

[DRAFT]

## Our Lady and St Joseph Parents Association Open Meeting

**Date and time:** 7 pm, Tuesday 5 March 2024

**Location:** Online – Video call link: <https://meet.google.com/hgi-ptav-tem>

**Attendees:** Fiona Abrams (FA), Kim Finer (KF), Martina Larkin (ML), Vera Rush (VR), Maria Grazia Savito (MGS), Luisa Sueiro (LS), Carla Russo (CR)

**Apologies:** Ana Cristiano James (ACJ), Anna Finlay (AF), Wendy Johnson (WJ), Dasha Selyanova (DS)

### Agenda:

#### 1) Welcome and members present, apologies

The Chair of the PA, FA, welcomed everyone and made introductions. Apologies were recorded.

#### 2) Approval of minutes of the last meeting (link circulated before the meeting)

Draft minutes of the last meeting held on 17 January 2024 were circulated in anticipation of the meeting. No material comments were received before or at the meeting.

#### **ACTIONS:**

- Minutes of the last meeting were approved and will be published on the relevant section of the school website.

#### 3) Update from the committee and financial report

- Earnings since last meeting
- Expenses since last meeting
- Charity status update
- School meeting update
- Update on lunchtime chess club
- Update on continuation of library contribution
- Retrospective on the Sing-Along at the Rio
- Update on DT equipment funds

-The Secretary of the PA, CR, updated the group on the charity registration process. The application is completed and is currently under final review. It will be ready for submission shortly.

-The Treasurer of the PA, VR, circulated a summary of accounts and a financial report before the meeting; a copy of which is attached to these minutes. [ATTACH COPY OF ACCOUNTS TO FINAL MINUTES]

-The Chair of the PA, FA, updated the group about the results of the Sing-Along event at the Rio Cinema. Profit was around £1,000 (total earnings of \$1340 minus £445 expenses).

Expenses were only those paid to the Rio for the hire of the venue and the popcorn/soft drinks, as food was all donated by parents. This profit was higher than our previous Sing-Along event in 2023, partially due to inflation, but also because the event was successful, and the expenses were limited. It was also fairly easy to organise and did not require many volunteers, so we will consider running another movie event like this in the Summer term. Generally, events with outside venues have been successful so far.

-The Chair, FA, informed the group about the latest meeting with the school. FA, DS and Nicola Cavanna (NC) were present. The discussion was generally about communications with the school and how to better share information, and in a more efficient way. It was explained that the fundraising initiative from the school had raised some questions from parents and confusion about the purpose of the fundraising from the PA. The school was receptive and willing to engage in better communication. The PA noted that it is open to supporting the school with coordinated fundraising efforts also, if that would be beneficial for the school. The school thanked the PA for their offer to donate to the roof fundraiser and explained that they will be looking into other sources for donations. NC requested £500 on behalf of Mr James for PE equipment. Members were generally in agreement with the funding of this request.

-Lunchtime Chess Club: it was successfully rolled out this half term. It is currently being offered on Tuesdays only for juniors (maximum of 40 children, in 2 slots of 30 minutes each). The cost is currently being covered by the participants, but the PA will cover the fees of the tutors if there are any shortfalls. The club is currently oversubscribed with 11 children on the waitlist. The PA should discuss with the school and the chess tutor how to manage the waitlist, maybe to rotate after Easter, or organise the club for an additional day to have another round of children joining. Invoicing mechanics also should be discussed with the chess club and the school.

-Continuation of library contribution: FA explained the current commitment of the PA towards library contributions agreed with the school three years ago. The next and last instalment of this contribution is due to the school this April. Ms Ruminska has asked to continue this contribution with an increase to £1200 per instalment (2 instalments per year due in April and October). She also requested that the transfer be made immediately. The money is invested in new books and renovation of old books across the school (juniors and infant libraries and also class libraries). The group agreed to the continuation of the contribution for three additional years (to the extent is not spent only in the juniors' library but across the school) and discussed whether the increased amount was acceptable or if it should stay at £1000. KF noted there was inflation and that the increase to £1200 was a reasonable ask. The group agreed. April contribution will be increased to £1200 and brought forward to March. The first instalment of the new commitment will be in October 2024.

-Retrospective from the Sing-Along: The event was a success and great fun. The year groups attending were varied. It is challenging to find a movie that would work for everyone, but we should try to make sure the choice of movie is right. "Sing" was a good choice but the sing-along version does not exist so we relied on the version with subtitles, which was not good for the sing-along at the end as there were no subtitles shown during the songs. For next time we should make sure to choose a movie where an actual sing-along version is available. The fee from Rio was good, and it was an event easy to organise. The group agreed we should do it again.

-Design Technology funds: FA shared the information she got from the school about the spending on the design technology funding. As of this date, Ms. Fiona has received 3 of 6

tranches. She has so far acquired Lego for Y5 and Y6. KF explained that it is common for PA to fund this type of equipment to cover curriculum needs. FA added that the lack of funding for this type of equipment is not a problem particular to our school and that other schools don't even have this in their curriculum. The group suggested the PA meet with the parent governors.

