

## Our Lady and St Joseph Parents Association Open Meeting

**Date and time:** 7 pm, Wednesday 17 January 2024

**Location:** Gwada Ethiopian Restaurant, 85 Balls Pond Road

**Attendees:** Fiona Abrams (FA), Vera Rush (VR), Dasha Selyanova (DS), Maria Grazia Savito (MGS), Kim Finer (KF), Anna Finlay (AF), Carla Russo (CR)

**Apologies:** Wendy Johnson (WJ), Luisa Sueiro (LS)

### Agenda:

1) Welcome and members present, apologies

- The Chair of the PA, FA, welcomed everyone.

### **ACTIONS:**

- Apologies were recorded.

2) Approval of minutes of the last meeting (to be circulated at the meeting)

- Draft minutes of the last meeting held on 07 November 2023 were circulated in anticipation of the meeting. No comments were received at the meeting.

### **ACTIONS:**

- Minutes were approved as drafted.

3) Update from the Committee and financial report

- Earnings since last meeting
  - Expenses since last meeting
  - Charity status update
- Treasurer VR circulated a summary of accounts and financial report, a copy of which is attached to these minutes.
  - Treasurer VR explained earnings and expenses since the last meeting, which were as follows:
    - o £14,468.63 is the current balance in the PA account, representing earnings of approximately £5,254 from the opening balance of £9,214 held at the last meeting on 7 November
    - o Treasurer VR explained the breakdown of earnings by event and fundraising activities organised during the last term, as compared to those organised in 2023, and highlighted the amazing effort of the PA team and the school. In particular, the additional Christmas trees delivery in Clapton coordinated by FA, added income. KF mentioned that some of the increase could be due to inflation. We generally made more money at events, and sold more food.
  - Members present discussed the low income in tea towels and agreed that better publicity is needed as only 50 towels and 25 bags were ordered this year. Members

present also discussed whether it would be better to organise this fundraising activity at another point in the year given the flurry of activity of the Christmas period. Other options like Easter were considered and it was agreed that the beginning of the school year, in September, could be a good time, as it can be explained to reception year as part of the introduction to the school and the class; we likely get them in time for Christmas, and we can also have more opportunities to sell them during the year. In terms of communications, it was proposed that an explanation with photos of examples is posted on the website, and that teachers show the pupils the examples from previous years to encourage participation and sales.

- Members also briefly discussed the Cauliflower Christmas cards. It is an activity that we are also keen on maintaining but this year the cards arrived a bit too late.
- MGS suggested that if necessary it would be good to organise a meeting with class representatives explaining everything that we are doing, inviting also the parent governor(s). We should also make sure that the class teachers are aware of who the PA class representatives are in case they have questions (or receive questions from parents) about PA events and activities.
- Christmas Fair: Having the event inside was good, but having it on Thursday was not convenient and we need to keep asking the school to have it on a Friday (or Saturday). There are too many implications for why Thursdays are not ideal, including: very difficult for volunteer parents to be available to get things ready in the middle of the week, the rush of getting the school ready for the day after is inconvenient, harder for families to assist and stay later at the event (and also help with the cleaning up) when the day after is a school/working day. The Committee explained to the members the school concern, which is about the staff not being around on Fridays.
- Secretary CR provided an update on the charity registration process: the registration has been started in December with the Charity Commission. The plan is to complete and submit registration as soon as possible before this first half term. After a request is submitted the decision from the Commission should be quick.

### **ACTIONS:**

- Organise tea towels and bags for September 2024. Improve communications with further explanations on PA website and teachers showing examples of tea towels and bags to encourage participation and sales.
  - Consider organising meetings with class representatives and parent governors.
  - Inform class teachers about each class PA representative in case they have questions or receive questions from parents about PA organised events and activities.
  - Follow up with the school about Summer fair dates, explaining the strong preference of having it on a Friday (or Saturday) given the challenges on Thursdays or other weekdays.
- 4) School funding wish list
- a. Hall renovation status
  - b. Additional requests since last meeting

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- School Hall: the Committee explained that they met with the school and gave them feedback on the wish list as discussed in previous open meetings. They also explained what the school said at the meeting about what is needed for the school. In addition to the painting the school hall is in need of other repairs like fixing windows that do not close, and the kitchen curtain that does not open. It is challenging to have suitable contractors to come over and do minor fixes, so the school is organising the visit of contractors to review all improvements needed and provide a budget. With respect to the redecoration they have resumed conversations with Santander to confirm whether they are still able to provide volunteers for labour. They will work on budget and improvement plans for the hall as soon as possible, with views of having works done during the Easter break which is a longer break to do works. MGS suggested maybe trying to help by contacting the maintenance team from Benyon estate. The Committee made clear to the school that the money from the quiz needs to be used for purposes of school hall improvement and that the PA will require proper budgeting and proof of use of funds. The Committee is working so in the future this type of requests will become more formal to avoid delays and disappointment.

