

**MINUTES OF ST OLAVE'S PARENTS' ASSOCIATION
SPECIAL GENERAL MEETING
WEDNESDAY 13TH FEBRUARY 2019**

Present:

Laura Covill - Chair
Mark McBennett – Vice Chair
Rachael Peek - Secretary
Sudhir Pandey – Vice Secretary
Amit Singh - Treasurer
David Budds – Assistant Head
Maire Sullivan – Staff Governor
Adebisi Akpomuje
Sara Alade
Victoria Cattermole
Rinku Chibber
Tia Fisher
Zey Kagan
Lakshmi Kandala
Baoching Li
John Maughan
David Mylroi
Brid Nunn
Balaji Ramkrishnan
Charlotte Rutter
Arunima Saha
Birendra Shrestha
Hai Ying Song – Independent Examiner
James Ward
Jo Wright

Apologies:

Harsha Kumar
Helene Huille
Keji Alade
Sanjay Tiwari
Atul Awasthi
Tiffany Barradell
Lance Christopher
Colette Gebbett
Winnie Leung
Brid Nunn

Introduction and Welcome:

Laura opened the meeting at 7:45 pm and welcomed all attending. This meeting was a SGM called to discuss and approve the changes to the PA Constitution.

Minutes from the Last Meeting and Review of Action Items:

- i. The minutes of the meeting on 9th January were approved with no amendments.
- ii. Bank Access to be revised to include Laura in place of Charlotte.
Amit to action
- iii. Rachael has received a report from Graduates, stating that the Blazers were bobbling due to schoolbags rubbing on the fabric. Many committee members commented that the fabric had changed and lots of negative comments have been received via Form Reps about the quality.
Rachael to email Andrew Ely, to see if an alternative fabric could be used to give parents a choice.

Updates:

- i. Pa Constitution Review – draft Constitution was discussed in the Meeting and the changes were unanimously approved.
Laura to provide the new Constitution to the School and publish on our website.
- ii. PA Funds – Ms Sullivan discussed the Quad project and said she would update us at our next meeting after the design planners/architects have visited. In the absence of Liz James at the meeting, Tia agreed to speak to the school's environmental society about any progress they have made with getting costs of recycling plastic and glass, with a view to the PA (part?) funding such a scheme.
Update at the next Meeting
- iii. Wish List - Mr Budds added 2 additional items to the Wish List worth £775, making the new total £28,514. Amit has paid this money to the school on behalf of the Committee
- iv. Roles and Responsibilities – The Website Developer Role is vacant which Laura and John then agreed to take on. Harsha has stepped down from the PA and Zey agreed to take on the responsibility of assistant treasurer, specifically picking up cash from the school and banking. Sudhir said he would like to shadow Amit with a view to running for the post of Treasurer in due course. Susmita Kumari has taken on the role of Volunteer Coordinator.
Amit to provide access for Laura and John to saintolavespa.net alongside Sudhir who will give admin support. Amit also to request a paying-in book for Zey.
- v. Class Reps – next Class Rep Meeting is on 9th May – Classes 9M and 9N still looking for a Rep.

Forthcoming Events:

Uniform Sale – Next Sale to be held Friday 1st March 3-4.30pm. It is the intention to hold a Sale at least once every two months.

Spring Ball – Jo gave a brief update regarding the event – Ticket Tailor will be used and the Canopy will be put in place in March. The lighting still needs to be organised.

Mr Budds to ask if the Sixth Formers are able to assist by giving them the opportunity to get training on the lighting operations for school events, using the Wildfire equipment.

Mock Tests – a Sub Committee Meeting was held on 11th February and the majority of actions from this have been completed.

- SET1 will be held on June 8th, 15th and 22nd with both am and pm sessions on all dates
- Provision for SEN candidates to attend on the 15th June morning session
- Registration website is live and as of today, 170 registrations have been received.
- A set of three papers will be available for sale for £25

Careers Fair – this will be held on Wednesday 1st May.

Summer Fun Day – Mark and Charlotte proposed an “It’s A Knockout” style tournament for Fun Day this year to be held on Saturday 13th July. Brochures will not be printed this year and the event will be advertised through e-adverts and social media. A vote was held to approve the expenditure (£1750+ VAT and this was unanimously approved).

Diwali - Diwali Evening planned in September, a repeat of last year's successful event. Shubhra will lead and be supported by Sudhir. However, a few more dedicated volunteers are needed to manage the cultural programmes and sponsorship / promotion.

Please contact Shubhra and Sudhir for further information

Any Other Business:

Laura proposed that the School offer the PA a new Wish List at the next meeting. This was voted on and accepted unanimously.

Next Meeting:

Wednesday 27th March 2019 – 7.30pm in the School Library