



Russell House

## Russell House Parents Association

### Minutes of Committee meeting Thursday 26<sup>th</sup> January 2017.

**Present:** Andy Collings (chair), Helena Jarvis (treasurer), Judith Hurst (secretary), Simon Moseley, Craig McCarthy (headmaster), Kathryn James (F6), Lauren Ford (F5), Simki Barr (4), Kam Mundair (F3), Denise Fry (F1), Shelley Perera (RR).

**Apologies:** , Kathryn Fry (F2), Anna-Marie Foley (F2), Dawn Williams (F7), Kerry Millar (Tr), Susan Gill (Nsy).

#### Key Points

- **Fundraising**

- o Currently have £27,260 in accounts. Much has been allocated with £9k reserved for the charity, Shine. There is still £10K available to spend on other projects and various ideas were discussed.
- o £1000 was agreed to be spent on movable benches for the playing fields at the back, giving more seating at events such as matches and sports day. Matt Newman will be investigating options.
- o £750 was agreed to be spent on books for classrooms / library. It is hoped that books will be chosen by the children and tied in to the accelerated reader program.
- o Other ideas to be further discussed include:
  - changing room revamps (eg cubby holes)
  - new pianos for the new extension. Suggestions are welcome!
- o Will all Reps ensure the Charity commission has your name, address and dob as trustees of RHPA charity. Contact Helena Jarvis if this has not been done yet.

- **Treasurer's Report**

- o The current bank balance is £27,260. A £3-4k float is kept for day-to-day expenses.
- o Please ensure new parents sign up to the subs form in the new parent's welcome pack.
- o Please remember [easyfundraising.com](http://easyfundraising.com), our largest fundraiser outside of events raising over £300 last year.

- **Social Report**

- o **Aleppo/Save the Children Quiz night**
  - Rescheduled for 10th March. Please encourage lots of attendance and/or donations via the website.

- o **Dads' Night Out**
  - Simon will communicate a date for the termly Dads' social night.
- o **Other social events**
  - Please discuss the following social event suggestions for parents, funded by the PA, and feedback anticipated support:
    - Self-defence class,
    - An update course on paediatric first aid/child health.
    - A 'job fair' where RHS parents could discuss their profession with F7.
  - Summer fair. Sunday 11th June has been suggested after the success of the fair on a Sunday this year.
  - Cath Delaney is kindly organising the Mother's Day stall.
  - Debbie Milton is kindly organising the Easter Egg hunt.
  - Panto 2017. Tickets have been reserved for the performance at the Stag in Sevenoaks on Saturday 2nd December at 3pm. The committee discussed whether the Panto remained a good idea compared to other event options and whether we should still go to The Stag. It was agreed to continue with the current situation of going to a Panto and supporting our local Stag Theatre.
  - Ball. Given our current cash reserves and feedback from the last few balls it has been suggested that the next ball need not necessarily have fundraising as such a dominant feature. Please get ideas from your form. Kristina Pappa, Simki Barr, Emma Boyes so far have come forward to organise and they can then review event and theme ideas and report back to the committee for discussion.
- o **Summer Fair**
  - Concerns and challenges raised by F6 over their responsibility to organise the fair this year have been noted and were discussed at length. Solutions were discussed including not having a fair this year, but the EYRS have volunteered to organise this year's event.

## **PA Business**

- o **Inter-parent communications**
  - Classlist is in place. However, many parents cite problems with accessing emails sent through this system. It does not appear to be used as a tool for interclass discussions, and WhatsApp is used in many forms instead. An alternative mailing system is to be investigated that has greater accessibility for all.
  - If your class uses WhatsApp, please ask that usual etiquette manners are upheld to ensure that information shared is reliable, verifiable and edifying to all concerned.
  - Reps to ensure all new parents are included in distribution lists.
- o **Minibuses**
  - Hard standing at the rear of the school completed and awaiting completion of design application. A formal handover event will be organised when the buses are delivered to school.
- o **Lost property**
  - Please ensure property is detailed clearly with your child's name, sown in labels may be one of the better options The PA get commission through easy2name. Also, please ensure that any items purchased through the second hand uniform shop are renamed.

## **Actions**

- Reps to:
  - o Garner interest on self-defence/paediatric first aid.
  - o Ensure new parents are signed into communication groups and have filled in subscription form.
  - o Ensure personal details are submitted to Charity Commission.
  - o Gather ideas for further PA spending.
  - o Promote Quiz night on 10<sup>th</sup> March.

**Date of next meeting: 8pm – Old Hall on Wed 10<sup>th</sup> May 2017**