**St. John’s School Parents’ Association -***Fundraising for our children’s futures*

**MINUTES**

**Parents Association Meeting – 14 Dec 2020**

**Run online via Zoom**

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| In attendance | Charlotte Best  Rebekah Sharrock  Sara O’Connor  Jo Sharp  Claire Smith  Sam Watson  Kerry Wiles  Charly Jones | Chair  Treasurer  Secretary |
| Apologies | Steph Dell  Carenza Parker |  |

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| **Discussion** | **Lead/Action** |
| **Minutes of the last meeting:**  Nil comments to the minutes from the last meeting. SOC observed that the financial statement was missing from publication. Sec to note.  **Item 1: Items bought out of committee**   * Following the meeting in Sept Mr N had compiled a wish list of items for the school. The urgency of the request had not been appreciated at the time and the core committee members had been approached ad-hoc to approve spending. The list included Timetables Rockstars, Numbots and White Rose subscriptions.   In addition, 2 x projectors had also failed, which required urgent replacement.  A total of £1193 has been paid and approved out of committee for which retrospective approval is now sought. Awaiting further invoices to follow.  Proposed: Sara O’Conner  Seconded: Claire Smith   * A suggestion from a pupil (ZS) to purchase school badges to identify House Captains and members of the school council at a cost of £30.   Proposed: Jo Sharp  Seconded: Sara O’Connor   * Sensory Garden. A free digger and driver had been sourced to prepare the groundworks on 26th Oct. At short notice however the driver was unable to attend. Due to various logistics the committee were committed to works on that day and sourced a new driver/digger at a cost of £500 from the Sensory Garden Fund.   Proposed: Kerry Wiles  Seconded: Claire Smith  The committee thanks those present for their understanding and apologises for the lack of notice provided.  **Item 2: Treasurer’s Report**  Please see attached financial statement, for specific detail.  Various fundraising activities have taken place since the start of term:  Funrun £1412.50 (Trim trail maintenance)  Gift aid £225.00  Hoodies £64.60  Bag2School £165.00  Waitrose £333.00  Amazon Smile £38.00  Easy fundraising £49.00  Christmas activities £3050.78  **Item 3: Library Lottery**  The Library Lottery continues to run. Top 2 lotto prizes are £10 and £5 book tokens with 3 runner-up prizes. Anyone wishing to purchase tickets should contact the committee – all funds raised provide books for the school.  **Item 4: Sensory Garden**  Work took place on the 26th Oct with the hired digger to break up the ground and demolish the surrounding walls. ProjO Rachel McComish, has engaged with school staff and is compiling a design for further planning in the New Year.  Members in attendance raised concern that the area is looking unsightly from outside the school grounds.  **Decision:** Committee members decided to source a vinyl banner to hide/explain the works (‘Coming Soon!’).  **Item 5: Communication**  Recent issues with mailchimp have caused the Committee to develop new methods of communication. The School office have agreed to dedicate a corner of the Friday News Parentmail to the PA (PA Corner) which enables the PA to remain GDPR compliant and in touch with all parents/carers. News will also be replicated on the Parents FaceBook page, and to the PA Class Reps WhatsApp group chat.  Whilst not all Years will use the same method of comms the committee hopes that the Reps will be able to find a method of communication that suits their year best.  For further information please contact your class rep:  Reception Rebekah Sharrock  Year 1 Kelly Moulder  Year 2 Leon McComish  Year 3 Karen House  Year 4 SJ Ebdon  Year 5 Lizzy Davies  Year 6 Rachel Griffiths  **Item 6: Spending Proposals**   * Committee proposed that £1k be allocated to purchasing new stock for the Secret Room 2021.   Proposed: Sara O’Connor  Seconded: Claire Smith   * Committee proposed that £300 be allocated to purchase Easter gifts for the children and hampers as prizes.   Proposed: Claire Smith  Seconded: Kerry Wiles.   * Committee requested an out of committee spend budget to be spent on items required at short notice (‘petty cash’). Cash would not be spent on significant items for the school and would be capped at £75 per month (all receipts retained for recording purposes). The amount should be reviewed each year at the AGM.   Proposed: Charlotte Best  Seconded: Sam Watson   * Committee proposed allocating £250 towards purchase of Grotto Gift for Christmas 2021   Proposed: Claire Smith  Seconded: Jo Sharp  **Item 7: Forthcoming Events**   * Forward planning. Committee will work with Headteacher to plan ahead and provide financial plan at beginning of term to prevent retrospective approval being required. * Hoodies. A second order of School Hoodies will be placed in the New Year and will be live on PTA Events after Christmas. * School Calendars will be distributed via the school and remain on sale through the PTA Events page.   **Item 8: Volunteers**  Volunteers are sought for the following:  2nd Hand uniform – to store, sort, and co-manage with KW  Fish – to maintain, feed and clean the 2 x tropical fish tanks in the school.  Please pass names to the committee via email.  **Item 12 – AOB/ Closing remarks/ Dates of Next Meetings**  AOB   * JS proposed that £270 be allocated towards Year 6 Leavers photobook.   Proposed: Jo Sharp  Seconded: Kerry Wiles  **Dates of Next Meetings**.   * 1. Core Committee: TBC   2. PA meeting TBC   All emails should be sent to [stjohnsparentsassociation@gmail.com.](mailto:stjohnsparentsassociation@gmail.com) | Chair  Sec  All parents  Treasurer  All parents  Rachel McComish  Chair  Class Reps  Chair  Chair  Chair  Chair  Committee  Chair  Treasurer  Kerry Wiles  Treasurer  Sec |

C A Jones

Secretary

