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

**Thursday 26 March 2019, 9:10am**

**Present**: Lisa-Raine Hunt (Chair), Claire Skrine (Treasurer), Estelle Wilson (Secretary); Lisa Clements, Vanessa Duru, Stephanie King, Eunice Olusina, Marina, Mausi (Parents)

**Apologies for absence** were received from Nisa Persad-Onigbinde

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. **Activities:**
3. **Film night:** Thanks were given to Claire for organising/ticketing our most recent Film Night on Friday 20 March; also to Estelle, Joyce, Katherine, Lisa-Raine, Melissa and Nisa for help on the night. About 90 children attended, with 2 films running in the hall and a classroom. We provided squash, fruit and popcorn, and raised over £100. It was felt to have gone well.

**Action:** Future film nights to alternate between Thursdays and Fridays, so children with regular after school commitments on a particular day less likely to miss out. Next film night to be held in Autumn term, as Summer term already busy.

1. **Summer Fair:** Claire would like to step down as lead volunteer this year, having organised the fair for several years now. (Leading includes liaising with staff, assigning tables/games/stalls, organising raffle, etc). Thanks were given to Claire for all her hard work. Of those present, Lisa C said she would be happy to either lead or support a Summer Fair team of volunteers. Claire, Lisa-Raine and Estelle were happy to support if on a weekday, and Eunice and Vanessa if on a Saturday. Results of last term’s parent/carer questionnaire suggest 23 parents (out of 45 respondents) would be willing to help plan/set up a summer fair on a Saturday.

Pros and cons of holding the fair on a weekday vs a Saturday were discussed.

**Action:** To explore viability of holding the fair on a Saturday. Lisa-Raine to speak to Peter and Asarena about school/staff availability; letter to parents to float idea and see if there are enough volunteers (ie 10 minimum) to make it viable. If so, to encourage more private stall holders, and also to approach “Our Place” (local play flat) to see if joining forces is an option.

1. **Other fundraising ideas** to be encouraged, eg jam jar challenge, sponsored events. All funds go to school projects, eg Year 6 Leaver’s party.

**Action:** to explore cost/viability of possible future fundraising needs: New noticeboard outside the school? New roof on the playground corner gazebo (the previous one was rotten and had to be removed)?

1. **Parent run after school clubs:**
2. **Drama Club** (Wednesdays 3:30 – 4:30pm, Y2-Y6) is being run by Claire (supported by Ben – Y4 teacher, and Nisa). Ideas for parental support may be found on the school website. “Matilda” will be performed next term, probably in the week before half term.
3. **Craft Club** (Thursdays 3:30 – 4:30pm) is being run by Nisa (supported by Joyce). A slightly smaller Crochet Club is planned for next term.

Thanks were given to Claire, Ben, Nisa and Joyce for their time and dedication. Parents/carers were reminded that more volunteers/clubs were always welcome.

1. **Primrose Square:** Primrose Square is the garden area immediately outside the school gates. It does NOT belong to the school but to Hackney Housing. Following concerns from parents and carers re: overflowing bins, dog fouling, and broken lighting, etc Claire has met with local residents and Our Space to form an action group to make the Square a nicer, more positive space, and Lisa-Raine has asked Hackney Council for their help. The Council Maintenance Team have already had one tidy up session, and are due to visit to inspect the broken lighting, and arrange for it to be repaired. Hackney Housing Waste Management seem to be emptying the bins more frequently. It was noted that the grille by both entrance gates was sometimes slippery and felt to be a hazard to children arriving at school. Pete (school premises manager) is noting cases of anti-social behaviour, persistent dog-fouling, etc.

**Action**: A further meeting with Our Space and residents is due next term, to explore different ideas for use. An information sheet for school parents and local residents to be produced, giving details of future meetings, encouraging a sense of ownership and care for the square, and information on who to contact regarding particular problems such as overflowing bins, etc. Ideally work towards someone having authority to lock the Square gates at dusk to discourage improper use after this time.

1. **AGM:**

Minutes of the PTFA AGM held on Thursday 24 April, 2018 were agreed and signed.