## **ACTIONS:**

- **Lunchtime Chess Club: to discuss with the chess tutor and the school how to manage the waitlist for the summer term (rotate, or if we have the option of having another day), and invoicing mechanics. (MGS)**
- **Consider repeating the Sing-Along event at Rio in the summer term. Check with Rio if they can offer the same fee. (MGS)**
- **Set up continuation of library contribution at £1200 per instalment (2 instalments per year due in October and April, starting October 2024 and ending in April 2027). Increase last instalment of existing contribution to £1200 and bring payment forward from April 2024 to March 2024). (FA) **With positive votes from members of the Committee present in the meeting FA, VR, MGS, and CR, this item was approved by majority of votes from the Committee.****

## **4) School funding wish list**

- a. PE equipment**
- b. Hall renovation status**
- c. Outdoor classroom/pergola and playground equipment**

-PE equipment: As explained before, the school (through NC) requested around £500 towards the acquisition of PE equipment. NC will send an exact amount for the group to consider the funding.

-Hall renovation: FA explained that £878 from the quiz is reserved for the school to use towards this expense. In the last meeting with the school NC said they will do it during the Easter holiday. Santander are providing the volunteers. There are other things that need to be fixed in the hall too and require a high expense: curtains, kitchen shutters. The dishwasher was recently changed (the children had been complaining about dirty dishes). The school requested help from the PA for all this. Ideas from the group include:

-Offer that the PA fix the lamps in the school house (need to get an electrician and lamps, rough estimate £400-£500).

-MGS said if there were some Benyon leaseholders they could ask for help from their maintenance team. MGS and KF suggested that we could help develop a relationship with the Benyon Estate for them to help the school.

-Outdoor classroom/pergola: KF has put together a group to discuss the outdoor classroom pergola. This could be our RKR project. KF has estimates already.

## **ACTIONS:**

- **Follow up with NC about contribution to the PE equipment contribution. (FA)**
- **Follow up with NC about hall renovation status (FA). Consider action on suggestions to help the school (repair the school house lamps and develop a relationship with Benyon Estate).**

- Continue conversations regarding outdoor classroom/pergola project and confirm if this will be RKR project (KF and the group in next meeting)

## 5) PA funded activities

### a. PA-sponsored Workshops in May

## 6) Events

### a. Dates for future PA events:

- Spring Disco - 16 March: request for volunteers, still in need of a venue so date subject to change**
- OLSJ's Got Talent - 4th week of May: cancelled event**
- Spring Sing-Along - Rio Cinema (May/June?)**
- RunKidsRun - 7 July: event confirmed**
- Secondary school information session - 1st week of June: volunteers**
- Party in the Park - 6 July**
- Summer Fair - 12 July - Date to be confirmed**

-Disco: there are two venues under discussion (the Rose Lipman building and the Church Hall) but they are still not hired. The Church Hall is available Thursdays at a discounted price or Saturdays at full price. Rose Lipman can offer a discounted price but requires hiring PA equipment and lights. It is not possible to organise the event in this short timeframe, so the proposal is to push the event one more week, and to consider Sunday 24 March too. KF suggested the time of the event to start at around 3:30 pm. KF also suggested that for next year it would be great to have the Disco on World Book Day and the group agreed.

-Spring sing-along: Proposal is to have an event in May with The Greatest Showman. FA will discuss with Year 3 parents so the event does not clash with First Holy Communion. CR will ask Patricia the schedule too.

-RunKidsRun: event is confirmed. We should have another conversation with the school about fundraising objectives and start announcements as soon as possible.

-Summer Fair: Date is still to be confirmed by the school. On 12 July Year 6 will be just coming back from their residential trip so ideally we should have it on another day.

Alternative is for it to be pushed back to June. FA will talk to the school about having the summer fair on Friday, 21 June.

-Secondary School information session: to be organised in the school house. Look for volunteers and set a date.

### ACTIONS:

- Disco: CR to ask for availability of Church Hall on Sunday 24 March. Choice of venue and date to be agreed by the Disco group.
- Spring Sing Along: Set a date for the event: FA to discuss with Y3 parents Holy communion schedule and Carla to ask Patricia. MGS to check with Rio if the same rate would be available again.
- RKR: discuss with school the fundraising target (FA).
- Summer Fair: confirm with school Friday 21 June as possible date (FA)
- Secondary School Information Session: set a date (MGS) and find volunteers.

## 7) PA organisation

**a. The School House: update on inventory, shelving, old fridges.**

The lamps in the school house need to be replaced. See discussion about this item in number 4 above.

**8) Any other business (as applicable)**

The group briefly discussed that it would be good to come up with more recruiting ideas. It was also mentioned that the next events to consider are this year's AGM, and the climbing frame official opening, potentially to happen at the first bake sale of the summer.

