



## PTFA Termly General Meeting Minutes 9am Jan 30<sup>th</sup> 2018

**Attendees: 27**

**Chair: Marie Price**

### 1 - Welcome

- 1.a Marie Price thanked everyone present for their attendance and welcomed the Class Reps who had been asked to specifically to join this meeting.

### 2 - Christmas Fair: Income £6,703. Profit £3,474. Volunteers 90

- 2.a Marie Price noted the figures from this event and thanked everyone for their support and involvement. The steep increase in volunteers within the year was also noted.

### 3 - Library update and thanks.

- 3.a Jenna Ridgway gave an update on the improvements to the organisation of the library and thanked the new team of parent library volunteers. The parent volunteers are a vital component to the library structure and keep it running smoothly. Ms Middleton and Ms Peters have been fantastic in their enthusiasm for the library.

### 4 - Upcoming Events:

#### 4.a Pupil Discos: Wed 28th March

Class Reps to find volunteers from each year group. Parental refreshments will be on offer in the lower hall throughout the after school discos.

#### 4.b Quiz and Promise Auction: Fri 23rd March

A planning team to start meeting as of next week. Class Reps to encourage ticket sales.

#### 4.c Summer Fair: Sat 7th July

St John's Got Talent to return and to include parent.

#### 4.d Year 3 Bake Sale: 9th March

It was noted that there had been some complaints about the lack of change and high sugar content at the last Cake Sale, so it was discussed that we need to remind and re-educate the school community what the purpose of these sales. The profits annually fund an author(s) visit.

### 5 - Current PTFA Account Balance.

- 5.a As of 28<sup>th</sup> Dec 2017 the balance was £12,518. It was discussed that we must start to understand how much annually might be requested from the school to be spent. The estimate for this year is £2,000. There is a clear understanding that there will always be a sink fund, of £5-6k, in the account for any large or emergency school needs.

### 6 - School Spending Requests:

#### 6.a Sports Kits: £280

Mrs Thomas- Payne explained the school had raised money towards the new sports kits that pupils

wore to represent the school at various borough and London wide events. PTFA funding was requested to help cover some of the costs and also get the school logo put onto the kits. The spend was unanimously approved.

**6.b Maths equipment. £340**

Mrs Thomas- Payne explained the request for funding was to help replenish maths equipment across the whole school. There has already been a lot of investment by the school for the new maths programme material, however an update and replenishment of classroom resources is also needed. The spend was unanimously approved.

**6.c Reading corner cushions: £25**

Marie Price explained the classroom emphasis on reading and need for more appealing areas where the children can read. The spend was unanimously approved

**6.d Science Week engineer: £750**

Marie Price explained Mr Gorman and Mrs Richards request for an engineer educator to come into the school both before and during Science Week in mid-March to work with the children, staff and parents. Some of this money can be recuperated at the summer fair by having a science stall. The spend was unanimously approved.

**6.e The total of the requested spending, £1,395 was approved by all present.**

**6.f** There was a request at this point that the school gives more notice to parents about the dates of science week, Easter parade and any future events that specifically require the children to dress up.

**6.g** It was raised that parents would like to see a fund for buying new books for the library set in the budget on an ongoing basis. Jenna to investigate this need and discuss with Mrs Thomas-Payne.

## **7 - Ongoing and Future School Projects**

**7.a Nursery Re-Vamp:** Miss Osiecka and Candace Williams explained the need to improve the current Foundation Stage playground so that the pupils can have an even better outdoor space. There are welcoming members of the school community to join their efforts for additional fundraising ideas and any planning and labour that can be offered.

**7.b Update on Science Garden:** Jenna Ridgway reported that a plan has been approved by the school and surveyor. Stephen Ridgway is to meet with school parent Richard Cardiff after half term to discuss construction needs and costs.

**7.c World Book Day author:** Jenna Ridgway explained that an author has been booked for years 4,5 and 6 and Ms Middleton and Ms Peters are looking for an author for the younger years. Both author visits are likely to occur in the summer term.

**7.d Winning House disco treat and plaque (date tbc) :** Marie Price spoke about her termly meetings with the House Captains and Deputies and their request for an annual winning house treat at the end of the year. This year an afternoon disco will be take place. The House Captains and Deputies will organize this with the support of the PTFA. A budget of £150 has been set. There has been a request to research a winner plaque to be displayed in the school reception. The PTFA will annually update this. A volunteer to research this further needs to be found.

**7.e** It was requested that one of the areas that is always on the PTFA annual spending list, like the annual author visit and Winning House Treat, is the library. The present PTFA committee agreed this.

## **8 - Parent readers request from Mrs Peters.**

8.a Marie Price reminded the attendees that the school is in need of parent readers to come into the school. This request needs to be spread further throughout the school, it was agreed that the Class Reps would help with this.

## **9 - Future PTFA Structure:**

**9.a** Marie Price spoke about the need to think about the future structure of the PTFA and the growing need to get away from the traditional roles of Chair, Deputy, Secretary and Treasurer. The aim is to have 3 Team Leaders so that the collective roles and jobs are more manageable. This will also allow for the PTFA to continue to grow in its inclusiveness and encouragement of parental skill sets being better used. The three Teams that will need to be headed up are below:

- **COMMUNITY FUNDRAISING LEAD:** Christmas/ Summer fair and Spring Parent social event.
- **SCHOOL PROJECTS LEAD:** Helping orchestrate Teacher/ School spending requests.
- **CLASS EVENTS/ FUNDRAISING LEAD:** Class rep liaison, Bake Sales, Sports day, Discos,

### **9.b Winning House Celebration.**

Marie Price commented that this new structure will be developed over the next few months and communicated clearly to all the school community.

**9.c** Ms Osiecka showed an interest in helping lead one of the above teams with a parent.

## **10 - AOB**

**10.a** The date of next terms meeting is to be confirmed.

**10.b** It was discussed that there had been some feedback from children about the water bottle system and using used water glasses at lunch. Mrs Thomas-Payne discussed this and said she will bring it to the appropriate teachers attention.

**10.c** It was discussed that some children are hungry throughout the day. Miss Osiecka reassured parents that in the early years an on going snack and fruit system is carried out. Mrs Thomas-Payne said she would look into the snack system in year 5.

**10.d** A number of parents have raised a concern over guidance for what to pack in school lunches and the question of certain items not being allowed; this has been noted and as it's not a PTFA initiative school will come back to parents to communicate more on this matter

**10.e** The meeting was adjourned 9.50am

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