. No target is set by the PA but it is generally circa £50k per year. There is an additional £37k held separately from the Mock Tests last year. It was also noted that Mr Song is happy to continue auditing the accounts.

Maire Sullivan had contacted the Finance Office about the Voluntary Fund and how this money is managed? It is something that needs full transparency and the PA requested that the school send out details to all parents.

Lance also commented that the way in which parents donate to the school can have differing benefits. Donating through the PA as a charity can attract Match Funding and tax benefits for donors.

Class Reps – all classes are now represented with the exception of 12O and 12X. Colette happy to represent multiple classes in Year 12.

Volunteer Database – Charlotte is happy to coordinate this at present, but with data protection laws changing in May 2018, we need a written policy on how this can be managed.

ACTIONS

All Nominees will be contacted to ascertain interest and vote if necessary at next Meeting.

David to liaise with Heads of Year re proposals.

Committee agreed the School should decide which, if any to include. PA will separately try to avoid such dates where possible.

Neil Holland, Jim Ward and Mike Barradell volunteered. David to enquire if Yr 13 Student Committee can assist.

All remaining attendees have now formed the new Committee

As the tablets on the Wish List are cheaper than anticipated, David to clarify with Dr Stewart with the reduced unit cost, exactly how many more tablets could be bought and if this would benefit more pupils throughout the school?

To be investigated further.

David and Maire to raise with governors at their next meeting.

Rachael to inform Winnie and add Colette's details to 12O and 12X.

Andrew Gebbett to explore options for database - SUB Committee formed – Amit, Lance Jo and David

Mock Tests – 3 Saturdays have been planned for June – 9th, 16th and 23rd morning and afternoon sessions, totalling 6 with a maximum 150 per session. This would give a potential total of 900 students at £60 per test. The Chinese School also use the building, so their part will be cordoned off\partition doors kept locked. David asked if the PA could organise the Sample Papers to be sold on Open Day.

Careers Network – Laura has been coordinating with Miss Clift and following a Student Survey, it has been decided to reschedule for later in the school year on Thursday 2nd May 2-6pm

FORTHCOMING EVENTS:

Uniform Sale – Rachael has organised a sale for Friday 2nd February 12noon-1.30pm in the Cloisters. She has a team of helpers in place.

Valentine Raffle – The Raffle license has expired so the Raffle is subject to this being organised in time. Donations are still being taken.

Quiz Night – proposed dates for the Quiz are 3rd\17th or 24th March. David Mylroi is happy to be Quizmaster.

Spring Ball – Jo and Baoching are organising this year with guidance from Lin and Ingrid. The date is set for Saturday 28th April.

Spruce up Day – this has been organised for Saturday 21st April. Steve Rogers has suggested painting Rooms around the Quad 3-6 and 13-16. Once decorated, new carpets can be ordered. It was noted that minor repairs need to be actioned before decorating, ie money spent on the prep to make the task worthwhile. Refreshments and lunch will be provided for those taking part. Lin mentioned sponsorship opportunities and a Newsletter with photos on the event

Summer Fun Day – Saturday 6th July and we still need a Team Leader as lots to organise.

OTHER MATTERS:

PA Constitution – This needs updating as we currently have issues with numbers etc. An extraordinary Meeting is needed to discuss and review.

Sponsorship Opportunity – Rachael has been contacted by a local business developer hoping to sponsor a school event/team in the coming months. They would also like the school logo to use in a Magazine feature.

Kai suggested a Student Calendar as a fundraising opportunity.

NEXT MEETING:

Meeting closed 10.05 pm

SUB Committee formed of Amit, Tricia, Tiffany, Liz, Charlotte, Tia, Sarah Xiahong and Seema.

To be discussed at a later date.

A small SUB Committee has been set up – Laura and Kai

Charlotte to arrange new licence. Update – now complete.

David Budds to confirm. David Mylroi, Charlotte, Tiffany, Lance and Tia to help. Update set for Sat 17th March.

Conference call next week to discuss further.

Charlotte and Mark to coordinate.

Lin to email any details she has.

SUB Committee of Mark, Jim, Lakshmi, Rinku, Liz and Sara

Lance, Jonathan, Sara and Amit to come up with a proposal.

Rachael to pass all details to David for discussion with the SLT and Foundation.

Will discuss further at next Meeting.

Full Committee Meeting
Thursday 1st March at 7.45pm in
the School Library

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