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

**Friday 12 May 2017, 3:45pm (Y6 Classroom)**

**Present**: Claire Skrine (Treasurer), Estelle Wilson (Secretary), Lisa-Raine Hunt, Vernita (Y6), John Onigbinde.

1. Election of officers:

Chair: Lisa-Raine Hunt volunteered, seconded by Estelle. No objections.

Treasurer: Claire Skrine volunteered, seconded by John. No objections.

Secretary: Estelle Wilson volunteered, seconded by Claire. No objections.

As there were no other nominations and no objections**, Lisa Raine was elected as our new Chair and Claire and Estelle re-elected as Treasurer and Secretary respectively.**

1. Treasurer’s report:

Current PTFA balance: £738 (takings from Summer Fair 2016 and Film nights).

NB Takings from Christmas Fair 2016 went straight into the school account.

Outgoings:

1. £100 is traditionally given by the PTFA towards the Y6 Leaver’s party – it was unanimously agreed to do this again.

**Action point: Vernita to try to find out who is organising the party this year.**

1. PTFA Annual Membership – roughly £100 – it’s main benefit is that it gives us insurance for PTFA events. Claire queried whether we could justify this expenditure whilst our incomings/events were relatively small.

**Action point: Lisa-Raine to check if PTFA after-school events are covered by school insurance.**

1. Fun day: PTFA has been approached for funding for the annual summer fun day, which cannot be funded by the school this year.

**Action point: Lisa-Raine to check with school how much funding is needed for the inflatables etc, and to explore whether some of these costs could be recouped by offering additional paid access after school (would this incur additional hire costs/insurance)?**

1. Fundraising ideas:
2. Fun day inflatables – see above.
3. Summer fair: Traditional format eg each class to have a stall, plus additional games/stalls run by PTFA volunteers. Y5&6 may generate several stalls through their “£5 challenge” task. Thursday considered best day.

**Action point: Lisa-Raine to ask school for Summer fair date.**

1. Film night: General feeling previous film nights, though good fundraisers, were difficult to manage in terms of numbers, and finding films that appealed to all age ranges. It was suggested smaller groups eg by key stage or joint year groups 1&2, 3&4, 5&6, with the film shown in a classroom rather than the hall would be more manageable. Popcorn had proved time-consuming to make and very messy to clear up: alternatives eg fruit & squash suggested.

**Action point: Lisa-Raine to sound out school regarding interest and teacher participation/classroom availability.**

1. PTFA Membership:

We were thrilled to have 5 parents at our meeting but recognise that to maximise our efficiency and fundraising efforts we need to greatly increase parent and carer awareness of the PTFA and encourage more participation.

Suggestions to increase numbers:

1. An after school picnic in the playground – an informal event where we can socialise and make our presence known, and try to rally support/volunteers for the Summer Fair.
2. Have a PTFA member say a few words about the PTFA at class assemblies (which are generally well attended).
3. Aim to have 1 or 2 PTFA representatives for each class, who can be a point of contact and help encourage communication and participation.
4. Use of social media: PTFA meetings/volunteering opportunities have previously been advertised using the school newsletter, website, email and Facebook without great success; What’s app may be more up to date and user friendly.

**Action point: Lisa-Raine to trial a What’s app group with known PTFA numbers, existing members to try and spread the word and encourage participation. Teachers to be invited to join if comfortable; Estelle to send email reminders to known teacher/parent/carer addresses for future meetings.**

The meeting ended at 4:25pm. Date of next meeting to be confirmed.