

St Olave's PA Meeting

Minutes of Meeting held on 28 April 2016

<p>Attendees:</p> <p>Charlotte Rutter Vice Chair Amit Singh Treasurer Lakshmi Bandi Tiffany Barradel Mike Evans Jennifer Franks Lin Limbrey Dinta Madlani Rachael Peek Seema Singh Wendy Smith Shubhra Tripathi Jim Ward Nick White Ravi Savur Secretary</p> <p>Apologies:</p> <p>Debbie Hills Chair Ola Awoyemi Rinku Chibber Ana Hughes Marianne March-Nealon Irina Richardson Jackie Roberts Sunita Sahu Shelly Tse</p>	
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Minutes of Previous Meeting of the Committee on 10 March 2016 were approved.

Items Discussed	Actions
<p>Follow Up Items from Previous Minutes</p> <ol style="list-style-type: none"> 1. Class Reps: We have class reps for all of Year 10 (though the Class Rep for 10K is a parent whose son is in a different form) 2. Astroturf pitch: The need for relaxing planning permission constraints have become more urgent after the Garfield Weston Trust awarded £30,000 towards the project 3. Ensuring Excellence Phone Calls. We have data for Year 12 parents and should get those for Year 7 parents in the second week of May. 	<p>Dinta will contact Alan Wooley for details and speak planning consultant.</p> <p>We will go ahead with making calls on May 18 as Dinta, Shubhra, Jennifer and Seema can join. If more volunteers are available on May 4, Lakshmi will join. Please let me know if you can join.</p>

Items Discussed	Actions
<p>4. 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. He has however sent graphics to Clare Slyfield to use on the school's Twitter feed. There was some discussion on whether the PA should get their own Twitter feed and we concluded that, since PA information is available on the school's Twitter feed, we should not create another one as it may confuse parents and be duplicative.</p>	<p>Mike will speak with Alan and coordinate a visit where Nick can review the technology to see how it can be enhanced.</p>
<p>5. Sixth Form proposal to sell scarves, lapel badges and cufflinks:</p> <p>a. There has not been much interest for the raffle with prizes of a series of driving lessons aimed at Sixth Formers. Less than £70 has been raised so far. The 10 complimentary driving lessons were donated to us before the 2015 Summer Fair and we are planning to have two prizes: a first prize of three double driving lessons and a second prize of two double lessons. There was some discussion around whether to cancel the raffle, refund money for tickets already bought and use the prizes in the general Summer Fair raffle. However, it was concluded that we should go ahead with the Sixth Form Raffle, and write to Y12 /13 parents asking them to help by buying tickets.</p> <p>b. Sale of doughnuts. It was agreed that we would support Mr Budds' suggestion that Sixth Formers sell doughnuts at school during morning break and lunch time. Depending upon the date chosen by Mr Budds, we have parent volunteers willing to arrange for and collect doughnuts from Bluewater and have them at school by around 10.30 am: Tiffany on May 5, Charlotte on May 6 and Rachael on either May 9 or 10. Dinta recommended we buy 12 boxes of a dozen each as the previous time she arranged this she ended up with far too many.</p>	<p>Ravi to write a letter to parents of sixth formers asking that they fund the purchase of raffle tickets for a draw on Saturday May 7 during the Sports Dinner.</p> <p>Ravi/Debbie to contact Mr Budds and find out which date is preferable (and to let Independent Catering know ahead of time).</p>
<p>6. Replacement Gazebo to be bought before Summer Fair</p>	<p>Jennifer to arrange</p>
<p>7. A1 or A0 noticeboard by the Park Avenue school gate: Mike had confirmed that the school was fine with this in principle but needed to see more details.</p>	<p>Nick to investigate possibilities and cost for discussion at a future meeting.</p>

