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

**Thursday 19 November 2015, 3:45pm**

Present: Kandaze Joseph, Claire Skrine, Estelle Wilson, Sally Buttery, Sonia Lambert (parents); Amy Bliss (staff).

Apologies: Nicole Muskett-Mazullo, Lisa-Raine Hunt (parents); Karen Spencer (staff).

**Matters arising:**

1. Christmas Bazaar:

School has suggested the date of Tuesday 15 December, after school, for the Christmas Bazaar.

Claire reported back that not enough volunteers had been found willing to display Estate Agent style boards for sponsorship of the Christmas Bazaar, but this is something we could try to develop next year.

Bazaar to broadly follow format of previous years, though it was agreed that we would not book the Pirate Ship for the playground this year, following concerns last year that it was too dark to adequately ensure the safety of the children.

*Stalls proposed:*

Class tables: School children to make items for these during Golden Time.

Books: Sonia

Toys: Lisa-Raine?

Mulled wine: Estelle

Cakes: PTFA to approach Sharon to see if she would be willing

Raffle: Amy & Karen to approach local businesses/restaurants for prizes; Maxine in the office to co-ordinate food hamper?

Face-painting: Kasia? Erica’s (Y3) Mum?

Santa’s Grotto: PTFA to approach Peter the caretaker to ask if he would be willing to make a wooden frame, and to ask advice on suitable area – ideally nearer the school hall (under the stairs? Staff kitchen?); Claire and Sally to decorate grotto on Monday 14 December; Amy to order books (gifts for pupils, who will visit the grotto during the school day). Claire to provide Santa suit. Grotto to remain open after school for paying siblings – 50p to include “Lucky Dip” style present. Volunteers needed to take shifts as Father Christmas/his helpers.

A limited number of PTFA approved stallholders to be offered tables for £10 (they may keep profits made) eg Sally Buttery jewellery stall; Diana vintage clothes stall.

Notice to be placed in school newsletter asking for donations of cakes, books and nearly new toys, and for Father Christmas volunteers.

Pupils to design posters advertising Bazaar.

1. Fundraising for playground:

Claire (treasurer) reported that over £1400 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.

The easyfundraising scheme, though good, has had limited take up success despite its being advertised in the school newsletter and a separate letter to parents.

1. Film night:

Following the success of the film night “Penguins of Madagascar” on 22 October, a further family friendly film night is proposed for **Thursday 17 December,** to take place straight after school (suggested film: “Arthur Christmas”). It was suggested that this be aimed at KS1 pupils only this time, as it was found the KS2 pupils became restless during the last film night (they could have their own film night at a future date). Otherwise to follow same format as last time ie 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.

1. Christmas cards:

Arts Projects for Schools Christmas card forms were distributed to classes and collected, though Nicole was not able to be present to report back on this.

1. Christmas trees:

A letter/form inviting parents to buy their Christmas trees via the school (with small profit going to PTFA playground fund) had been sent out but final numbers were not known; 30 trees need to be sold to make this a viable fundraising project. Once viability is known, volunteers may be needed to hand over trees on 11/12 December.

1. AOB:

Kandaze suggested inviting pupils to participate in carol singing one evening eg outside Tescos, possibly in the last week of term. Kandaze to look into whether permission is required for this.

The meeting ended at 4:10 pm. Next meeting to be held in Spring term 2016, date to be confirmed.