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

**Friday 4 December 2020, 10:00am**

**Present**: Sabrina Gaspard (Chair), Claire Skrine (Treasurer), Estelle Wilson (Secretary), Stephanie Waldron; also Lisa-Raine Hunt (via phone).

**Apologies for absence:** Shauna McKenzie

NB: Due to COVID-19 Tier 2 restrictions the meeting was held outside in Primrose Square, adjacent to the school. Social distancing was observed.

1. **Welcome:** from Sabrina (Chair).
2. **Election of Officers:** Claire Skrine stood down as treasurer and Estelle Wilson stood down as secretary. Stephanie Waldron was nominated as treasurer by Lisa-Raine, seconded by Claire: all in favour. Shauna McKenzie was nominated as secretary by Lisa-Raine, seconded by Estelle: all in favour. There were no other volunteers or nominations. Sabrina and the PTFA congratulated Stephanie Waldron on being duly elected as secretary and Shauna McKenzie as treasurer, with immediate effect.
3. **Treasurer’s report:** As outgoing treasurer, Claire reported the current PTFA bank balance is approximately £560, plus unbanked float approximately £54. Float, cheque book, paying-in book and bank statements were given to the new treasurer. **Action point:** Claire to facilitate completion of necessary bank forms for transfer of authority on NatWest PTFA account (Sabrina, Stephanie and Shauna to become new co-signatories on account, Claire, Estelle and Kandaze to be removed as signatories).
4. **WhatsApp group:** Following previous concerns over some posts on the PTFA WhatsApp group,Claire had drawn up suggested rules for a new WhatsApp PTFA group:

1.  The PTFA WhatsApp group is open to any Parent, Carer, Teacher or Friend of children who are currently at St John of Jerusalem Primary School.

2.  The purpose of the WhatsApp group is to inform the school community of PTFA meetings and events, to organise these events, and also to allow a forum for general issues - for example:

Where is the year 2 homework on the website?

What is the deadline for permission slips?

Has anyone received their food vouchers? etc.

3.  It is not a forum for specific issues that you might have with the school or a teacher, which should be raised under the formal complaints procedure.  If the admins feel a discussion is crossing this boundary, they will advise you of how to proceed with a formal complaint and will close down the discussion.  If the discussion carries on after this, a member may be blocked.  The admin's decision is final.

4.  All members should respect each other.  If any member uses offensive language, they may be blocked.  The Admin's decision is final.

5.   Petitions that relate to the school or our children's education only may be shared once.  People should respect the fact that everyone has different opinions.  The WhatsApp group is not a forum to debate these issues.

6.  Adverts for businesses run by members, and services relevant to our school community may be shared once.

This list met with the general approval of the PTFA. Sabrina reported that an email regarding the new PTFA WhatsApp group had been sent to the school admin/reception staff, with the recommendations outlined above. The school have said they will communicate details of the PTFA WhatsApp group and its rules to parents/carers, and provide a COVID safe way for parents/carers to give their consent to being part of the group should they wish.

1. **Next meeting:** Wednesday 9 December 2020, 10:00am. (NB Next AGM is due February 2021.) **Action point:** Estelle to hand over all minutes to new secretary ahead of meeting.
2. **End:** Sabrina thanked everyone for attending. The meeting ended at 10:15am.

*Estelle Wilson, 4.12.20*