



Russell House

Russell House Parents Association

Minutes of Committee meeting Wednesday 20th September 2017.

Present: Andy Collings (Chair), Helena Jarvis (Current Treasurer), Lynden Howie (Incoming Treasurer), Judith Hurst (Secretary), Kristina Pappa, Matt Newman (Joint Vice Chair), Kathryn James (F7), Denise Fry (F4), Emma Boyes (F3), Eva Chen (Nur), Nicola Bates (F5), Jess (F1), Rachel Kirby (RR), Rosie (Tr), Dominique Kelly (F2), Craig McCarthy (Headmaster),

Apologies: Simon Moseley, Michelle Childs (F6), Parnian Tabib (F1), Rebecca Bennett (Tr)

Minutes from last meeting.

Reviewed and approved. HJ proposed and seconded DF.

Actions taken since last meeting and during thjs meeting:

- Letters of thanks received from Mr Fothergill, Mrs Roper and Mrs Higgins following PA gifts for their retirements last term.
- PA communications and HMQs to go through JH
- RHS planter by duck pond to be tidied up – Mr McCarthy undertook to discuss with the grounds team and PA members walking by would also observe status.

Treasurer's Report

- Independent Auditor signed off accounts from last yr, and has agreed to be our examiner next year.
- Summer Fair - £4,169 raised.
- Yellow Moon has been disbanded, so contribution stream will cease.
- Promote charity contributions schemes – e.g. 'easy fundraising'/'easy to name' clothing labels. £365 generated last yr.

Discussion:

- PA Spend discussion
 - New benches now arrived – cost of c.£1.6k under £2k approved budget
 - Spend for sports gazebo formally agreed (£853.96).

- Spend for 9 violins for F2 violin experience formally approved (Budget of up to £1,000 approved, current estimate of £955.80).
 - Second public-address system required by RHS for summer events (£356.99) was approved by PA to be refunded to the school (HJ)
 - PA event stock (£180 spent out of approved £300 budget) now in place.
 - Water bottle carriers for sport events bought, now need logo printed (JH), budget of £50 approved for total spend.
 - RHS planter by Otford Duck pond could be supplied with plants in spring term as community contribution. AGM confirmation required.
 - New posts installed for Mini Buses – RHS to advise of costs re: PA refunding as a suggestion by the PA originally.
 - Idea of 35 folders for school wide use to be followed up on by JH – no formal budget set pre-investigation.
 - Suggestion of PA funding a high jump mat (£8k) rejected on grounds of not benefiting all children across school, all academic year.
 - Suggestion of supporting the renovation of Paddock play area equipment and Ambers House to be investigated with Bursar and costs and proposals to be returned to parents (JH).
 - Suggest PA to fund updating of EYRS story bags. (EYRS reps to follow up).
- Subscription payment forms from new parents to be received by Treasurer up until half term, then form rep should collect form and cash according to term of entry on sliding scale to verify audit trail.
 - PA constitution to be reviewed by MN in order to update and verify our position with Charity Commission. Particularly in terms of electronic voting and electronic payments to those providing services and products to RHPA. Dual signatory procedure to be retained. To be presented to AGM for approval.
 - Suggestions for future PA spend to be formalised and verified by parent expertise before going ahead. Discuss at AGM.
 - Changing rooms – in light of longer term school site development the changing rooms will be renovated during October half term to address immediate issues. RHS to fund.
 - PA section of school website – to be updated to provide another stream of communication and feedback of PA activities.
 - Second hand uniform store – rehoused in area at base of stairs in Russell Hall. A sale will take place on the first Friday of each term 2-4pm in Russell hall.
 - Santa Grotto – new decorations needed. £220 agreed for event 2017.
 - Dad's night out proving very popular. SM to advise on dates.
 - Ball planning for May 19th 2018 on Hollywood glamour theme at Salomons going well. Promotional material and ticket sales presented in next week or two.
 - Summer Fair 2018. EYRS have agreed to oversee the planning and organisation of this event. Particular appreciation to those who made financial, practical and material contributions. Special thanks to RHS ground staff for their support.

- PA noticeboard now repaired and will be filled with PA communications (KP).

Key Points

Upcoming events/reports/projects

- Self-defence planned for 16/11/17 will need to be relocated or rescheduled due to conflict on school calendar. (JH)
- Halloween Quiz Night Friday 13th October. Ticket sales 4th/9th October 9th December (KP)
- Christmas Panto, (9th Dec) Stag Theatre.
- Christmas card project being led by Kissy Doyle.
- Santa Grotto (SB)
- Dad's night out (SM)
- Film night in Spring term to be planned by F5.
- Avant-Ski event for parents in the Spring Term.
- EYRS to be supported by all forms for Summer Fair 2018.
- Review and updating of constitution.

Actions

- Reps to:
 - Keep new parents up to date with PA communications and subs schemes.
 - Support Fair committee in planning this year's event.
 - Feedback to forms re meeting discussions and feedback to JH comments.
 - Send any HMQs to JH.
 - Promote second hand store Fridays 3-4 pm.
 - Promote Halloween Quiz night. Tickets £5.
 - Promote Pantomime tickets £16.50 going on sale after half term.
 - PA spend ideas to JH.
 - Promote Ball when tickets released.
 - Promote 'easy fund-raising' scheme for additional donations to RHPA.
 - Send any feedback on amendments to constitution ahead of AGM when advised.
 - Promote AGM amongst parents as key event to attend.
- Other
 - PA to refund RHS for second public-address system (HJ)
 - RHS to inform re: cost of Mini Bus Posts re: potential refunding by PA.

Date of next meeting: AGM – 8pm, 18th October 2017 – Old Hall followed by refreshments.