Minute approval: **Date:**

PaFoS

Parents and Friends of St Matthew's Bloxam School

St Matthew's Bloxam Church of England Primary School

Registered Charity: 114317

Date: Monday 19th October 2026 **Time**: 2:00pm **Venue**: School

Agenda Item no	Agenda Item	Action points	Actioned by
1	Apologies: Present:	Fiona Flynn Laura Thompson, Ruth Burgess, Samantha Angove, Sally Wilson, Michelle Sturdy	
2	**Review last minutes** **Matters arising from last minutes**	**AGM Minutes from 10/08/2026 were approved.** **Reception Starter Packs** We continued with our popular *Tea and Tears* starter packs this year, as they have been so well recieved in previous years. It was lovely to hear how grateful parents were for the little goodie bags. This year, we added a worry worm and a PaFoS magnet, alongside our usual Whatsapp QR code, a leaflet introducing PaFoS and information about our coffee morning. A big thank you to Fiona and her mum for kindly helping to make the worry worms and magnets. Your time and support are very appreciated! **Coffee Morning** We held a coffee morning at the start of the new school year, just under two weeks after the children returned to school. We hoped it would be a lovely opportunity for parents to catch up, meet new faces and help new families feel welcome. Although the turnout was smaller than we had hoped, it was still nice to have the opportunity to get together. Thank you to everyone who came along, and to those who let us know they couldn't make it. We would love to encourage more parents to join us in the future, even it it's just for a quick cuppa and a chat! We'll look at ways to make these mornings as welcoming and convenient as possible for everyone. **Class Wars Fundraiser – Penny Wars** We kicked off the school year with our Penny Wars fundraiser again this year. It has been a popular and easy way to raise money in previous years, giving the children six weeks to collect as much loose change as possible for their class. The first week got off to a fantastic start, with two classes already filling their jars! Things slowed down a little as the weeks went on, but it has been lovely to see some parents and teachers going above and beyond to collect change and support their chosen class. Penny Wars officially finishes on Wednesday 21st October. Last	

		weeks count was very exciting, with just £14 seperating first and third place! The leaderboard has changed dramatically in the final week, so we're keeping our fingers crossed until the final totals are confirmed. The winning class will recieve their prize on Thursday 22nd October, and all other classes will recieve biscuits as a little thank-you from PaFoS for taking part. A huge thank you to everyone who collected, donated and helped make Penny Wars happen. Every penny does make a difference! **Tuck Shop** We havn't restarted the tuck shop just yet, as we wanted to give everyone a chance to settle back into the new school year and get into their usual routines. We've also had a few issues with SumUp card machine at the end of July, which we're hoping to get sorted before the Christmas Fayre. We'll be looking at refreshing our stock of drinks, sweets and chocolate ready for when the tuck shop returns. Thank you for your patience and support – we look forward to getting it back up and running soon! **Uniform Sale** We haven't quite managed to organise a uniform sale just yet, but it's still something we're hoping to ge up and running soon! In the meantime, the school has added a new uniform request form to the website, giving parents another way to request any items they need. Our next steps are: 1. Sort through the donated uniform and check the condition of our current stock. 2. Purchase some storage boxes to help us keep everything organised. **Christmas Festivities** The Christmas Fayre is now our main focus, and we're looking forward to another fantastic festive event! This year's fayre will take place a little earlier, on Monday 30th November. At the end of September, Laura shared a list of stalls with the staff so they could sign up to volunteer. We're keeping some of our much-loved favourites, along with a few changes and exciting new additions! A **bouncy castle has been booked**, which we're sure will still be a popular addition! The classes are still deciding what they'll be making for the Class Craft stalls. KS1 will be creating decorations, while KS2 will be making food treats to help with refreshments and food at the fayre. We have opted not to do hot food this time round. We're also delighted that Carl has agreed to return as our Santa this year! The children absolutely love him, and we're hoping he'll be joing us for many more Christmas Fayres to come.	LT LT

		Santa's Grotto Booking forms for Santa's Grotto will be sent out on Friday 23rd October. Having the forms returned with payment will make it easier for parents to book their slot and will also help us prepare the correct change for stall floats. The Grotto will be returning to the library, which worked really well last year! Although we weren't sure how well it would work initially, both children and parents loved it. The decorations helped create a magical atmosphere, and having a quieter space away from the busy fayre was especially beneficial for younger children who found the noise overwhelming. **Volunteers** We'll need plenty of helping hands to make the fayre a success, so volunteers will be very welcome to help with setting up, running stalls and packing away. Every bit of help makes a difference, and we really appriciate everyone who gives up their time to support our events! **Christmas Fayre Tokens** Laura will be holding a token sale on the mornings of 16th – 18th November. We've also changed the tokens from 50p to £1 each to make things simpler for everyone. **Non-Uniform Day and Donations** Our only planned non-uniform donation day before the Christmas Fayre is **Friday 23rd October**. We've asked for donations to help stock our Christmas tombola, with a Christmas Party theme. We're hoping for a lovely selection of bottled drinks, *Christmas treats* and tasty snacks.	LT LT
	Declaration of conflict of interest	None	
3	**Treasurers report and available funds** To include items still pending and progress on agreed spending from last mtg	The treasurer confirmed that the following purchase orders have been agreed but have not yet been paid: - Year 6 Residental Coach - Whole School Christmas Show	
4	**Safeguarding** **Data Protection**	Everyone was reminded of the expectations when working on school premises and the importance of following the relevant procedures. The importance of confidentiality was highlighted, including ensuring that information is kept private and not shared inappropriately.	
5	**New ideas for generating income**	**Fundraising Ideas** We discussed a range of ideas for future fundraising and events, including: - Disco - Movie Night - Cake Sale - Themed Goodie Bags - Book Donations - Bingo/Quiz - Craft Sale - Car Boot Sale/Tabletop Sale	

6	**Future planned events:**	**Upcoming Events:** **Christmas Refreshments** We'll be providing refreshments alongside the EYFS and Year 1 and 2 Nativity performances, as well as the KS2 Carol Service. Refreshments have always been well received, and we'll also be running a raffle alongside them. **Pre-Loved Christmas Jumper Sale** Christmas Jumper Day falls on **11th December**, we're hoping to oraganise a pre-loved Christmas jumper sale around this date, with the exact sale date still to be confirmed. This is a great opportunity to give jumpers a second life while families find an affordable festive option. A shoutout for donationed Christmas Jumpers will be going in the newsletter **Gift Sale** Our gift sale will take place during breaktimes on **16th & 17th December**. This is a lovely opportunity for the children to choose gifts and enjoy a little Christmas shopping at school. **Second Hand Uniform Sales** We are hoping to hold one before the Christmas break but the date is still to be confirmed, parents can continue to request second-hand uniform through the online form.	LT
7	**Agree any spending/Request received**	**School Purchase Requests** Any time-sensitive purchase requests received from the school have already been reviewed and approved or declined, as detailed in the treasurer's report. For any new requests received between meetings, the Chair and Treasurer will review the forms and share them in the Trustees' chat for discussion. A poll will then be used to agree whether each request should be approved or declined, helping us respond as promptly as possible.	
8	**Additional agenda items**	Asking for raffle prizes/collect from those who have agreed.	LT
9	**AOB** (to be notified to secretary at least 24hrs before meeting)		
10	**Agree any confidential items**	Total money in the bank is to be kept off the minutes. As per the constitution, the most recent annual accounts can be seen by anybody on request and are available on the Charity Commission website.	
11	Agree date of next meeting Meeting end:	TBC 3:10pm	