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

**Thursday 24 May 2018, 9:10am**

**Present**: Lisa-Raine Hunt (Chair), Claire Skrine (Treasurer), Estelle Wilson (Secretary); Luma Abdulla, Rene Africa, Carly Richards, Sharon (Staff representatives); Lisa Clements, Mariama Kah, Martha B, Naana Fofie, Nisa Persad-Onigbinde, Patricia Frimpomaa, Vanessa Duru (Parents)

**Apologies for absence** were received from Eunice Olusina, John Onigbinde and Ruth Bowman.

1. **Welcome:** from Lisa-Raine, who reminded us of the purpose of the PTFA to forge links, volunteer and fundraise for the benefit of our school.
2. **WhatsApp Parents group:** Lisa-Raine administrates the Parents WhatsApp group, which is a useful way to advertise school meetings and events, and a forum for parents to ask each other school related questions.

Action: PTFA members to let as many parents/carers know about it as possible – they need to give Lisa-Raine their mobile number to be added to the group.

1. **Fundraising Events:**
2. **Summer Fair** is to be held on Thursday 28 June, after school, in the school playground (or hall if weather bad). Claire to co-ordinate. Lisa-Raine, Estelle, Nisa, Lisa, Ruth, Christine and Sally have offered help. Volunteers required from 2:30pm on day to help set up. Personal stalls available for £10 per half table. Classes to each run a stall (either selling things they’ve made or running games that Claire can provide eg “Splat the Rat” etc). Craft table suggested. Food stall suggested (hot dogs popular last year). Discussed putting banner on roundabout as Lauriston School/Church does – felt this might be inappropriate due to smaller scale of our fair/weekday timing: perhaps banner or posters on community garden railings instead.

Action: Claire to co-ordinate volunteers and assign tables/games. Luma to email local shops to request prizes/donations (Lisa-Raine to send Luma last year’s poster). Lisa-Raine to request Tombola prize donations on WhatsApp group. Volunteers to assist Claire and help on day. Posters/banner to be made for Community garden railings.

1. **Film nights** to be discussed in Autumn term. It was noted that separate film nights for KS1 and KS2 had been easier to manage and raised more money (about £130 each) than previous combined KS film nights (about £100).
2. **Other Events:**
3. **Summer Picnics** have been requested. Parents/carers to be invited to bring and share food and play after school on Friday 8 June, in the school playground.

Action: Picnic to be advertised in school newsletter/WhatsApp group after half term.

1. **Sports Day** (planned for 3rd or 4th of July) in Gascoigne area of Victoria Park. Parents will be invited to observe from Parents’ area, and take part in parent/teacher races. School have requested refreshments for participating children.

Action: PTFA to purchase and prepare watermelon for all children.

1. **Year 6 End of Year Production**

Action: School to confirm whether PTFA assistance required.

1. **Fun Day**

Action: School to confirm whether financial help is required from the PTFA towards cost of inflatables. Also whether help with refreshments is required.

1. **Coffee Mornings**

School would welcome themed coffee mornings, eg SEN (Special Educational Needs), health issues (eg school nurse discussing asthma, medication etc)

Action: Carly to choose date/theme for next coffee morning. PTFA to support. Carly to leave flyers for ESOL and Parenting classes in school reception area. Lisa-Raine to advertise on WhatsApp.

1. **Minutes of the PTFA AGM held on Friday 12 May 2017:** The minutes were agreed and signed.
2. **Treasurer’s Report:** Claire reported there was a balance of £556.61 in the PTFA Current Account, plus approximately £80 in cash as float for the Summer Fair. The takings from the Christmas Fair and Film Nights had been given straight to the school.
3. **Election of Officers:**

Chair: Lisa-Raine Hunt nominated by Nisa, seconded by Claire. No objections or other nominations.

Treasurer: Claire Skrine nominated by Lisa-Raine, seconded by Estelle. No objections or other nominations.

Secretary: Estelle Wilson nominated by Lisa, seconded by Nisa. No objections or other nominations.

As there were no other nominations and no objections, Lisa Raine was re-elected as our new Chair and Claire and Estelle re-elected as Treasurer and Secretary respectively. Lisa-Raine, Claire and Estelle all encouraged other parents to think about taking over these roles at next AGM elections. Lisa and Nisa expressed an interest in assisting the treasurer and secretary this year.

1. Any other business:
2. Following a discussion on ESOL (English for Speakers of Other Languages), Lisa-Raine is happy to help guide parents to Hackney ESOL provision if required.
3. A parent queried the small number of parents (2 per class) allowed to accompany classes on school trips, and whether this gave a sufficient adult/child ratio. Carly and Sharon pointed out that often there were other members of staff assisting each class as well as the teacher.

Action point: Carly to raise with Asarena to reassure parents on adult/child ratios for trips.

1. A parent queried the cost of school trips, which some parents find prohibitive, especially if there are siblings or the parent wishes to attend. It was asked if it was ever allowed for parents to make their own way to the destination, and accompany the class. Carly said this potentially raised some safeguarding issues.

Action point: Carly to check whether this is permitted.

1. A parent reported frustration among parents when after school clubs were cancelled with very short notice (too short to find alternative care provision). Staff members present were sympathetic but explained this was often due to circumstances beyond their control eg a member of staff suffering an accident/being ill that day.

Lisa-Raine thanked everyone for attending. The meeting ended at 9:51am. Next ordinary meeting to be held at the start of Autumn term – date tbc. Next AGM due May 2019.