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

**Thursday 15 November, 9:10am**

**Present**: Lisa-Raine Hunt (Chair), Claire Skrine (Treasurer), Estelle Wilson (Secretary); Julianah Adewole, Nisa Persad-Onigbinde, Sabrina (Parents and carers).

1. **Welcome & Introductions:** Lisa-Raine welcomed all to the meeting, and introductions were made.
2. **Film Nights:**

The last film night (Trolls) was successful, raising just over £100. Parents felt it had gone fairly smoothly, though the older children were not quite so interested in the film and were restless.

There was discussion on whether we should try to hold another film night before Christmas, and if so whether we should use the same format of mixed ages in the hall again (NB the hall is only available on Fridays; Friday unpopular with some children as it clashes with sports club) or try for smaller age groups in the classrooms. No definitive decision reached. Whether we hold another film night will depend on volunteer availability. Incredibles 2 and Hotel Transylvania 3 suggested as possible future movies.

**Action: to ask for film suggestions on WhatsApp, then ask classes to vote. To see how teachers feel about classrooms being used. To then ask for volunteers/film night date.**

1. **Christmas Fair:**

School Christmas fair to be held after school on Thursday 13th December, 3:30pm. (NB There have been some parents requesting a Saturday date, but our regular volunteers are generally busy on Saturdays, so we could only offer a Saturday if we have volunteers willing to organise and run, and the school caretaker/teachers willing to come in, etc.) Usual tables plus maximum of 4 tables for private hire (£10 per table, table user can keep profit).

Volunteers required to set up Santa’s Grotto the day before, be Santa throughout the day (in shifts with others), set up stalls from 2pm on day, run stalls and clear up.

**Action: Claire to ask for donations to raffle and stalls, volunteers for Santa/Santa’s grotto/fair via WhatsApp, and co-ordinate volunteers. Lisa C to seek further raffle prizes from local shops. Sabrina to sell raffle tickets/announce raffle at fair; Estelle mulled wine; Lisa-R toys.**

1. **Primrose Gardens:**

Parents have expressed concern over rubbish left in Primrose Gardens (immediately outside main entrance to school). School would prefer the garden to be locked at night, to deter antisocial behaviour and rough sleepers, but there is disagreement as to who owns the garden (at one stage it was Hackney Council, who handed it over to the school, who handed it back – Council now say it is not theirs. Southern housing suggested by parent?)

**Action: Martha to try to clarify who owns the garden; Claire to liaise with Martha and Pete (caretaker) and arrange and advertise meeting with those concerned.**

1. **Working party requests from school:**

Rene (Deputy Head) has requested a volunteer working party of parents and carers on a Saturday, to help 1) tidy school flower beds, and 2) clean and paint areas of the school. As we are nearing Christmas (people generally busy at weekends) and the weather is poor, it was felt we would have more success recruiting volunteers in the Spring term.

**Action: to review next term, suggest date and advertise for volunteers then.**

1. **Any other business:**

It was felt that as a PTFA group we are not attracting enough parents and carers to meetings/volunteering opportunities. We currently advertise events and meetings in the school newsletter, by text and via the WhatsApp group. It was felt by several parents and carers present that this was not enough, and text/WhatsApp notices should be sent a week before and followed up with reminders the day before and again on the day. Posters and banners on the school railings were also suggested, and/or a dedicated PTFA/event noticeboard. Lisa-Raine, Claire and Estelle all expressed a willingness to relinquish their roles as Chair, Treasurer and Secretary respectively should other volunteers come forward. Parents seemed uncertain of what the roles involved. Shadowing was suggested to help new volunteers.

**Action: To improve advertising (posters, WhatsApp, text) for PTFA events, and send more frequent reminders. Lisa-Raine, Claire and Estelle to each write a brief for potential Chair, Treasurer and Secretary volunteers to better explain what is involved with each volunteering role.**

There was a general feeling that not enough notice of school events (such as school photograph day, school charity/non-uniform days, parent evening, etc) was given, and that often the events were not well advertised. It was noted that the school newsletter is quite hard to read since it has reduced in size. Parents were frustrated at having insufficient notice to book time off work/childcare, or budget for school trips or charity days. It was also noted that the school website was often out of date.

**Action: To feed back to Asarena/Rene the strong desire for a school calendar, to be planned and published termly. To encourage the school website to kept updated. To seek permission from the school for a PTFA/event noticeboard, offering to pay for this from PTFA funds.**

**The meeting ended at 10:10am. Next meeting date tbc.**