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

**Friday 30 January 2015, 3:45pm**

Present: (Parents) William Boateng, Lisa-Raine Hunt, Sonia Lambert, Claire Skrine, Estelle Wilson;

(Staff) Amy Bliss, Karen Spencer.

Matters arising:

1. Formal committee: Claire Skrine highlighted the need for a more formal PTFA structure, in order that we can gain access to the old bank account (following the tragic death of Nina Verrier, who was the signatory). The bank requires us to have a mandate/constitution, with a chair, treasurer and secretary, and bank signatories for the account.

All present agreed this was a necessity, to access previously raised funds and facilitate future fundraising. As turnout for this meeting was fairly low, despite parents/carers being told of the meeting by text and newsletter, it was decided a letter to parents/carers, inviting them to the next meeting, stressing that all are welcome, and describing the role and aims of the PTFA might help improve understanding of the PTFA and thus attendance and support. Lisa-Raine Hunt offered to help design a letter to parents. The possibility of having 2 parent/carer representatives from each year group was suggested as desirable.

1. Election of committee: It was decided to delay election of the key roles (chair, treasurer and secretary) until the next meeting, in the hope that more parents/carers wishing to become involved might be present. Until then, Claire Skrine volunteered to be acting-treasurer and Estelle Wilson acting-secretary. No-one felt able to act as chair at this stage. It was suggested that once elections have been made, posts should 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.
2. Mandate: The proposed St John of Jerusalem PTFA Mandate (including Name of Organisation, Purpose, Membership, Structure, Meetings, Finance and Relationship to School) was read through by all present, approved and accepted. Thanks were given to Claire Skrine for her work on drafting the mandate.

AOB: Events suggested for next half-term were:

1. A “nearly new” sale or “swap-shop” where parents/carers could bring good quality uniform/books/toys for recycling. Possibly coupled with a hot-cross bun/squash sale.
2. An Easter bonnet parade, where pupils could design and make their own Easter bonnet. Amy Bliss reported this had been carried out successfully in other schools.

Action points from this meeting:

Claire Skrine to liase with Lisa-Raine Hunt on producing a letter to parents/carers, to go out before half-term.

Amy Bliss to look into logistics of an Easter bonnet parade (whether best done in or out of school).

Estelle Wilson to circulate minutes and liaise with Claire Skrine on posting them to the school website.

Date of next meeting: Friday 27 February, 3:45pm (to be held in Reception class).