

PaFoS

Parents and Friends of St Matthew's Bloxam School

St Matthew's Bloxam Church of England Primary School
Registered Charity: 114317

Agenda for Meeting:

Date: Wednesday 16th July 2025

Time: 19:00

Venue: Treasurer's Home

Agenda Item no	Agenda Item	Minutes & Action Points
1	Apologies: Present:	Nikki Thomas, Sam Simkin, Jay Stock Jo Wilday, Laura Thompson, Fiona Flynn, Sam Williams, Grace Large, Jordan Pocknell
2	Review last AGM minutes Declaration of conflict of interest	Seen and agreed No conflicts of Interest
3	Chair Annual Report	<u>Chair's report AGM 16th July 2025</u> Firstly, thank you to Sam Simkin for a smooth and thorough handover of Chair responsibilities and for staying on as a Trustee, when she stood down as Chair last year. This was when we (Laura and Jo) took the reins as Co-Chairs. Laura is mum to Theo and Max, both of whom are SMB pupils, and Jo is mum to a former SMB pupil, who has recently completed her GCSE exams! We both had experience as Trustees, in the roles of Secretary and Treasurer, and believe PaFoS is truly worth our time and sweat 😊. For those of you who are new to SMB, PaFoS functions as the school's Parent and Teacher Association. It is a registered charity which raises funds by helping to organise and hosting events throughout the school year. Our fundraising helps to provide additional activities and equipment that aims to enhance, enrich and further the children's learning experiences and opportunities. This year PaFoS have raised funds through; • Class Wars - It seems ages ago, but do you remember bringing your change to school? There was fierce competition between the classes to see who could raise the most money, and you raised an amazing £224.09. • Christmas Fayre - The children always love the fayres, and they are a great fundraiser. You raised just short of £1000. • Summer Fayre - Our aim was to have some new stalls and better prizes. It was a great success and again raised just under £1000. Special mention to the Nursery stall for raising the most money, by selling the delicious fudge they had made. • Men behaving Dadly

- Fabulous Females
- Rainbow Raffle
- Pre-Loved Uniform
- Break the Rules Day
- Book Sales
- Easter Tombola
- Tuck shop
- Easy Fundraising
- Non-Uniform Days

I expect you are aware of most of the above events, but do you know where the money goes?

- A £200 contribution per class towards the Coach cost for class trips. This reduces the amount you as parents/carers pay towards the class trips.
- SATS breakfast.
- 10% of the cost of the Year 6 residential. Plus the Coach cost!
- £5 Contribution per child for their leaver's hoodies.
- Whole school Birds of Prey Experience.
- Bouncy Castle for Whole School day.
- Parasols for the outside picnic tables to provide shade during break and lunch times.
- EYFS and KS1 Christmas Show.
- Free Easter Hunt and prize for every child
- KS2 End of Year Belgrade Theatre Trip (July 2024).
- Reception & KS1 End of Year Trip (July 2024).
- With the new school year fast approaching, we've already agreed to contribute to a EYFS and KS1 theatre trip, pay the full amount for a Chick Hatching whole school experience, Gribbly Bugs and more!

At this point, we must thank **EVERYONE** who has supported PaFoS, especially those who have volunteered their time to help set up Tuck, to set up or run a Stall, to bag gifts, sort prizes, and so much more! A special mention to SMB staff, for staying after school, running the stalls and for packing away after the events.

Without your support we could not continue to run, it's sad to see, but the number of volunteers has diminished over the years, and we are desperate for **YOUR** help. If you would like to get involved, please do get in touch, keep an eye on the Whatsapp group chats for our next meeting, speak to Laura on the playground or email secretary-pafos@live.co.uk. We'd love to hear from you!

Imagine what we could do next year with more volunteers! Our children are only at school for a relatively short time; let's help create happy memories that will be remembered for a lifetime.

Thanks again for your support!

Jo & Laura

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**Treasurer
Annual Report**

AGM 2024/25				
	Incoming	Outgoing	Balance	Notes
Bank Balance 01.08.2024			£11,055.81	

	Data Protection and Safeguarding Financial Policy	Action1: JW to look into online banking/bank transfers/requirement for 2 trustee signatories, possibility of adding another signatory as back up. Action2: JW to speak with Cat McNally as she is sadly leaving SMB and is still a bank signatory PaFoS follows SMB's Data Protection and Safeguarding policies. All school policies are available on the SMB website. The basis of the Financial policy is good, but parts are outdated, and therefore it was agreed the policy should be updated and then reviewed by all Trustees Action3: JW to update the PaFoS Financial Policy and distribute to all Trustees for comments/agreement.
7	AOB: Rolling PO's agreed for 2025/26 Agree Quorum Agree meeting platform Agree allocation of funds in between meetings Review Whatsapp Groups Stock Check	- 10% of the cost of the yr 6 residential (Accommodation/food/activities) - £5 contribution per child for Leavers hoodies - SATs Breakfast (Max £100) PaFoS have not received requests for payment of the usual First Aid course, or Forest School contribution. These have been removed from the rolling Pos list, but funds are available should SMB make a payment request this coming year. Our Constitution states 3 Trustees must be present at meetings For 2025/26 we will continue to do a mix off meetings during school time at SMB, and evenings at a location to be decided dependant on numbers attending. Using The Trustee Whatsapp Group to discuss & agree Purchase requests via a poll, worked well during 24/25, and will continue this coming year. Jo to review the Purchase request procedure in the hope of it becoming paperless Action4: JW to add Sam Williams to the group chat Action 5:JW to review the Purchase Request procedure The class Whatsapp chats appear to be working well, and on the whole are used correctly. Jo and Laura monitor the groups, and have issued reminders regarding the rules of the groups when appropriate. Action6: JW & LT to have a clear out and do a stock take during the Summer Hols.
8	Date and time of next meeting	TBC
9	End of meeting – Time	21:00