

Minutes of the St. James & St. John Parents & Friends Association (PFA) Annual General Meeting (AGM) on 29th September 2015, 7pm Lancaster Hall Hotel, 35 Craven Terrace, London W2 3EL

Present: Stacey McGown (Chair), Matthew Gream (Treasurer), Mark Hewitt (Head Teacher), Manolis Nerantzis (Governor), Antonio Garcia (Clergy), Owen Dobson (Clergy), Paul Thomas (Clergy), Anna Haase, Emilie Fleury, Rebecca Tinsley, Kerry Skarratt, Chris Skarratt, Eibhlin McInerney, Saji Mitra, Francis Bennett, Ahmed Sweed, Alessandra Cavarra, Oriana Panidha, Karin Amstad, John Christoyannis, Lungi Morrison, Gary Griffin, Giorgia Grosso, Peter Pontidas

Apologies: Tuukka Puolakka (Governor), Andy Armstrong (Governor), Susana Nogueira (Governor), Petra Borner, Marta Weiss, Athanasios Repakis, Mylie Minett, Lyudmila Razumova, Bella Shumilova

1) Welcome from the PFA Chair

Stacey McGown thanked all present for coming and supporting the St. James and St. John CoE Primary School. Ms. McGown highlighted the excitement and energy within the school and the fantastic successes of the previous year, owing much to the support of local businesses and those parents investing significant time in the fundraising and social activities.

2) Welcome from the Head Teacher

Mr Hewitt welcomed all present and also thanked the PFA for their support and fundraising work. In his new role as Head Teacher Mr Hewitt will continue to support and work closely with the PFA and sees its role mainly in the 'Enrichment' of the childrens' learning experience.

Mr Hewitt would like to focus on the restructuring of the school playground and the purchase of new playground equipment with PFA funds. The project will be conducted together with the children.

Another area of investment is the school library. With external

help in form of a 'library gardening' the library will be restructured and enhanced with PFA funds.

Mr Hewitt underlined his passion for music and the performing arts and would like to present ideas in these areas in the near future to be discussed with the PFA.

PFA funding for Athletics licences as well as the Year 6 Leavers' party and yearbook should continue this school year.

3) Welcome from the Governors

Mark Hewitt explained that the role of the Board of Governors is the strategic leadership of the school; his role is the operational leadership of the school.

The Board of Governors has been very busy in the recent months with the appointment of the new head teacher as well as the restructuring of the school office.

There will be a 'school vision meeting' taking place after the autumn half-term holidays to renew the school's vision.

Father Paul, as a member of the Board, reported that during the recent changes in the school the Board of Governors found that they were not working as efficiently and effectively as they would like to. A governance review was conducted by the LDBS over several weeks and the report has delivered several recommendations which are currently being implemented.

The overall goal will be to move towards excellence and achieve an 'outstanding' OFSTED rating as soon as possible.

The redundancy committee have been in charge of the restructuring process. There are three qualified interim staff currently in the school: Ms Agboola, Mr Adegoke and Ms Stone. Finding permanent staff for these positions is very important and will therefore take a little more time.

Father Paul underlined the importance of parents/carers feedback to the school. It is very important to work together constructively and openly to tackle weaknesses right away.

4) Financial Report School Year 2014/15

Matthew Gream (Treasurer) presented the financial report in detail. The incoming amount from fundraising and donations was £5,393.58. The outgoing amount for sponsoring and donations was £6,547.39. This leaves the PFA with a current balance of £2,750.35. The incoming amount from fundraising was lower than in the previous year because there was no spring fundraiser and corporate donations were smaller.

The PFA's application for a registration as a charity was not accepted on 8th March 2016 as "the governing document is not suitable for the administration of a charity". If the PFA decides to further pursue this registration we will need to move on to a new constitution. It is questionable if the registration is really necessary for our purposes.

The PFA has successfully adopted a funding model. This is a clear and simple framework agreed with the school for pre-commitment / allocation of funds to key aligned areas of impact. This funding model will be reviewed and possibly enhanced with the new head teacher Mark Hewitt.

New areas of spending have been the acquisition of fundraising equipment needed for PFA events (tables, tents, etc.), the Year 6 Leavers' celebrations (year book, party, etc.) and the sponsorship of entertainment in limited doses (e.g. Queen's Birthday celebrations).

5.) Election of PFA Board & Committee Members

The Board roles were reviewed. Once more, Stacey McGown was nominated and voted the chair and Matthew Gream was nominated and voted the treasurer of the PFA. Anna Haase volunteered and was voted the new Secretary. PFA Class Representatives were appointed for each year group. They are now committee members.

In summary, the following roles were agreed:

PFA Chairperson	Stacey McGown
PFA Treasurer	Matthew Gream
PFA Secretary	Anna Haase
Class Rep Nursery	Sarah Holden
Class Rep Reception	Oriana Panidha
Class Rep Year1	Rebecca Tinsley
Class Rep Year 2	Saji Mitra
Class Rep Year 3	Kerry Skarratt
Class Rep Year 4	Gary Griffin
Class Rep Year 5	Eibhlin McInerney
Class Rep Year 6	Susana Nogueira

The main role of the PFA Class Representative is to collect the parents' contact information and send them reminders, invitations or information on behalf of the PFA. The parents of the year group can approach the PFA Class Representative with questions and suggestions which concern the PFA.

It was agreed that specific roles should be aligned to projects and initiatives that are supported by the school, these will be agreed at the first few Committee meetings. The following people will be supporting the PFA: Saji Mitra for arts & crafts activities, Emilie Fleury for fundraising initiatives, Anna Haase for event organisation.

6.) Dates for the Diary

The PFA event calendar for the school year 2016/17 was handed out. The dates are as follows:

17.11.2016	19:30	Pub Evening	Old Mary's Cocktail Bar
09.12.2016	15:00	Christmas Market	School Playground
09.02.2017	17:00	Valentines Disco	School Hall
23.02.2017	19:30	Pub Evening	Old Mary's Cocktail
16.03.2017	15:00	International Day	School Playground
24.03.2017	15:00	Mothers Day Tea	School Hall
18.05.2017	19:30	Pub Evening	Old Mary's Cocktail Bar
24.06.2017	10:00	Street Fair	Craven Terrace
07.07.2017	15:00	Summer Fair	School Playground
14.07.2017	17:00	Yr 6 Leavers Disco	School Hall