Items Discussed	Actions
<p>Updates</p> <ol style="list-style-type: none"> 1. Treasurer: <ol style="list-style-type: none"> a. The current bank balance is £32,812 though, after commitments to the school, we will have around £12,000. There are still a few payments to be made for the Spring Ball and some funds left in sQuid so we do not have a precise profit figure yet. b. In order to segregate the Mock Tests from other activities, it was suggested that we open a separate bank account. This was unanimously agreed as equivalent to passing a resolution to do so (if the bank requires such a resolution). 2. Lost Property The Sixth Form Blazer sale sold out and made £104 in some 45 minutes. The next event is for incoming Year 7 parents on 19 May and Rachael needs help immediately after school on that day. The event goes on until 7 pm. 3. Class Reps Based on a suggestion during the meeting, Charlotte will draft FAQs that could be posted on the PA section of the school website and circulate to a few of us for comment. She will also write to Class Reps asking them to reach out to parents in their forms for help with promoting and invigilating at the Mock Tests, joining the Spruce Up day (particularly seeking those with plumbing, painting and gardening experience), and finding advertisers for the Summer Fair brochure. 	<p>Amit to contact the bank and see what documents are needed.</p> <p>Shubhra volunteered to help and Debbie will do refreshments. Anyone else who can help to contact Rachael.</p> <p>Charlotte</p>
<p>Forthcoming Events</p> <ol style="list-style-type: none"> 1. Mock Tests <ul style="list-style-type: none"> • We have 452 registrations over the seven available dates with the 4 June morning session full. If we cross 650, we will consider opening additional dates. • Nick has arranged for a letter promoting the mock tests and enclosing an A4-sized poster as well as a few A5-sized leaflets to be mailed to all primary schools within a 6 mile radius of St Olave's. He now has it on a database (including e-mails of the schools) so we can easily and cheaply replicate this for next year. • We are having a meeting for all those who have volunteered as invigilators on Thu 12 May at 7.45 pm in the school library and will include the additional (non-parent) volunteer who offered Seema help 	<p>Seema to mention that DBS clearance is a prerequisite for this help and contact Tereska.</p> <p>Debbie to e-mail volunteers.</p>

Items Discussed	Actions
<p>Upcoming Events (cont'd)</p> <p>2. Spruce Up Day: June 18 In addition to the usual focus on painting, tidying up, trimming grass, etc., this year we would like to take on a project of replacing sanitaryware. To do this, we need to find parents with professional plumbing skills and ask one of them to take the lead on this.</p> <p>3. PA (Self-funded) Team Dinner: Wed Jun 29, 7.30pm As Mike Evans is leaving and we would like him to join, we have scheduled our end-of-term self-funded team dinner slightly earlier than usual. It will be at King Palace by the War Memorial at Orpington. Spouses/partners are welcome.</p> <p>4. Summer Family Fun Day The brochure has currently raised £1,070 with the premium pages (back cover, inside front and back cover) sold. We are still looking for more advertisers (£100 for a full page and £50 for half page or equivalent value of raffle prize). The deadline for advertising is 30 May though those who need art work done have an earlier deadline of 16 May.</p> <p>5. Sponsored walk The date for this is to be decided though still likely to be on a Wednesday in the Summer Term with Y13 and Y11 not participating as they will have finished exams. The Head is working on a route to High Elms Park from the school.</p> <p>6. Y12 Parents' Social Evening A tentative date for this is Fri 30 September.</p> <p>7. CRY Screening: 12 November Paul Daniels will be speaking for 5 minutes at each of the Y10 and Y12 parent induction evenings.</p> <p>Any Other Business Jennifer has found a parent willing to host a Y7 Quiz.</p>	<p>Charlotte will write to Class Reps to enquire amongst parents whether they have or know someone who has such skills and can help.</p> <p>Please let Debbie know whether you plan to attend (before June 5).</p> <p>All to help with finding advertisers.</p> <p>Mike to confirm date</p> <p>Mike to confirm date</p> <p>It was agreed to discuss it at the next meeting.</p>
<p>Next Meetings</p>	<p>Mock Tests: Thu 12 May, 7.45 pm at School Library. Full Committee meeting Thu 16 Jun April at 7.45 pm in the School Library Summer Fair: Wendy will advise</p>
<p>Meeting Closed 9.00 pm</p>	