**9) Date, time and location of next meeting (23 April - in person)**

Next meeting was confirmed for 23 April 2024, in person.

With no further business to discuss, the meeting ended at 20:56.

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**OLSJ PA - Approved School Funding 23/24**

Source - OLSJ PA bank account

Cash @ Bank 7/11/23	£9214
Cash @ Bank 16/01/24	£14,468.63
Cash @ Bank 16/01/23	£15278.61

**Summer 2024 (estimate)**

Project Area	Description	Amount	Beneficiary (paid to whom)	Frequency	Date Paid	Date approved	Staff responsible	Comment
1 Yr 6 Leavers Gift from PA 2024	Hoodies	£800.00	Vendor TBC	Annually				Y6 parents - Lucy, Lindsay, Sheila
2 Yr 6 Leavers Gift from PA 2024	Yearbook	£600.00	Vendor TBC	Annually				Y6 parents - Monika, Carolina
3 Y6 Play Costumes	Costumes	£300.00	OLSJ School	Annually			Yr 6 Teacher (Miss Ruminska)	
4 Art / Fun (whole school)	TBC	TBC	Vendor TBC	Annually				Approved for May 24
5 Sports' Day Rosemary Gardens	TBC	TBC	Rosemary Gardens	Annually			Mr James	Cancelled last year
6 Yr 6 Leavers Gift 2023	Yearbook	£400.00	AllYearBooks	Annually				Y6 parent - Kim Finer
		<b>Total £2,100.00</b>						

**Spring 2024 (estimate)**

Project Area	Description	Amount	Beneficiary (paid to whom)	Frequency	Date Paid	Date approved	Staff responsible	Comment
1 Reading	School library	£1,000.00	OLSJ School	Tranche 6 of 6 (2x annually)	4 April	2021	Judyta Ruminska	Review in April 2024, increase re Standing order ending April 2024
2 Design Technology	Equipment	£600.00	OLSJ School	Tranche 3 of 6 (2x annually)	5 March	Jun 2023	Fiona Doherty	Standing order
3 Facilities	School Hall painting	£878.79	OLSJ School	One-off		Sept 2023	Nicola Cavanna	TBC ~April 9-14
4 Lunch Club	Chess Club	£1,080.00	Chess In Schools	Weekly	TBC	2023	Nicola Cavanna	Paid by PA to Chess In Schools
5 Lunch Club	Chess Club	-£1,080.00	Chess In Schools	Weekly		N/A	Nicola Cavanna	Recovery from student fees collected by the school
6 Playground Equipment	Run Islington Run	<b>£530.98</b>	OLSJ School	One-off	29 January	2023		RKR Remainder
7 School Equipment	PE Equipment	£500.00	OLSJ School	One-off			Nicola for Mr James	
		<b>Total £3,509.77</b>						

**Autumn 2023 (actuals)**

Project Area	Description	Amount	Beneficiary (paid to whom)	Frequency	Date Paid	Date approved	Staff responsible	Comment
1 Art / Fun (Reception/KS1)	Screen print workshop	£1,008.00	Tim Davies Design	One-off	12/10/2023			offered Spring 2023; taken up in September 2023
2 Art / Fun (KS2)	Graffiti workshop	£750.00	Daniel Mendoza	Downpayment of £750	12/10/2023			offered Spring 2023; taken up in September 2023
3 Reading	School library	£1,000.00	OLSJ School	Tranche 5 of 6 (2x annually)	3/10/2023		Judyta Ruminska	Review in April 2024
4 Art/Fun (KS2)	Graffiti workshop	£750.00	Daniel Mendoza	Balance of £750	21/09/23			offered Spring 2023; taken up in September 2023
5 Religious Education	Divali-Workshop	-£549.00	OLSJ School	One-off	05/09/23		Judyta Ruminska	Has not been completed – moneyback or next project
6 Current Events (Yr 3/4)	First News Magazine	£141.00	First News	Annually	15/09/23		?	Review in April 2024
7 Playground Equipment	Run Islington Run	£8,900.75	OLSJ School	One-off	05/09/23			Review remaining amount
8 Design Technology	Equipment	£600.00	OLSJ School	Tranche 2 of 6 (2x annually)	05/09/23		Fiona Doherty	
9 Current Events ((Yr 5/6)	Week Junior Magazine	£104.00	The Week Junior	Annually	TBC			
10 Black History Month Activity (whole sc	Carnival Dance	£175.00	Winston Jean-Charles	One-off	TBC		Sylvia Dyer	offered September 2022; being taken up 11/2023
		<b>Total £12,879.75</b>						
		<b>Total w/o Playground £3,979.00</b>						

**PA Expenses**
**Autumn 2023 (actuals)**

Project Area	Description	Amount	Beneficiary (paid to whom)	Frequency	Date Paid	Date approved	Staff responsible	Comment
Professional membership	Annual membership	£153.00	Parentkind	Annually	24/11/2023		Vera Rush	