

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: Thursday 18th July

Time: 1:30pm

Venue: school

Agenda Item no	Agenda Item	Action points	Actioned by
1	Apologies: Absent: Present	Nikki Thomas Sam Simkin, Serisha Edwards, Jo Wilday, Laura Thompson,	
2	Review last AGM minutes. (Action points)	Minutes were approved by those present and signed by chair, hardcopy to be filed	
3	Matters arising Chair and treasurer 3-year position to review. Grant secretary role Shadowing trustees	The PaFoS constitution asks for the chair and treasurer to be in the post for a minimum of 3 year. The chair Sam Simkin has been in post for 2 years now and is unfortunately stepping down, the chair position needs to be filled and then reviewed each year as it is a struggle to commit to a 3 year period. It has been decided not to fill this role, if a grant comes up that is suitable then it can be sorted between the trustees to fill out and apply. Shadowing trustees needs to be made a priority if anyone is planning on stepping down etc, Laura Thompson has been shadowing and helping the chair Sam Simkin since April and has shown an interest at becoming more involved within PaFoS.	

4	Adoption of reports Chair annual report	This year has been a tough one, we have unfortunately seen a decline in volunteers which seems to be very common amongst PTAs recently, however this has had an impact upon what we can do event wise within school. I think we have done exceptionally well this year with our planned events, mothers and father’s day sales were as usual a big hit and I do think that pre orders are the best way to go as this allows some forward planning and reduces the cost of what is actually needed to be bought. The easiest fund raisers and ones the children really enjoy are the break the rules day and non-uniform days, these have both been super successful in both raising funds and also donating items towards the summer and Christmas fayre, we did trial asking specific years for specific items and this seemed to work well with a good selection of items being donated. The Christmas fayre was as usual a success despite the day before almost having to cancel due to lack of volunteers, Santa was hugely popular, and we sold out of time slots to visit him. We trailed a gifting room, and this was super popular with lots of children keeping items priced cheap to allow lots of people to get something. The summer fayre wasn’t as busy as usual this year, but I think that was down to the heat as it was far too hot, we still took a profit and the children enjoyed it but the weather had an impact on how long people stayed. Tuck shop has been very successful although we decided not to do it after the summer fayre as I felt the parents were being asked for money a lot due to upcoming trips and experiences etc, A good selection of sweets, crisps, drinks and other snacks were appreciated and keeping prices low at 50p and £1 worked really well and made it easy for anyone running it, this bought in a steady income each week. Show performances again doing refreshments and a raffle are worth doing, the parents appreciate having a drink and snack its minimal effort from us also but definitely need 3 people doing this due to getting overwhelmed with the queue at times and folding raffle tickets etc. Overall, despite running on minimal volunteers mainly myself and Laura we have still managed to do a lot and also provide a lot of extra funds for the school including paying towards all the class trips and also paying for the whole school to have a treat KS1 farm trip and KS2 theatre trip amongst other things. I am sad to be stepping down as chair as I have loved my time with PaFoS however I do need to do this as I feel I can no longer give my all to PaFoS like I have done previously, personally it has just become a little too much for me to manage on my own. I really hope PaFoS continues to run for many years as not only the children enjoy the events we put on but it also offers the extra vital funding the school needs towards things. AGM 2023/24 <table><tr><td></td><td>Incoming</td><td>Outgoings</td><td>Balance</td><td>Notes</td></tr><tr><td></td><td>Starting Balance</td><td></td><td>7742.56</td><td>As at 01/08/2024</td></tr></table>		Incoming	Outgoings	Balance	Notes		Starting Balance		7742.56	As at 01/08/2024
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	Financial report from treasurer	Total Incoming 5410.19			Events plus cash C/F
		Total Outgoing 2316.94			PO's and Expenses paid by Chq
		Bank \Balance 10835.81			18/07/2024
		Chqs not yet cashed 1614.75 9221.1			Balance after o/s chq's are cashed. Further PO's agreed, awaiting receipts before making payment
		Events			
		Grotto	251.52	187.24	64.28
		Xmas Fayre	1599.69	621.46	978.23
		Nativity & Carol Service	243.51	6.54	236.97
		Tuck	571.15	233.92	337.23
		Uniform	286.83		286.83
		Non-Uniform Day	297.12		297.12
		Yr 3 & 4 Evening Show	186.66	23.8	162.86
		Mother's day	451.5	324.58	126.92
		Break the Rules Day	213.92		213.92
		Fathers Day	343.4	52.82	290.58
		Summer Fayre	1169.65	294.36	875.29
		Sports Day	197.19		197.19
		Yr 5 & 6 Show	99.16		99.16
		Yr 6 Disco	74.43		74.43
		Easy Fundraising	86.57		86.57
					Payments each Quarter by bank Transfer
			6072	1744.7	4327.6
5	Nominations and elections	The opportunity to apply for a trustee role was advertised via the current PaFoS WhatsApp group chat.			
	Chair	The role of Chair was discussed and decided by a vote that Jo and Laura will Co-Chair. This is to enable PaFoS to continue to run in its current capacity.			
	Treasurer	Jo Wilday will continue in her role as Treasurer, as well as Co-Chair			
	Secretary	Laura will continue in her role as Secretary, as well as Co-Chair			
	Vice Chair	Serisha will continue as Vice Chair.			

6	Review policy	All the policys were reviewed and everyone was happy for them to stay as they are.	
	Constitution	The constitution was read out and shown around and everyone is happy for this to remain how it is.	
7	Data protection	Everyone is aware of the Data Protection Policy, all agree to the current wording.	
	Safeguarding	Everyone is aware of the Safeguarding Policy and are happy with the current wording.	
	Financial policy review	Everyone read this policy and all agreed there needs to be some changes to the wording, Jo wilday will review the document, as it reflects procedures during Covid/Lockdown that are no longer relevant.	
8	AOB	Rolling orders All agreed the following rolling orders were to remain. Forest school £100 if requested Yr. 6 leavers hoodie contribution £5 per child First aid course to be fully fund Year 6 residential trip 10% of the total cost Year 6 SATs Breakfast £100 There was a new rolling order that was put forward for Carl Jones, the school gardener. £100 was agreed, for him to spend on the allotment, orchard, pond etc., the team feels he brings a lot to the school and it all benefits the children, they love walking round the wildflowers/sunflowers and helping in the allotment, this little bit of funding will help him improve that area.	
	Agree quorum.	It was agreed 3 members to be present to make the quorum.	
	Agree meeting platform.	In school meetings work well as well as at someone's house, all agreed virtual/online meetings were not beneficial as it was hard to discuss matters properly without everyone there in person.	
	Allocation of funds in between meetings	All agreed to keep this as is.	
	WhatsApp guidelines	All agreed these were being adhered to and the groups were successful so to stay as they are.	
	Stock check	The stock check will be done over the holidays by Jo and Laura.	

	Any keys to be handed over. Any trustees stepping down.	Sam handed her keys to Laura, for cupboard and shed. Sam Simkin has stepped down as Chair and will hand over paperwork etc in due course.	
9	Date and time of next meeting	To be discussed.	
10	Meeting end.	Meeting ended 14.55pm	
11			