



Russell House

Russell House Parents Association

Minutes of Committee meeting Wednesday 10th May 2017.

Present: Andy Collings (chair), Helena Jarvis (treasurer), Judith Hurst (secretary), Kristina Pappa, Matt Newman (joint vice chair), Simon Moseley, Kathryn James (F6), Lauren Ford (F5), Kam Mundair (F3), Kathryn Fry (F2), Denise Fry (F1), Emma Boyes (f2), Eva Chen (RR), Dan Millar (Tr).

Apologies: Anna-Marie Foley (F2), Dawn Williams (F7), Nikki Chiles (F4), Kathryn Ulycz, Louise Hounsell (F7).

Minutes from last meeting.

Reviewed and approved. SM/HJ proposed and seconded

Actions taken since last meeting:

- Shine presented with cheque, gratefully received and reported in local media.
- PA communications
- School email messages through Judith.
- Books arrived for school library £476 spent well received!

- PA system costing £124 delivered and being well used.

Treasurer's Report - still have about £10k to spend. Ideas for further spend welcome – some good ideas discussed, these will be gathered and discussed ahead of the end of the summer term.

Key Points

Upcoming events/reports/projects

- Letter to EYRS re: using minibuses for swimming. KP/JH to co-ordinate response to the school.
- Security of minibuses. Pop up barriers being investigated and costed.
- CCTV RHS investigating this as part of overall site security.
- Film Licence. KP to clarify need for license for PA events given school has one too.
- Ball 2018. Committee well established. Venue Salomon's. Aiming for small fund-raisers on night. Reduced price ticket for non-drinkers. 19th/26th May 2018 likely dates. To confirm (SB). Tickets to go on sale next term.
- Father's Day stall – all prepared for 7th June 2017.

- Benches (MN) - Research recommends recycled plastic benches about £300 ea aim for 6...£2k approved.
- Summer Fair Sunday June 11th organisation progressing well. Reps involved in stall organisation.
- Panto for 9th Dec 2017. deposit paid TM
- Xmas card project planned; Kizzy Doyle managing.
- Dad's Night Out planned for June 15th (SM)
- PA Board - KP to plan show of events, menu, calendar, events reports, PA spend. Any other ideas to KP
- Newsletter – Donna Staples agreed to produce.

Actions

- Reps to:
 - o Keep new parents up to date with PA communications and subs schemes.
 - o Support Fair committee in planning this year's event.
 - o Feedback to forms re meeting discussions and feedback to JH comments.
 - o Send any HMQs to JH.
 - o Identify form rep for next academic year.
- Follow up with RHS (JH)
 - o Planter by duck pond needs maintenance.
 - o Gazebo – try again! (JH)
 - o PA base kit to store in shed...£300 budget approved (KP)
 - o Sports drink bottles crate, not branded bottles.
 - o Chorister folders – get branded
 - o Tricoats/Robies for sports events (JH)
- Staff leaving gifts (KP)

Date of next meeting: TBC 8pm – Old Hall