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

**Thursday 6 February 2020, 9:10am**

**Present**: Lisa-Raine Hunt (Chair), Claire Skrine (Treasurer), Estelle Wilson (Secretary); Sabrina Gaspard; Joyce Kumah; Vanessa Duru.

**Apologies for absence** were received from Nisa Persad-Onigbinde and Lisa Clements.

1. **Welcome:** from Lisa-Raine.
2. **Approval of minutes from 2019 AGM:** Minutes were approved and signed.
3. **Treasurer’s report:** Current bank balance is £562.47, plus unbanked float. Last year we raised £205 at the film nights (banked); Summer and Christmas fairs raised approximately £250 each (given directly to the school). £99.99 was given to the organisers of the Year 6 leavers’ party. 2 bursary places (ie2x £20) were given for student after-school club fees.

**Action point:** Sabrina Gaspard to become co-signatory on PTFA account, Claire to arrange this.

1. **Election of Officers:** A letter outlining the roles of the PTFA, its Chair, Treasurer and Secretary was sent to all parents/carers last term, inviting them to volunteer for these roles as the current office holders wish to stand down. Only one person volunteered: Sabrina Gaspard, in role of Chair. Lisa-Raine nominated Sabrina, and Estelle seconded, and Sabrina was congratulated on becoming the new Chair of the PTFA. At her request, Lisa-Raine continued to chair this meeting; Sabrina will chair future meetings. As there were no volunteers for either Treasurer or Secretary, these roles remain vacant. Lisa-Raine thanked Claire and Estelle for filling these roles for many years. These roles will need to be shared by other PTFA members during the interregnum.

**Action point:** Lisa-Raine and Sabrina to meet informally to discuss role of Chair further. Claire to find out from NatWest if they require formal office holders.

1. **After school clubs:** After school clubs: PTFA have been approached to provide bursaries for children wanting to do after-school clubs (both school and PTFA led) who could not otherwise afford it. It was agreed that PTFA can approve funding bursaries when approached by the school but should NOT know who they are for/why, to protect confidentiality. We have currently approved 2 such bursaries – over 3 terms this would cost 3x2x£20=£120. **Action point:** Criteria for/total number of bursaries PTFA can support to be discussed at future meeting.

Claire is assisting with drama club. Nisa is running crochet club. Other clubs are school run.

The distinction between after school clubs as enrichment activities rather than after school care was made. Previous attempts to attract an after-school care provider have been hampered by lack of space (the hall is generally in use for sports/drama clubs; classrooms sometimes need to be set up for next day). **Action point:** Vanessa/Sabrina to discuss with school parent governors (Uche, John) and other parent/carers to assess whether this is enough interest to raise with the governing body/learning trust.

1. **Activities for 2020:**
2. **Film nights:** It was agreed to run these again; Friday night in May suggested: 22nd? Classrooms on same floor work best. Film is free; ticket buys snack.

**Action point:** Sabrina to co-ordinate: liaise with school re: date (NB Fridays will clash with football club), source volunteers, source film [DVD, or explore whether Netflix is an option?] & snacks (eg popcorn, fruit, squash). To discuss further at next meeting.

1. **Summer Fair:** Usually held after school sometime in July. To discuss in summer term.
2. **Stay and Play after school picnics:** Usually held after school in summer term, either in school playground or in Victoria Park playground.To discuss in summer term.
3. **Whats App group: Action point:** Sabrina to be added as an administrator. Confidential list of parent/carers, their mobile number and child to be kept so that parents/carers are removed from group once their child/year group has left the school.
4. **School meals:** Following continuing concerns raised by some parents/carers over children not liking school meals, Mausi & Lisa met with Asarena and Rene to discuss; they were invited to attend a taster session. **Action point:** Mausi to update PTFA once taster sessions attended.
5. **AOB:**
6. **Digit day:** a parent had raised concerns that notice given for “Digit Day” (where children are invited to wear an item of clothing with a number on it) was too short. The office confirmed however that posters had been up in the foyer all week, a text sent earlier in the week, and the date had been in the online school newsletter for the past few weeks. Paper copies of the newsletter are available on request.

Concern was also raised that the contribution (to the NSPCC) had been raised to £2 (previously £1). Parents were reminded that this is only a suggested donation – there is no obligation to contribute a fixed sum/at all.

1. **Future PTFA meetings:** Time/Length of PTFA meetings sometimes constrained by timetabled use of West Wing room. **Action point:** Sabrina to investigate whether Our Place might be able to offer occasional meeting space.

Lisa-Raine thanked everyone for attending. The meeting ended at 10:12am. Next ordinary meeting date tbc. Next AGM due February 2021.