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

**Thursday 10 November 2016, 3:45pm**

**Present**: Claire Skrine (Treasurer), Estelle Wilison (Secretary), Nisa Persad-Onigbinde.

Karen Spencer (Staff).

**Apologies:** Lisa-Raine Hunt.

1. **Christmas Cards:**

Thanks were given to Claire Skrine for overseeing the Christmas card project. All children/classes were invited to design a Christmas card. Despite severe problems with the APFS website the card designs have been sent off and we are awaiting delivery of the printed cards.

1. **Christmas Bazaar:**

It was generally agreed it would be good to hold a Christmas bazaar, both as an enjoyable event for the school community and to fundraise for the school.

Proposed date: **Thursday 15th December,** after school. To be held in the school hall.

Suggested stalls: Class stalls

 Face-painting/Tattoos

 Books

 Toys & Bric-a-brac

 Raffle

 Mulled wine/mince pies (Estelle)

 Santa’s grotto

As in previous years, known private stallholders to be allowed to hire a table: £10 (per small table/half dinner table) or a percentage of the profits, whichever is higher.

Due to constraints of time, raffle to be smaller than last year: drama vouchers (already donated), Christmas hamper (to be assembled from PTFA donations), etc.

Claire to email PTFA members offering private stalls and asking for donations of books/DVDs/games/bric-a-brac and volunteers to run stalls or help with face-painting/tattoos etc. Also requesting help with setting up of Santa’s grotto prior to 15th, and staffing it on the day (Santa suit provided by Claire!)

Karen/school to source books for Santa’s grotto gifts.

1. **Christmas Film Night:**

It was agreed another film night would be a good Christmas event and fundraiser, with the proviso that more volunteers/staff were available to help. “Arthur Christmas” or “A Muppet Christmas Carol” suggested. Suggested date: **Thursday 8th December**, after school. Tickets will be £1, and free for children younger than nursery age. (Parents or carers of children in Nursery and Reception will need to attend with their children for health and safety reasons.) Volunteers to make refreshments (popcorn, squash) and supervise the evening required. Karen to check with staff for volunteers to help supervise.

1. **Any other business:**

A fish & chip/quiz night was suggested as a possible future fundraising event. To consider this further in the Spring term.

The meeting ended at 4:20 pm.

**Date of next meeting:** To be confirmed in Spring Term.