



Russell House

## Russell House Parents' Association

### Minutes of Committee meeting Wednesday 9<sup>th</sup> May 2018

**Present:** Matt Newman (Acting Chair), Kristina Pappa (joint Vice Chair), Lynden Howie (Treasurer), Judith Hurst (Secretary), Kathryn James (F7), Simon Moseley (F6), Nicola Putland (F5), Matt Boyes (F3), Michelle Francis (F1), Anne-Marie Foley (f5), Craig McCarthy (Headmaster), Judith Simpson (Nur), Lizzie Buxton (RR).

**Apologies:** Emma Boyes Ff3), Michelle Childs (F6), Denise Fry (F4,2), Kelly Barlow.

A short Tribute was made to Andy Collings following his untimely death to honour his outstanding contribution to the RHPA.

#### **Minutes from last meeting.**

Reviewed and approved. SM proposed and MB seconded.

#### **Actions** taken since last meeting:

- Paddock Project not yet complete as outstanding issues with safety of play modules installed and installation process. JH, KP and Mrs Pereira meeting with Playcubed to negotiate successful outcome.

#### **Treasurer's Report**

- Funds are very healthy at the moment with £7k currently unallocated.
- Please see attached for more details from LH of funds raised from recent events and spends.
- We are now able to accept card payments, and make use of electronic banking services for payments and receipts.

#### **Discussion:**

- GDPR responsibility comes into force 25<sup>th</sup> May. Please see attached document from MN regarding the storage of data by the PA. Reps should consider what information is held for 'legitimate interest'.
  - The Framework document highlights RHPA responsibilities to the storage of data.
  - The Privacy Policy will be posted on the RHPA section of the School website.
- Second Hand Uniform Store is located in corridor by F4/5. Horncastles have agreed to stock the new items currently sold by the RHPA. Work is underway to provide a smart luggage set and it is hoped that this set will be available for viewing at the Summer

Fair. Horncastles will take over selling of individual items from September as and when the RHPA sell out of local stock.

- Expressions of interest are requested for RHPA roles: Chair, Form Reps for Academic year 2018/2019 and x3 within Second Hand Uniform team. A Role description for each role is available from JH. Applications and election of volunteers will take place at the next RHPA meeting in the new term (September 2018).
- Feedback received on recent RHPA events (Avant ski, Self defence and film night) will feed into future planning.
- End of Year Staff gifts, KP to oversee.

## Events

- Mel Collings to be consulted over a specific event in memory of Andy to be run next term. JH
- Ball planning for May 19<sup>th</sup> 2018 on Hollywood Glamour theme at Salomons going well. Supporting the 'Holding On Letting Go' charity. Please promote Auction of Promises.
- Dads night out proving very popular. SM to advise of next event to include Turkish meal.
- Father's Day stall 11<sup>th</sup> June. All planned.
- Self-defence class 28<sup>th</sup> June Russell Hall.
- Summer Fair 2018 Sunday 10<sup>th</sup> June. KP has sent out Schemes of Work to forms. Please support the EYRS in this event.
- 25<sup>th</sup> May listed on calender as Movie night, but F5 unable to staff. EYRS only movie suggested. Feedback required please.
- A beautiful card of thanks following the occasion of the birth of their daughter from Mr and Mrs Curling was available to view.
- The HMQ system is considered a worthwhile scheme. Due process and sources of final answers need to be relaed to parenst.
- Panto at Sevenoaks Stag agreed for Dec 2018.

## Key Points

### Upcoming events/reports/projects

- Father's Day stall
- Ball
- Summer fair
- Self-defence.
- Panto
- Future spend of funds ideas.

## Actions

Reps to:

- Keep parents up to date with PA communications
- Report to forms meeting discussions and feedback to JH comments.
- Send any HMQs to JH, and reiterate PA section of website
- Promote Ball and Auction of promises.
- Support Fair committee in planning this year's event.
- Promote Second Hand store Fridays 3-4 pm.
- Promote Self defence Night
- PA spend ideas to JH.
- **Date of next meeting: TBC**