

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 25th September 2023

Time: 130pm

Venue: in school

Agenda Item no	Agenda Item	Action points	Actioned by
1	Apologies: Absent: Present	Serisha Edwards, Nikki Thomas Samantha Simkin, Jo Wilday, Laura Thompson,	
2	Review last minutes (action points) approve last minutes (minute approval) Declaration of conflict of interest	Online system. Kirsty handed over to Jo and this is now in process of changing names on the bank, for now we still have Mrs. T and Mrs. McNally who are able to sign cheques. Minutes were approved no problem, chair signed and secretary filed in the cupboard. None stated.	
3	Treasurers report and available funds To include items still pending and progress on	What has come in At the moment jo does not have full access to the banking so this will be updated when available, Only a few tuck shops have taken place and some expenses for Xmas fayre etc.	

		Bags to school/clothing bank run, all agreed this would be a good idea, advertise October half term for collection after Xmas break.	
6	Future planned events:	We have the following dates from Mrs. T Christmas fayre – Monday 4th December Sam and Laura to lead We can set up on the Friday before, Sam has already started to buy bits ready for this, Smiggle tombola, grotto gifts, we also found some sumo suits online at a good price so Sam popped it in the trustee chat to discuss and Jo took Sam to view and bought them we can use these at any event if needed. Potential to hire them to other local PTA groups, this to be discussed at next meeting Agreed for Laura to pass on Sams details to book a slushie machine for fayre, as she found someone local and a good price. Non uniform days 13th October, 23rd November in exchange for Xmas fayre stuff Dates for the following will be given nearer the time Break the rules day Summer fayre Mothers day 10th march Usual gift/baked goods sale Sam to lead 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 Sam and Laura will lead this Fathers day 16th June Usual gift/baked goods sale Sam to lead Uniform will be out at the Xmas fayre only logo wear. However last day of term will be big sales in the conservatory, Sam and Laura have decided to alternate these with logo or plain uniform to save getting everything out each time.	

		Tuck shop will continue every Thursday afterschool. Sam and Laura will be leading these with volunteers helping when available. Refreshments and raffle will be served at the following events Nursery/reception nativity Tuesday 12th dec am, weds 13th dec pm Yr1/2 nativity Thursday 14th dec am, Friday 15th dec pm Yr. 3-6 carol concert Tuesday 19th dec am	
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, bring forward to next meeting While jo was looking through handover paperwork she found a previous purchase request from Mrs. Jones that had not been fulfilled, thinks has now been rectified a new form was filled out and spending agreed. Mrs. Francis came across an issue when trying to book Xmas theatre tickets that was agreed at previous meeting, agreed £537.50 So she is putting a new form in for a lower amount, this has already been agreed. Any other requests from cupboard.	
8	Additional agenda items		

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:	Friday 10 th November 7pm venue to be arranged if anyone would like to come pleased pop Sam an email chairsmb@gmail.com 3pm	