Following on from last year’s minutes, Lisa-Raine expressed her thanks to the school on behalf of the PTFA for listening to parent/carer feedback, and making excellent improvements to website, newsletter and regular communications with parents in the last year. The school website is now up to date (lead staff member: Ben), and the school diary feature has been particularly helpful.

**Treasurer’s Report:** Claire reported there was approximately £700 in the PTFA account, all of which will be allocated to school projects as appropriate (eg £100 to be given towards Y6 Leavers party). This sum has been raised in part through last year’s summer fair and summer term film night (£270), and last term’s two film nights (£112 and £116). Approximately £50 is held as float for the Summer Fair.

**Election of officers:** Lisa-Raine, Claire and Estelle gave summaries of the roles of Chair, Treasurer and Secretary, respectively. As they have held these roles for many years now, they once again encouraged other parents/carers to consider volunteering for these roles, as they are keen to hand them over and give other people a chance to volunteer.

Unfortunately, no other nominations were received, so Lisa-Raine agreed to stand again as chair (nominated by Lisa, seconded by Vanessa), Claire as Treasurer (nominated by Lisa-Raine, seconded by Lisa) and Estelle as Secretary (nominated by Lisa, seconded by Eunice). The vote was passed unanimously. Eunice volunteered to shadow both Lisa-Raine and Claire, and Lisa to shadow Estelle, to find out more about the roles and think about whether it might be something they would like to take on in the future.

1. **AOB:**
2. **WhatsApp Parents group:** The WhatsApp group is working well. Lisa-Raine reminded everyone that the forum works best when the content is kept relevant and positive, eg to highlight or ask questions about school meetings/events/trips, with as many parents/carers having access to the forum as possible. Despite advertising previously in the school newsletter, it was felt that there were still many parents/carers who did not know about the WhatsApp group.

**Action:** PTFA members to let as many parents/carers know about it as possible by word of mouth – they need to give Lisa-Raine, Claire, Estelle or Nisa (the group administrators) their mobile number to be added to the group. To advertise again in the school newsletter.

1. **Summer picnics:** Last year’s Friday “stay and play” picnics in the playground, and end of term picnic in Victoria Park were enjoyed by all who came.

**Action:** To advertise for a volunteer to lead Friday after school picnics again this year.

1. **School trips:**

It was reported that some parents/carers were concerned that a proposed KS1 trip to Willow Farm was much more expensive than in previous years.

It was explained that coach hire costs have risen since last year, and this together with widespread funding cuts in education means the school is no longer in a position to subsidise school trips to such a degree as they have done previously. The letter was purely a means of finding out how parents/carers felt about the possibility of a more expensive trip.

**Action:** Lisa-Raine to feed back to school that the reason behind the increased costs has perhaps not been made clear; to ask if cheaper/more local outing options are available.

It was also reported that there were concerns about the small number of parent places generally available on school trips and the ratio of adults to children.

It was explained that the number of places was often limited by seating numbers available on coaches/total group numbers, but that the school was vigilant about operating trips with requisite safeguarding adult:child ratios.

1. **Daily mile:** Parents expressed general appreciation of the Daily Mile, as being a positive start to the school day, and promoting fitness. Some parents expressed concern about coats being left on the ground during the Daily Mile. Others said they would like to know more about it and how the school think it is going.

**Action:** Lisa-Raine to ask school for an update (possibly a newsletter article?) about how the Daily Mile is going.

1. **Playground clock:** Parents asked where the clock had gone that used to hang on the external wall of the school.

**Action:** Lisa-Raine to query with school. **(Note 28.3.19 – the clock is due to be replaced.)**

1. **End of term 1:30pm finish time**: Parents asked why it is that school finishes early (1:30pm) on the last day of every term? The change in routine can make child care difficult – it would be good to know if there is a particular reason for the early end time.

**Action**: Lisa-Raine to query with school. **(Note 28.3.19 – the earlier finish is to allow for INSET staff preparation and training time.)**

Lisa-Raine thanked everyone for attending. The meeting ended at 10:20am. Next ordinary meeting to be held in Summer term – date tbc. Next AGM due May 2020.