**Minutes of St John of Jerusalem School PTFA**

**Tuesday 6 October 2015, 3:45pm**

Present: Kandaze Joseph, Claire Skrine, Estelle Wilson, Sonia Lambert, Nicole Muskett-Mazullo.

Apologies: Lisa-Raine Hunt.

**Matters arising:**

1. After school care:

Claire reported that the possibility of providing after school care at the newly redeveloped Frampton Park Baptist Church Building in Frampton Park Road was being looked into. Initial pricings suggest an uptake of 15-20 children would need to be guaranteed to make this a viable option. To this end a questionnaire has already been sent out to parents and carers asking how many days per week/how many children after school care is required for, to gain a better understanding of need/feasibility, and we are currently awaiting the return and collation of these forms.

Asarena has also said that she would contact Lauriston School to find out more about after school care there.

1. Fundraising for playground:

Claire (treasurer) reported that over £1000 had already been raised by PTFA and pupils towards our goal of a £2000 contribution to the cost of rejuvenating the Key Stage 1 playground.

A letter and sponsorship form was sent out to all pupils last week to encourage them to partake in sponsorship activities to raise further money; also to continue with the “Small change, Big Difference” jam jar scheme, sign up to the “Easyfundraising” website when making online purchases, etc.

Further fundraising ideas include:

1. Film night

A family friendly “Film night” is proposed for **Thursday 22nd October 2015**, to take place straight after school (suggested film: “Penguins of Madagascar”). Tickets £1 to be sold in advance only (not on the door) to parents/carers and pupils, and will include refreshments (squash, popcorn); sweets and additional refreshments may also be sold. Children younger than nursery age ie <3y may attend free of charge. Children of nursery/reception age and younger must be accompanied by a paying parent/carer. If this event proves successful then a further Christmas themed film night may be considered for after the half term holiday.

**Action points: Claire to advertise in school newsletter. Estelle to email PTFA contact list requesting volunteers to help run the evening.**

1. Tuck shop

The tuck shop was a successful fundraiser last term, though it was generally felt once/twice a week was too often, particularly in view of trying to promote healthier eating habits. It was suggested once a month was a more realistic target for future tuck shops – perhaps the last Friday of the month?

**Action point: PTFA to aim to run tuck shop on Friday 23 October, after school. Volunteers and contributions of food needed.**

1. Christmas cards

Nicole agreed to once again organise the Arts Projects for Schools Christmas card project, which has been successful in raising school funds in previous years. Each child will be invited to design a Christmas card, which parents may then choose to order, with some of the proceeds going to the PTFA playground fund.

**Action point: Nicole to produce and distribute letter/order form to all classes, ideally by the October half term holiday.**

1. Christmas fair

It was generally agreed a Christmas fair should be held, along the lines of previous years, with class stalls, books, refreshments, raffle, etc. Date to be confirmed. The possibility of obtaining sponsorship from a local estate agent (payment in return for a sign being displayed in the front gardens/properties of PTFA members eg “Sovereign Estate Agent is proud to sponsor the St John of Jerusalem Christmas fair” etc) was discussed. Also whether raffle prizes eg goods, vouchers could be sought from local businesses, and raffle tickets sold in the week before the fair.

Further details and date of fair to be discussed at next meeting.

**Action point: PTFA to investigate possibility of sponsorship from local estate agents, and raffle prizes from local shops. Estelle to email PTFA contact list for volunteers.**

1. Tea towels

In previous years a school tea towel with small self-portraits of every child in the school has been a popular fund-raising item to sell (approx 250 sold previously?).

**Action point: Claire to look into costings of producing a 2015/15 version, in time for the Christmas fair.**

1. Christmas trees

Nicole suggested taking orders for Christmas trees from parents/carers, which could then be bought from a wholesaler and delivered to the school for parents/carers to collect on a designated day, with profits going to the PTFA playground fund. A minimum order of 30 trees is needed to make this viable. There was a discussion on how far ahead of Christmas people generally prefer to buy their trees, and whether or not their collection should be combined with the school Christmas fair (would we have enough volunteers?), or whether a separate tree/mince pie event was called for. This was left undecided, though it was generally felt that perhaps 2 weeks before Christmas (and 1 week before the end of term) would be an appropriate sale date to aim for.

**Action point: Nicole to investigate what trees are available to order/costs; possible letter to parents/carers to gauge interest?**

1. Other ideas

Also discussed as a possible fundraising idea was some sort of inter-class challenge, asking children to be sponsored for doing something educational, eg a sponsored spelling bee; asking every child to be sponsored £5 for reading 5 books (possibly tying this in with World Book Day, which is on Thursday, 3 March 2016).

The meeting ended at 4:30 pm.

**Date of next meeting:** November 2016, date to be confirmed.