

St Olave's PA Meeting

Minutes of Meeting held on 21 September 2015

<p>Attendees:</p> <p>Dinta Madlani Chair Debbie Hills Vice Chair Amit Singh Treasurer Ola Awoyemi Lakshmi Bandi Moneesha Bhargava Rinku Chibber Deepali Choudhary Mike Evans Lawrence Farombi Melara Farombi Jennifer Franks Lin Limbrey Marianne March-Nealon Gauri Mehra Joshina Mehta Esmat Pourjam Charlotte Rutter Sunita Sahu Mukesh Soni Shubhra Tripathi Nick White Belinda Yearsley Ravi Savur Secretary</p> <p>Apologies:</p> <p>Tifany Barradel Narinder Gill Ana Hughes Rachael Peek Seema Singh Wendy Smith Shelly Tse</p>	
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Minutes of Previous Meeting of the Committee on 1 Jun 2015 were approved.

Items Discussed	Actions
<p>Follow Up Items from Previous Minutes</p> <p>1. As the last meeting had been in the previous school year, there were no follow-up items.</p>	

Items Discussed	Actions
<p>Event Responsibility</p> <ol style="list-style-type: none"> 1. Saturday morning rugby teas and coffees <ol style="list-style-type: none"> a. Primary Lead: Sunita Sahu b. Secondary Lead: Marianne March-Nealon c. Other volunteers: Jennifer Franks 2. Lost Property <ol style="list-style-type: none"> a. Primary Lead: Rachael Peek b. Secondary Lead: Wendy Smith c. Other volunteers: (only weekdays) Joshina Mehta, Esmat Pourjam, (weekend or weekday) Gauri Mehra, Mukesh Soni, Moneesha Bhargava, Ola Awoyemi, Charlotte Rutter Marianne March-Nealon, Oct 3: Melara Farembi, Lawrence Farembi 3. Form Reps <ol style="list-style-type: none"> a. Primary Lead: Charlotte Rutter b. Secondary Lead: Catherine Fleet 4. Ensuring Excellence Phone Follow Ups <ol style="list-style-type: none"> a. Primary Lead: Ravi Savur b. Secondary Lead: Sunita Sahu c. Other volunteers: Shubhra Tripathi, Marianne March-Nealon 5. Mock Tests <ol style="list-style-type: none"> a. Primary Leads: Debbie Hills, Ana Hughes, Sunita Sahu, Nick White, Ravi Savur b. Other volunteers: Joshina Mehta, Mukesh Soni, Moneesha Bhargava, Lakshmi Bandi, Shubhra Tripathi, Esmat Pourjam 6. Sprucing up school days <ol style="list-style-type: none"> a. Primary Lead: Amit Singh b. Secondary Lead: Deepali Choudhary c. Other volunteers: Ravi Savur 7. Website <ol style="list-style-type: none"> a. Primary Lead: Joshina Mehta 8. Parent Event Refreshments <ol style="list-style-type: none"> a. Primary Lead: b. Secondary Lead: Marianne March-Nealon c. Other volunteers: Mukesh Soni, Lakshmi Bandi, Marianne March-Nealon 9. Y7 Quiz <ol style="list-style-type: none"> a. Primary Leads: Gauri Mehta, Sunita Sahu, Lin Limbrey b. Secondary Leads: Nick White, Mukesh Soni, Jennifer Franks 10. Race Night <ol style="list-style-type: none"> a. Primary Lead: Gauri Mehta, Sunita Sahu b. Other volunteers: Moneesha Bhargava, Lakshmi Bandi, Deepali Choudhary 	<p>Preparation for Oct 3 sale</p> <p>Arrange Form Rep meeting</p> <p>Schedule dates for Ensuring Excellence Phone Follow ups (after half-term break)</p> <p>Visit school during actual test on November 13 to see procedure</p> <p>Contact Clare Slyfield</p> <p>Confirm date and make arrangements</p>