### **ACTIONS:**

- Follow up with the school about school hall works.
- 5) Proposed PA funded activities
- a. Chess club at lunchtime
  - b. PA-sponsored Workshops in May
- Chess club: the members were supportive for the PA to organise a chess club at lunchtime. The school is happy with the idea too, they suggested it is limited for KS2. Members agreed also that it would be good to have something organised for KS1 like a chess workshop. The Committee explained that the DB association could potentially subsidise the club and workshop with the funds from the Party in the Park 2023. The members agreed that even if this happens, it would be good to charge a small fee to cover costs if needed and also incentivize commitment.
  - Members asked for further information regarding the purchase of Design Technology materials with the funds provided by the PA last term.
  - The Committee shared the plan of organising workshops for the whole school in May. The school has agreed that this can happen on a certain week in May. Next steps for the PA is to check availability for last year workshops discussed by Emma Simpson and discuss with the school. CR will share the document from last year with MGS.
  - Members shared knowledge of certain grants and benefits that the school may have access to, such as the free program for Year 3 by Hackney School of Food and the PE and sports premium for primary schools to tackle obesity, which consists of £16,000 for academic year to be used for PE equipment and activities.

### **ACTIONS:**

- PA Committee to organise and implement chess club.
- PA Committee to provide further information about use of funds disbursed for Design Technology equipment.

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- PA Committee to check availability of workshops for May and available grants, and put forward proposals for the school.

### 6) Events

- a. Retrospective on the Christmas events (Trail, Fair, Trees, Cauliflower, Tea towels)
  - b. Update on Church Hall availability
  - c. Dates for future PA events:
    - i. Sing-Along Movie Night - 1st week of February - Request for volunteers
    - ii. Spring Disco - 3rd week of March
    - iii. Show your talent - 4th week of May
    - iv. RunKidsRun - 7 July
    - v. Secondary school information session - 1st week of June
    - vi. Party in the Park - 7 July
    - vii. Summer Fair - 12 July
- Retrospective of events and fundraising activities discussed at the start of the meeting, see point 1.
  - FA explained the current fee arrangement for the hire of the Church Hall. Reduced tariff of £30 p/h is available for Thursdays but not for Saturdays. The Hall is unavailable on Fridays as they hold other recurrent events on Friday evenings. The availability and pricing of the Church Hall are not ideal at the moment, but members are keen on trying to host events in the Church Hall. MGS will have a chat with Lucy to reach out to Father Derek to discuss. FA mentioned that the Rose Lipman building can also be considered as an alternative venue, we need to hire music and sound.
  - Sing-Along movie night: MGS explained the proposal received from The Rio cinema to hold the event there.
  - RunKidsRun: KF discussed with AOG the proposal of using the RunKidsRun money to create a pergola that can be used as an outside classroom. This will be a feasible target to achieve as these are cheaper than tailor made outside classrooms. AF is happy to reach out to AOG together with KF to discuss this, and to offer help to create an overall project to improve school grounds/facilities.
  - Show your talent: logistics for this event can be complicated as we would need support from the school. We need to prepare a plan for the talent show and present the proposal to the school. Alternatively, we can do an international fair, including food and second hand stalls. Members discussed car boot sales like in Princess May Road, which would be much more difficult to organise.
  - Secondary school information session: members discussed the best time to hold it and decided to organise it for the first week after Easter break.

### ACTIONS:

- FA to check availability of the Rose Lipman building for the Disco and the Talent Show. PA to consider hire of sound and video in cost of hire.
- FA will reactivate the old Sing-Along group to start organisation of this year's event. MGS will follow up conversations with the Rio Cinema.
- KF and AF to coordinate and reach out to AOG with respect to outdoor pergola, and offer help to create project for improvement of school grounds/facilities.

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- PA Committee to find volunteers to start working on Show your Talent: create plan to be discussed with the school.
- PA Committee to find volunteers to start working on Secondary school Information session.

### 7) PA organisation

- a. The School House: inventory, shelving, old fridges.
  - KF said that he is working on finishing the shelving. The additional wood was cut and Kim will collect it and will get new brackets next week.
  - Members discussed the need for fridges and decided the PA can keep one big one and one small one to be used for events and storage. Disposal of the others to be discussed: options are to list them in Olio, take them to recycling centres, offer them to members, etc.

### ACTIONS:

- KF to keep working on shelving. Once that is finished, PA to coordinate the disposal of fridges and update inventory.

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

- With no further business to discuss, the meeting ended.

### 9) Date, time and location of next meeting (27 February 2024 – online)

- Next meeting is confirmed for 27 February 2024. It will be online, although some members said they would be flexible to have it in person.

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OLSJ Profit from Events and activites in Autumn Term 2023				
Events profit Autumn Term 2023				
Activity/Event	Profit 2022	Profit 2023	23/22,£	23/22,%
Fall Quiz	£203.20	£878.79	£675.59	332%
Christmas Trail	£1,772.59	£2,000.19	£227.60	13%
Christmas Fair	£1,582.00	£2,776.23	£1,194.23	75%
<b>Total events profit 2023</b>	<b>£3,557.79</b>	<b>£5,655.21</b>	<b>£2,097.42</b>	<b>59%</b>
Profit from events+activities in Autumn Term 2023				
Activity/Event	Profit			
Fall Quiz	£878.79			
Christmas Trail	£2,000.19			
Christmas Trees	£848.54			
Christmas Fair	£2,776.23			
Tea Towels/Coasters	£142.30			
Cauliflower Cards	£222.50			
	<b>2023</b>	<b>Profit 2022</b>	<b>23/22, £</b>	<b>23/22,%</b>
<b>TOTAL profit events and activites</b>	<b>£6,868.55</b>	<b>4782.25</b>	<b>£2,086.30</b>	<b>43.63%</b>