

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 8th February 2024

Time: 7:30pm

Venue: trustees home (Jo)

Agenda Item no	Agenda Item	Action points	Actioned by
1	Apologies: Absent: Present	Nikki Thomas Samantha Simkin, Jo Wilday, Laura Thompson, Serisha Edwards	
2	Review last minutes (action points)	Online system. As far as I'm aware all banking has now been sorted and switched over to Jo, I believe we still need to look into online banking to do transfers of money however cheques are still able to be done. Jo will look into the online banking as we think were unable to do this because we have 2 signatories on the account, bring forward to next meeting to determine if this is doable or not. Class WhatsApp group for nursery/reception was done however we only have a few parents on there despite contact forms being given out to message to join the group. This will be revisited again and something will be implemented for Septembers intake of new parents to hopefully make this a bit more clear from the start of the school year.	

		Xmas fayre was a hit, despite almost having to cancel it due to lack of volunteers, last minute we pulled it together and we raised in total £1,466.61 after expenses there was still a significant amount that went into the bank account The secret gifting room was a massive hit and is something to consider for the next Xmas fayre Nativity refreshments/raffles were a big hit again and across the few shows we made a total of £246 so these are definitely worth doing for very little effort. Any stock that was left over and we couldn't carry over to the new year we donated to the class Christmas parties the staff distributed what we gave them. There was also a bag of food items left over from the Xmas fayre that wouldn't make it to the next fayre so that was taken home by Sam and dropped off at a food bank donation point.	
	approve last minutes (minute approval) Declaration of conflict of interest	Minutes were approved no problem, chair signed and secretary filed in the cupboard. None stated.	
3	Treasurers report and available funds	now Jo has full access to the banking she was able to make a detailed report which was shown and explained.	

	To include items still pending and progress on agreed spending from last mtg	She has a spreadsheet on her PC and this is available should anybody wish to view it. Sam needs to speak to Mrs. T regarding forest school as we have been made aware this is no longer going ahead due to the staff member leaving and we have the rolling order of £100 so need to find out if there are plans for another staff member to take this role on or if we need to cancel this rolling order amount for the time being. Sam to speak to Claire Jones about her remaining balance for nurture room.	
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 worried that PaFoS will struggle to maintain momentum if we continue without volunteers so we have agreed to run at a limited capacity for now and not do as many events until we can hopefully get new people on board. We all appreciate how vital having a pta is especially to help with extra funding so we will aim to just tick over rather than close down completely. This is always in constant review how to engage parents more.	

	New ideas for generating income	money jars- class wars, this will be an easy and quick fundraiser for us to manage, we have previously decided to do this in the April term, however were now mindful that parents have just donated a large amount to the copper challenge so we will revisit this another time Bags to school/clothing bank run, all agreed this would be a good idea, advertise October half term for collection after Xmas break. We did not get time to do this maybe put this on hold and bring forward? Jo is looking into the exact details of this to bring to the next meeting	
6	Future planned events:	Dates for the following will be given nearer the time Break the rules day we would like this before the easter half term if possible Sam to arrange with Mrs. T Summer fayre were aiming for this towards the end of June this year if possible, Sam to arrange with Mrs. T Mothers day 10th march Usual gift/baked goods sale Sam to lead Jo will help make up the mini gift packs Sam to get a pre order letter out for cupcakes or mini gift Need to purchase cupcake boxes and ingredients etc.	

		Easter 31st march, school breaks up Friday 22nd march so we will do a chocolate tombola around this week as it was successful last year. We previously agreed this however due to other circumstances Sam now cant find the time for this and the school council are doing something to raise funds for things they want so maybe give this a miss this year round. Fathers 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 will continue every Thursday afterschool, we gave this a break after Xmas but will resume it after feb half term. Sam and Laura will be leading these with volunteers helping when available. The year 3 & 4 show is 19th & 20th march and we will be providing refreshments and a raffle at both of these.	
7	Agree any spending/Request received	Time sensitive purchase requests from school already approved/declined Sam received a request from the ladies in the office to pay for the coach for the yr. 6 residential trip, needs discussion as we already contribute 10% of the whole trip This needs further discussion, the team have expressed they would like to know the exact costing for this trip also We all agreed to give each class £200 towards their class trips they take this year, the teachers have been made aware and are	

		grateful for the help, yr. 4 have already asked for theirs towards their Blackwell day trip in may. There have been several requests that have come in that needed immediate decisions on so the trustees agreed the following Show pack music etc. for yr3/4 show £76.45 Macready theatre trip in dec £210 Whole school magician £100 Miss Hughes approached Sam and asked if we would pay for the end of year treat for KS2, after discussions with the team we all agreed it was a fab use of PaFoS funds and have agreed to pay up to £2000 for years 3,4,5,6 to go to the theatre to see the boy at the back of the class, this is appropriate as the children study this book in class. Costing also includes travel and mis Hughes will get back asap with exact cost Because we agreed up to £2000 for KS2 we have also put it to KS1 that they can have up to the same amount so we are waiting to hear back on that. Rolling order of £5 per yr6 leavers hoodie £160 in total Any other requests from cupboard.	
8	Additional agenda items	Message from the chair of PAFOS I have been chair of PAFOS for coming up to 2 years and I have loved every minute of it, seeing the children's faces when we do events and fund things has been so very worth it.	

		It has really opened my eyes to how important having a pta to a school is, bringing in those much needed extra funds when a school budget is already so limited. Subsidizing school trips to lower the costs for parents, bringing in companies to do educational and also fun shows for the children and much more. However after a tough year personally I have made the decision to step down as chair at the end of the school year, but I would like to step down sooner if possible due to other commitments. This has been a really hard decision to make, I won't step away from PAFOS completely I will still be around to help out at events etc. I just need to step down as chair and let someone else take the reins and build upon what we have done. After discussions about this with the team we have all agreed Sam will stay on as a trustee of PaFoS, Jo and Laura have at the moment agreed they will co chair together as well as dual role with their current roles due to us really struggling to find someone who has been a part of PaFoS to take over as chair, Sam would like to step down as chair sooner than July but has agreed to stay on till July to see the year out but will be doing limited work, the team have agreed to back Sam up and take on some more of the events etc. Sam has agreed that she will stay on as uniform coordinator, this is a very light role and not too time consuming for her to manage along with other commitments she has. Jo has managed to update the charity commission with the current trustees, she has been made aware that for some reason the accounts from last year were not updated so she is looking into why and getting them updated on there.	
--	--	--	--

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 confidential off the minutes.	
11	Agree date of next meeting Meeting end:	17 th may location to be confirmed 9:15pm.	