<p>Event Responsibility</p> <p>11. General Quiz</p> <ul style="list-style-type: none"> a. Primary Lead: Gauri Mehra b. Secondary Leads: Sunita Sahu, Lin Limbrey c. Other volunteers: Moneesha Bhargava, Lakshmi Bandi, Deepali Choudhary <p>12. Spring Ball</p> <ul style="list-style-type: none"> a. Primary Lead: Lin Limbrey b. Secondary Lead: Ingrid McPherson c. Other volunteers: Gauri Mehra, Lakshmi Bandi, Sunita Sahu, Melara Farembi, Lawrence Farembi, Deepali Choudhary <p>13. Summer Family Fun Day</p> <ul style="list-style-type: none"> a. Primary Lead: Debbie Hills b. Secondary Lead: Dinta Madlani c. Other volunteers: ALL <p>14. Raffle</p> <ul style="list-style-type: none"> a. Primary Lead: Debbie Hills b. Secondary Lead: Dinta Madlani c. Other volunteers: Sunita Sahu, Deepali Choudhary 	<p>All to help with prizes</p>
<p>Upcoming Events</p> <ol style="list-style-type: none"> 1. Cardiac Risk in Youth (C.R.Y.): Oct 3 <ul style="list-style-type: none"> a. Sunita Sahu and Shubhra Tripathi will help with lunch and refreshments for the volunteers. Jennifer Franks will assist them. 2. Year 7 Quiz Night: Oct 3 <ul style="list-style-type: none"> a. Forms will go back to Nick who is taking the lead, along with Gauri in arrangements. Jennifer will assist them. 3. Lost Property Sale: Oct 3 <ul style="list-style-type: none"> a. Rachael will take the lead. Esmat and Joshina will help during the week; Melara and Lawrence will help on the day. 4. Race Night: Sat 28 Nov (to be confirmed) <ul style="list-style-type: none"> a. Gauri will take the lead, assisted by Amit, Sunita, Lin, Deepali, 5. Spring Ball: Saturday 19 March 2016 6. Summer Family Fun Day: Saturday 9 July 2016 	
<p>Updates</p> <ol style="list-style-type: none"> 1. Treasurer's Update (note: all numbers are rounded) Revenue for 2014-15 was around £41,000, including donations to the school of £5,000 and £3,000 (the latter for microscopes as part of the Spring Ball Fund raising). During the year, payments to the school were £43,000 plus the £8,000 above. 	

Items Discussed	Actions
<p>Updates (cont'd)</p> <ol style="list-style-type: none"> 1. Treasurer's Update cont'd The current bank balance of £18,000 includes £3,000 of uncleared expenses and some on-going commitments to the school so a free balance of £13,000. Events have generally been profitable with the Christmas Raffle making £2,400, the Fun Day over £5,000 and an additional £3,000 from the Raffle. The PA Ball made £5,000 with £3,000 (as mentioned above for microscopes). Magic Night made £1,300, Lost Property £2,300 and the Year 7 Quiz £1,000. 2. Mock Tests. We need to write to HMRC to confirm that we will be exempt from VAT and the consultant has quoted a price of £120 + VAT so just under £150. This was approved. 3. School Wish List After some discussion, £810 was committed for three teams to the National Land Rover Competition. Associated with this, we expect the Y13 team to assist with a Raffle where the prize will be the Driving Lessons that the PA has received. In addition, £360 was committed to the Economics department for their Economics 2.0 competition, similar to last year. Finally, £6,500 was committed towards the printing of Hymnbooks – though payment will only be made in January 2016. 	<p>Nick and Ana to finalise the letter with the VAT consultant.</p> <p>Debbie to guide the team on the raffle</p>
<p>Next Meetings</p>	<p>Accounts Review meeting Mon 12 October 7.45 pm. Venue TBD</p> <p>Full Committee meeting in the School Library on Wed 18 November 2015 at 7.30 followed by Annual General Meeting at 8.00 pm</p>
<p>Meeting Closed 9.45 pm</p>	