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

**Friday 27 February 2015, 3:45pm**

Present:(Parents) Adewunmi Adeyiga, Ruth Bowman, Lisa-Raine Hunt, Kandaze Joseph, Ade Okosun, Eunice Olusina, Claire Skrine, Estelle Wilson;

(Staff) Amy Bliss, Karen Spencer.

Claire Skrine acted as Chair for this meeting.

**Matters arising:**

1. Information about the aims of the PTFA, the need for a committee/elections, together with an invitation to today’s meeting, had been put together by Claire Skrine and incorporated into a flyer designed by Lisa-Raine Hunt and her husband Jackson. This was distributed to all parents/carers on Friday 13th February.

1. Election of committee: Following on from last month’s meeting, Claire Skrine again explained the need for a more formal PTFA structure, in order that we can gain access to the old bank account and set up a new account, to facilitate our fundraising efforts. The bank requires us to have a mandate/constitution, with a chair, treasurer and secretary, and bank signatories for the account.

Kandaze Joseph offered to stand as Chair.

Claire Skrine offered to stand as Treasurer.

Estelle Wilson offered to stand as Secretary.

There were no other nominations for these roles and the nominees were unanimously accepted and voted in.

(These posts will become available for re-election at an Annual General Meeting [AGM] held in the autumn term, to allow for parents/carers leaving/joining the school at this time.)

The results of the election to be advertised in the school newsletter and on the school website.

1. Mandate and Bank Account: A copy of the “Natwest Unincorporated Club, Society or other Community Organisation Mandate” was made available, and a summary of it given by Claire Skrine, including its Resolution on page 2. The Mandate and Resolution were approved by all present. Kandaze Joseph, Claire Skrine and Estelle Wilson agreed to be signatories on the new PTFA bank account. Claire Skrine has copies of the relevant forms – signatories to liaise with one other to set up new account with Nat-West.
2. Easter Bonnet parade/competition: Amy Bliss suggested an Easter Bonnet parade for the schoolchildren, which has been popular in other schools. It was agreed the craft session should take place within school time as many children would not have access to craft supplies at home. Golden time in the last week of Spring Term was suggested. Amy asked for PTFA assistance in funding the craft supplies. This was approved.
3. Second hand school uniform: Ruth Bowman asked if there would be an opportunity for parents to donate/exchange used but good quality items of school uniform. The possibility of having a stall of items in the school foyer for a few mornings, or combined with another event eg a juice/cake sale were all discussed. Claire, Amy and Karen all reported that previous attempts to sell or swap second hand uniform in similar situations had not been very successful. Kandaze Joseph suggested trying a different approach: keeping a stock of donated good quality school uniform (concentrating on logoed items) from which parents/carers could request specific items/sizes, either in person or possibly on a form. It was felt this was worth a try as previous methods have not been successful, and the PTFA is keen to promote recycling. Kandaze offered to be a liaison point for parents/carers seeking uniform in this way. The possibility of having a box in the foyer area of school where laundered school uniform could be donated for recycling could be raised with Asarena, and if approved the scheme could be advertised in the school newsletter. Unclaimed lost property could be laundered by PTFA volunteers at the end of each term and added to the stock where suitable. Claire offered to store laundered school uniform, as storage space is limited within the school.

**AOB:**

1. Easter Disco: Amy suggested holding an Easter Disco as a fundraising event to celebrate the newly formalized PTFA. It was generally agreed that last year’s disco, though a lot of work, had been a great success and very much enjoyed by the children. A similar format was suggested, ie charging each child £1 per ticket in return for entry to the disco, a drink and a small snack (crisps/an Easter egg?), with separate discos for each key stage group, eg KS1 3:30pm-4:30pm, KS2 5:00pm-6:00pm, with a half hour cross over time in between. Kandaze offered to help source/shop for decorations. Ruth offered to shop for food/drink, liaising with Kandaze for cash and carry access. PTFA volunteers to help decorate hall and serve refreshments on the day. Amy and Karen offered to organize and print tickets. Thursday 19th March suggested as a possible date – Amy and Karen to confirm with Asarena.
2. PTFA name/telephone/email address list was updated. Estelle to circulate to PTFA.

**Action points from this meeting:**

Kandaze Joseph, Claire Skrine and Estelle Wilson to complete relevant paperwork for bank and liaise with one another to visit Nat-West Bank to set up new account.

Estelle Wilson to speak to Sarah-Jane (in the school office) re: advertising the results of the PTFA election in next week’s school newsletter, and also the logistics/advertising of the proposed school uniform recycling scheme. To post details of both on school website. To circulate minutes and PTFA contact list.

Claire Skrine to stockpile existing second hand school uniform supplies.

Amy Bliss to organize Easter Bonnet craft and feed back to PTFA treasurer any specific expenses.

Kandaze Joseph to source decorations for Easter disco.

Ruth Bowman to shop for food/drink for Easter disco (liaising with Kandaze for discount card?)

Amy Bliss and Karen Spencer to confirm Easter disco date/times and print tickets for same.

**Date of next meeting:** To be confirmed after Easter holiday.