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

**Thursday 24 June 2015, 3:45pm**

Present: (Parents) Kandaze Joseph, Claire Skrine, Estelle Wilson, Joyce Rodney.

Apologies: (Staff) Amy Bliss.

**Matters arising:**

1. Year 6 Party:

Claire (Treasurer) confirmed that £100 had been given by the PTFA towards the cost of the Year 6 party, as agreed at the last meeting.

Action points:

* Kandaze to check if any further help required.

1. Summer Fete:

The school summer fete is to be held on Friday 17th July, immediately after school. It is proposed that each class will run a game stall (eg guess the number of sweets in the jar, etc). PTFA to provide and run further stalls, eg cakes, books, second-hand uniform, tombola.

Action points:

* Volunteers needed to help set up and run stalls on Friday 17th July.
* Contributions towards the stalls (cakes, books, tombola prizes) needed.
* Request for above to be placed in school newsletter.

1. Fun Day:

The school fun day is to be held on Monday 21st July, during the school day. The school has requested help from the PTFA to help with face painting and the running of a water station (and fruit?)

Action points:

* Volunteers needed to help with face painting and running the water station on Monday 21st July.
* Request for above to be placed in school newsletter.

1. Tuck Shop:

PTFA have started running a tuck shop after school every Thursday and Friday, selling sweets, popcorn, drinks etc. (NB This has run alongside the cake/lolly sale initiated by Sharon, whose proceeds went towards the Year 6 party.) The tuck shop has been popular and we would like it to continue, but we do need more contributions of food (Sharon has worked extremely hard baking fantastic cakes every week – but help would be appreciated) and volunteers are needed to run it.

Action points:

* Contributions of cakes, etc needed each Thursday and Friday.
* A text reminder to be sent to parents on Wednesdays and Thursdays, asking for cake contributions.
* Volunteers needed on Thursdays and Fridays after school to help run the stall.

1. After school provision:

Following on from the discussion on after school provision at the last PTFA meeting, a written questionnaire was devised by Claire and Katy and distributed to all parents/carers, asking them about their after school care requirements. The results of the questionnaire were not available at this meeting.

Action points:

* Kandaze to obtain results of questionnaire from Katy, and talk to Asarena about findings and options.
* To sound out Frampton Park Baptist Church about whether the new church building might have an appropriate space/room for after school childcare.
* To try and ascertain in more detail how Lauriston Primary School run their after school provision, and whether they have space in it for any of our pupils.

1. Any other business:

It was noted that as not all parents/carers have access to the internet or email accounts, in future a paper copy of the PTFA minutes should be made accessible (currently it is emailed to PTFA members and posted on the school website).

Action points:

* Estelle to post minutes on the parents’ noticeboard, near the school office.

The meeting ended at 4:30pm.

**Date of next meeting:** Autumn term, to be confirmed after the Summer holiday.