



## MINUTES OF ST JOHN'S COMMUNITY ASSOCIATION MEETING HELD ON Wednesday 25<sup>th</sup> April 2018

**Staff Present:** Curtis Sweetingham (HT) Catherine Mitri (DHT)  
**Community representatives present:** Catherine Goumal, Catherine Goodwin, Ness Slater, Jo Gordon, Rebecca Bird, Rachel Constantine-Adams and Jenny Reed

**Minutes:** CM

### Points discussed at the meeting:

**Mr. Sweetingham opened the meeting by welcoming everyone and by officially signing the new SJCA constitution, which was witnessed by all members attending the meeting.**

- 1. Introductions:** No introductions needed as no new members joined this meeting.
- 2. Action points & matters arising from previous minutes:** The action points from the previous meeting were addressed by Mr. Sweetingham. A SJCA member asked how much money had been raised at the recent non-school uniform day. Mr. Sweetingham informed the members that less than £100 was raised – this money will be paid into the school account and then transferred to the SJCA treasurer. Moving forward, it was suggested that regular reminders using text, newsletters and emails be given to parents to remind them to send in £1.00 with their children either on the day or in the week leading up to or after the event. Parent reps would also be asked to remind parents/children about making a donation. It was recognised by the committee that parents often forget and reminders would be welcomed by the majority of parents/carers. The committee also discussed funds raised from The Giving Machine (£376.00 to date). The committee discussed how this could be promoted further in order to have a more significant impact on raising funds for the school. Mr. Sweetingham stated that he would continue to promote The Giving Machine in the school newsletter along with the Stampastic promotion.
- 3. Cinema Night:** Numbers to be confirmed for each movie by the end of the week once all parent slips have been returned. Mr. Sweetingham confirmed that Y1/Y2 children could watch Descendent 2 (PG rating) as long as parental permission was provided on the returned slips. The SJCA confirmed that they had organised a team of people to support this event (approximately 10). Mr. Sweetingham also confirmed that there would be two members of staff attending each movie to provide further support. Mrs. Papaphotis (parent of Y4 child) is donating all the popcorn – huge thanks. Mrs. Goodwin has

also very kindly sourced popcorn boxes for the cinema night. Mr. Sweetingham stated that to ensure the safeguarding of the children at the end of the event, he would confirm/communicate exit points to parents/carers before Friday.

- 4. Wish List:** Mr. Sweetingham commented on the success of this venture and that he was extremely grateful to parents who had started to contribute items from the Amazon wish list; the children are also extremely excited by this.
- 5. Crowd Funding:** The SJCA again discussed crowd funding to raise much needed funds for the school playground. Mr. Sweetingham informed the SJCA members that Mrs. Imogen Hall had not yet got going on this as yet due to other commitments. One of the members suggested a possible parent (Donovon) who works in the media industry might be willing to create a short movie clip to raise awareness of our fund-raising venture. Mrs. Goodwin has sent a draft copy of a possible letter to Mr. Sweetingham. This letter would be sent to parents to request confirmation that they are happy for their child to participate in the media clip (Frozen themed clip to attract attention has been suggested).
- 6. Bingo & Quiz Events:** The SJCA have suggested a family bingo event for autumn term 2018; food and nibbles to be provided. A date in November has been requested – Mr. Sweetingham to look at the school calendar and confirm at a later date. A date has also been confirmed for **Friday 28<sup>th</sup> September 2018** for a **Quiz Evening** (7.30pm – 11.00pm). Food and drinks will be served and it was suggested that a hamper could be created as a raffle prize to raise further funds for the school. The member discussed finding the balance between fundraising V community, in that, the SJCA is not just about making money, but also to build community relationships with our parents and church, particularly those who are just joining the school.
- 7. Summer Fete:** Some of the members stated that the Y1 parents had had their first meeting last week to begin the final organisation of the fete. It was confirmed that the time of the fete this year has been changed to 11.30am – 2.30pm to accommodate those members of the school community who may wish to watch the football on that afternoon. The theme of 'Circus' was confirmed for this year's summer fete. Unfortunately, Hannah O'Dell, parent who runs the school orchestra, is not available on the day of the fete. However, a member suggested that Mrs. Sarah Woo (parent of Y4 child) may be able to offer her support on the day in leading and conducting the orchestra's performance.
- 8. Shed clear-out:** A member of the SJCA asked if another date could be set for members to congregate to clear out the sheds. Mr. Sweetingham said he would look at the school calendar and suggest some possible dates.

## **AOB**

- Mrs. Goodwin read an email sent by the treasurer to the SJCS regarding finances, resignation of Mrs. Lynne Evans and the sharing of the Christmas fete money with the church. Mr. Sweetingham confirmed that the church should be paid their share following the agreed split.

### **Action Points HT/DHT:**

- **CS to continue to promote Giving Machine & Stamptastic in school newsletter.**
- **CS to confirm date for Family Bingo event in November.**
- **CS to suggest possible dates for SJCA shed clear-out.**

### **Action Points SJCA members:**

- **N/A**

### ***How has today's meeting moved the school forward?***

- Dates have been set for future fundraising events.
- Final preparations for the summer fete are currently ongoing.
- SJCA final constitution signed and witnessed.

**Next meeting:** TBC