

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: Friday 17th May 2024

Time: 6:30pm

Venue: Trustees Home (Jo)

Agenda Item No	Agenda Item	Action Points	Actioned By
1	Apologies: Absent: Present:	Serisha Edwards Samantha Simkin, Jo Wilday & Laura Thompson	
2	Review Last Minutes	Forest School This still needs addressing as there is currently no one specific to do this, however a teacher is trying to cover this so need to find out if the rolling order of £100 is still needed for the year – to review for AGM Class Wars Fundraiser We decided not to do this event this academic year – to review in September. Bags to School/Clothing Again decided not to do due to time restraint and other members current commitments – to review in September Mothers Day Pre order forms works fab so moving forward I think this is the way to do it. We didn't have as many sales as last year however it was still a success, expenses were a little higher than usual due to needing to buy new paper bags	

		but these will be used for other events during the year. The total amount for sales was over £400 and regardless of expenses we still made a healthy profit rather than a loss. Fathers Day Letters have one out, Sam has already purchased the mini gifts, this needs to be done as soon as as the stock goes on sales closer to the date there is very limited stock so look around March time to purchase in the future. Tuck Shop This has been a steady weekly sale, massive thankyou to Laura for running most of these. New stock has been bought for this and new items trialled which have seemed to be well received, no plans to restock before the end of the academic year so a new restock will be needed in September. Year 3 & 4 Shows A huge success again, refreshments were very well received and 2 raffles per show. Money taken was over £100. These are minimal effort from us and boosts the funds pot. Ideally do need 3 volunteers for each set up, 1 for hot drinks, 1 for taking payments, 1 for sorting the raffle tickets, it can get busy very quickly so 3 people ease this. Break the Rules Day As usual the children loved this, and we took over £200. Minutes were approved no problem, chair signed, and secretary filed in the cupboard. Going forward we have decided to just keep digital copies of minutes, school website, chair and secretary will have copies.	
	Approved Last Minutes		

	Declaration of Conflict of Interest	None Stated.	
3	Treasures Report and Available Funds To include items still pending and progress on agreed spending from last AGM	Now Jo has full access to the banking she was able to make a detailed report which was shown and explained, the trustees discussed and approved. She has a spreadsheet on her PC and this is available should anybody wish to view it. Purchase Requests Sats breakfast £100 – agreed. Gribbly Bugs was a last-minute request, we needed to check balance before deciding however Mrs Francis needed to know asap so she just decided to ask parents for the funds instead.	
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	PaFos have always struggled to get a steady stream of volunteers, and this still seems to be the case. Multiple ways have been tried to engage parents with little positive outcome, we are trying to make parents more aware of what PaFos funds are being spent on in school and Sam is making an information board to display at our events etc for parents to look at, both Sam and Laura are also trying to sort out a time to renew the PaFos info board that is in the main reception area – hoping to get this done before September.	

		Laura and Serisha are going to be at the new parents meeting (am & pm) for the September intake, Volunteer leaflets and signup sheet will be there as well as showcasing that we have second hand uniform for sale and hopefully they will be able to talk to some parents about PaFos and what we do. This is always in constant review how to engage parents more due to time restraints come September.	
	New Ideas for Generating Income		
6	Future Planned Events	Summer Fayre We need to finalise this. Sam and Laura have been working together on this with Laura taking the initiative to gather raffle prizes/vouchers early as last year it was very rushed and we had missed the deadline on quite a few places. We struggle to do raffle sometimes as the logistics of writing names and details on sometimes hundreds of tickets is very time consuming and then having to contact each winner, so Sam is trying a new style similar to the popular Wonka bar event, hopefully this works well especially as we have some fab prizes. Called ChocoLuck. Sam to email Asda rep about chocolate donations and also Jo to follow up with Bookers. We have an upcoming non-uniform/donations day on the 7th of June poster to go out with KS1 to donation bottled item and KS2 food item, as well as general donations they are happy to gift.	

		Uniform Sales This continues via the online forms, Sam and Laura have also planned a sale afterschool on the “3rd May instead of tuck shop, as well as having it at the summer fayre. From September Sam will be taking this on and we have decided to increase the price to £2 per item, this is the first increase we have done and is still affordable to all, this will also help PaFos if we have to continue with limited events due to lack of volunteers. Father’s Day 16th June Usual gift/baked goods sale Sam to lead. Sam will do a pre order letter and will need to purchase things nearer the time. Tuck Shop This will continue every Thursday afterschool Sam and Laura will be leading these with volunteers helping when available. Year 5&6 Shows 8th & 9th July We will be providing refreshments and a raffle for both. Top winner Kaspas voucher, second winner’s prize still in discussion.	
7	Agree and Spending/Request Received	Time sensitive purchase requests from school already approved/declined. £200 per year group was offered and so far, all year groups have put in requests for this. Following on from previous discussions with Miss Hughes about end of year treat for years 3-6 we paid over £1000, we have also offered the same amount to Reception – Year 2 for them to go on a trip.	

		We didn't realise there was also another provision the lighthouse, so they have also had £200 to take the children out. Any other requests from cupboard.	
8	Additional Agenda Items		
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 confidential off the minutes.	
11	Agree Date of Next Meeting	Date and location to be confirmed.	
	Meeting End	9:30pm	