



Russell House

Russell House Parents Association

Minutes of committee meeting Thursday 15th September 2016.

Present: Andy Collings (chair), Dal Boora (vice chair), Helena Jarvis (treasurer), Tricia Munday (secretary), Simon Moseley (soc sec/F5), Craig McCarthy (headmaster), Dawn Williams (F7), Kathryn James (F6), Karen Millward (F6), Lauren Ford (F5), Nikki Chiles (F4), Kam Mundair (F3), Suk Ching Soong (F2), Emma Gibson (F2), Rebecca White (Trn), Susan Gill (Nsy), Rachel Kirby (RR)

Apologies: Denise Fry (F1)

Key Points

- **Fundraising**
 - Last term funds were raised at the Summer Ball (at least £28.5k, hopefully £29k with the remaining outstanding receipts), the Summer Fair (£4,750) and the tea towels project (£127).
 - The committee approved a split of the ball proceeds resulting in a donation to Shine of £9k, the balance to be kept by the PA for the next project.
- **Treasurers Report**
 - The current bank balance is just under £39,300, inclusive of ball proceeds. A £3-4k float is kept for day-to-day expenses.
 - Please ensure new parents sign up to the subs form from the new parents welcome pack.
 - Please remember easyfundraising.com, this is our largest fundraiser outside of events raising over £300 last year.
 - Last year's accounts have been signed off and Matthew Bates has agreed to continue his role next year.
- **Social Report**
 - **AGM**
 - Thursday 6th October, 8pm
 - This year it will be combined with a Bingo social event
 - A vote will be taken on the minibus project during the formal half of the evening
 - Reps will communicate this event and feedback numbers planning to attend from their forms
 - Tables to bring their own food/nibbles/drinks

- **Dads' Night Out**
 - Simon will communicate a date soon for the termly Dads' social night – it will include beers and a curry in Sevenoaks, possibly comedy night too.
- **Summer Fair**
 - F6 have been asked to put a committee together for the summer fair and to confirm at the January PA meeting.
 - Sunday 11th June has been suggested after the success of the fair on a Sunday this year.
- **Panto 2016**
 - Tickets have been reserved for the performance on Saturday 10th December at 3pm.
 - Tickets will be on sale until half term via the school website – info will be sent out on classlist asap.
- **Movie Night**
 - F5 will organise the movie night in November.
 - School council will be given a short list of movies to choose from.
 - New rules will be put in place to ensure that the events of last year are not repeated – there will be no popcorn and a 3 strikes rule on disruptive behaviour.
- **PA Business**
 - **Paddock Project**
 - Thanks to a massive effort from several dads under the guidance of Mark Mullins last term, the outdoor classroom was installed in time for the summer fair.
 - This project is now complete, thank you to everyone who gave up their time to ensure its success.
 - **Minibus**
 - Research into options has been initiated.
 - The minibus lite option is preferable due the driver benefits as these can be driven on a car licence. Although these only have 16 seats the intention would be to have 2 buses to cover a full class, with the second vehicle funded by the school.
 - Leasing has been recommended over purchase as the most cost effective option.
 - The minibuses will be parked at the back of the school on a space that would also have capacity for some staff cars.
 - The school, assuming the initial period proves it to be cost effective, would take on future funding of the minibus.
 - These minibuses would not cover Wednesday swimming for the early years but the school are prepared to look into options for this if there are cost savings achieved by this project, including hiring a coach and adding parent drivers to the minibuses. Fixtures and trips for main school children would, including tennis tournaments. The school will provide the PA with current expenditure levels.
 - A vote on this project will be taken at the AGM after reps have had a chance to bring parents up to date.
 - **Classlist**
 - Classlist is in place and has replaced mailchimp
 - Reps to ensure all new parents are signed up and their classes are complete, a list of missing parents was circulated

- New functionality is being added to the upgrade this term and will enhance the user experience – reps to keep an eye on progress.
- Several classes have identified WhatsApp as a great way to communicate instantly with a class group. The PA supports this but would encourage it being backing up with classlist functionality for school wide communications. Reps were also asked to ensure those on not on WhatsApp are not forgotten or excluded.
- **PA Roles**
 - **Teachers' end of year and leaving gifts**
 - Kristina Pappa has agreed to continue with this role for the next few years after completing it in July. Thank you
 - **Christmas Cards**
 - Kizzy Doyle will take this project on for the foreseeable future. Thank you
 - Details of this year's project will be communicated via classlist.
 - **Christmas Grotto**
 - Emma Boyes has agreed to take on this role for the next few years. Thank you
 - The role covers purchasing gifts for the visit from Santa as well as organising this visit! The grotto will cover the early years children and Santa will then drop in to the F2-4 lunch to drop off a sack of gifts.
 - **Treasurer**
 - A job description for the treasurer has been distributed and we have an interested party that is being followed up on.
 - **Secretary and Vice Chair**
 - Dal and Tricia will both be stepping down from their roles at the AGM.
 - Replacements are being invited for these roles with new job definitions to distribute the workload more evenly. We will be reverting to a husband and wife team, if possible, for the Vice Chair and this role will oversee all social events organised by the PA. The secretary role will revert back to the admin role it used to be. If reps are aware of any interested parties please contact Andy.

Actions

- Reps
 - To communicate the minibus project options to parents, asking for alternative project ideas if they have them.
 - Feedback numbers from forms for the AGM/Bingo night.
- Craig
 - To provide current annual costs for transport.
 - To investigate options for transport for Wednesday early years swimming.
- Simon
 - Dads night out

Date of next meeting: Thursday 12th January 2017