

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 3rd November 2025

Time: 6:30pm

Venue: Jo's House

Agenda Item No	Agenda Item	Action Points	To Be Actioned By
1	Apologies: Present:	Fiona Flynn & Nikki Thomas Jo Wilday, Laura Thompson, Sam Williams	
2	Review Last Minutes Matters arising from last minutes	AGM Minutes from 16/07/2025 were approved. Reception Starter Packs We went with the Tea and Tears packs again as they were well received last year. With a small class we were lucky to already have a reception WhatsApp group started with parents that stayed with us from Nursery, so, only a few new parents joined us. Coffee Morning We held a new school year coffee morning/meet and greet for all parents. Unfortunately, we had next to no turn out, Jo was unavailable due to work commitments, so, only Laura, one trustee and one parent attended. We all felt this was very disappointing. Class Wars Fundraiser After last year's hit, we ran this fundraiser again. It was a slow starter, but some classes soon got in the swing of it, and competition was fierce. However, sadly this year, some classes raised very little. In the end, it raised just over £180. Year 5 retained the winning title, after raising an impressive £60. They received their prize of cakes on Thursday 23 rd October, with all other classes receiving biscuits as a thank you from PaFoS. Tuck Shop Tuck shop started up again on 18 th September, giving everyone the chance to settle back into the school routine. The first week's sale was poorly attended, but this has since picked up again. The new stock of sweets/choc/crisps are proving popular with the children, we had only a select few of each item to see what went well.	

		Note – More of the best sellers will be purchased in the new term. Uniform Sale We had our first uniform sale at the end of term; holding it at the same time as Tuck, we raised an impressive £38.40 from the sale of pre-loved uniform and shopping bags. Christmas Festivities This is now our main focus, having discussed the Christmas fayre we have the stalls planned, including some old favourites and some new exciting stalls. Laura completed a stock take, which was needed prior to any purchases being made. A bouncy castle has been booked. The classes are making food again this year. Grotto booking forms are going out this year instead of Laura receiving bookings before and after school. We are hoping this will be an easier way for parents to book and benefit us with change for stall floats. Once all forms are handed in by the cut off date we can confirm numbers and speak to Santa to arrange the grotto gifts. Volunteers will be needed to help set up/run stalls etc. Our very own Santa has yet again agreed to be at the fayre in his grotto and will be on hand to help set up. The first non-uniform day was held, we didn't receive many bottled or gift donations, BUT we received £112 in cash. Due to the lack of bottled items/gifts we have had to rethink the stalls and will NOT be holding a Water to Wine stall this year, unless more donations are received on the next non-uniform day. Failing that, bottles will be put on the Tombola stall. The next non-uniform donation day is arranged for the end of November. This was explained to all present at the meeting, and no Conflicts of Interest were declared.	
--	--	---	--

	Declaration of Conflict of Interest		
3	Treasures Report To include items still pending and progress on agreed spending from last AGM	Treasurer reported: POs agreed but not yet paid Yr 6 Residential Coach 10% of residential cost EY/KS1 Theatre trip (£4 per child) Roman Workshop Yr 6 Leavers Hoodies 2025 Contribution to coaches for class trips All cheques written have been cashed Events so far this year: Items sold on Vinted Books sold online Tuck Class Wars Pre-Loved Uniform Non-Uniform Day Items paid out for: Tea & Tears packs Tuck stock Cakes/Biscuits for classes for Class Wars	
4	Safeguarding Data Protection	Everyone made aware of what is expected when on site etc. Everyone made aware not to share information etc.	
5	New Ideas for Generation Further Membership/Support	Discussion held regarding lack of involvement by parents/carers. We have tried everything to get more parents involved by advertising events and putting volunteer posters in the newsletter/Facebook/Whatsapp groups. Using Tea and Tears to contact Reception parents, a free Coffee & cake meet up for all, etc. The only attendees at this meeting are the co-chairs and a trustee. It is very sad to see. IMPORTANT: PaFoS will NOT continue to run if we do not have the support of parents. Unfortunately, if PaFoS was to stop running this will result in less experiences and opportunities for the children at SMB. In addition, the cost of class trips will increase, as PaFoS contributes at least £200 to each class towards the coach cost.	

	New Ideas for Generating Income	The year 6 residential would also increase in cost, as PaFoS pay the full cost of the coach £950 this year PLUS 105 of the residential cost for each child. A decision was made to NOT to plan any other events and to reevaluate the situation and the feasibility of continuing to run PaFoS, dependant on the support and outcome of these events.	
6	Future Planned Events	To be discussed in the new year – see above Christmas Refreshments Nativities for EY/Year 1&2 and KS2 carol service. Refreshments are usually well received, and a raffle is ran alongside. Second Hand Uniform Sales This is available via the online form. A few items will be available to see at the Christmas Fayre and the Nativities/Carol Service. We hope to do another sale before the end of term.	
7	Agree any Spending/Request Received	Time sensitive purchase requests from school already approved/declined. See Treasurer report. Any request forms that come in between meetings, will be checked by either chair (Laura/Jo) and put in the Trustees chat to discuss, followed by a poll to agree/decline the request.	
8	Additional Agenda Items	Asking for raffle prizes/collect from those who have agreed. Go through pocket money stall donations Gift wrap the gifts for the secret gifting room Decide on the location of this year's Grotto Check Christmas Trees	LT/JW LT/JW JW LT James
9	AOB (to be notified to secretary at least 24 hours 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	TBC	

	Meeting End	8:30pm	
--	-------------	--------	--