

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 8th September 2023

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, Kirsty Burcham, Laura Thompson, Glyn Spence	
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	The pafos constitution asks for the chair and treasurer to be in the post for 3 years. The chair Sam Simkin has been in post for a year now and is happy to stay on if all agree for another 2 years, everyone was happy for this and agreed for sam to stay chair for another 2 academic years till the end of year 5. The new treasurer Jo expressed that she will commit to a year with pafos, so we will need to review this at the next AGM and possibly advertise inbetween. Glyn Spence stepped down from this role in 2022 he agreed to stay on for a while to oversee the last grant he secured for us and officially stepped away from Pafos at the end of July when school closed for the academic year.	

4	Shadowing trustees	Currently we are struggling to find a replacemt so this is something that needs to hopefully try and be filled as the extra grants we secure play a huge part in our fund pot, however if we dont fill it then we will just tick along without one for now. 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.																																																																
	Adoption of reports																																																																	
	Chair annual report	Sam Simkin gave an overview of the years events, hard copy will be kept with the hardcopy minutes																																																																
	Financial report from treasurer	Kirsty Burcham gave the group a run down of this last years reports evryone was happy with them and all agreed we had done well, we could see what worked well and what did not. Brief report below, the full report is kept with the treasurer on file. <table><tr><th colspan="5">22-23 AGM</th></tr><tr><th></th><th>Incoming</th><th>Outgoing</th><th>Balance</th><th>Notes</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total incoming</td><td>7307.99</td><td></td><td></td><td></td></tr><tr><td>Total Outgoing</td><td></td><td>6332.22</td><td></td><td></td></tr><tr><td>Bank Balance</td><td></td><td></td><td>7759.65</td><td>06.09.23</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="5">EVENTS/ONGOING</td></tr><tr><td>Year 6 Disco and Ice Pop Sales Summer 22</td><td>169.3</td><td>-14.62</td><td>154.68</td><td>Cash taken from sale to reimburse Serisha</td></tr><tr><td>Pre loved Uniform</td><td>124.74</td><td>0</td><td>124.74</td><td>Includes end of term July 22 due to early AGM</td></tr><tr><td>Non Uniform Days</td><td>442.3</td><td>0</td><td>442.3</td><td></td></tr><tr><td>Refreshments and Tuck Shop</td><td>1053.08</td><td>-558.29</td><td>494.79</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	22-23 AGM						Incoming	Outgoing	Balance	Notes						Total incoming	7307.99				Total Outgoing		6332.22			Bank Balance			7759.65	06.09.23						EVENTS/ONGOING					Year 6 Disco and Ice Pop Sales Summer 22	169.3	-14.62	154.68	Cash taken from sale to reimburse Serisha	Pre loved Uniform	124.74	0	124.74	Includes end of term July 22 due to early AGM	Non Uniform Days	442.3	0	442.3		Refreshments and Tuck Shop	1053.08	-558.29	494.79					
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	Allocation of funds in between meetings WhatsApp guidelines Stock check Any keys to be handed over. Any trustees stepping down.	as it was hard to discuss matters properly without everyone there in person. All agreed to keep this as is. All agreed these were being adhered to and the groups were successful so to stay as they are. The stock check was done on the uniform shed over the holidays by Sam and Laura, however the understairs cupboard needs sorting and this is planned for October half term. Kirsty handed her keys to Jo Wilday. Kirsty Burcham has stepped down from treasurer and will arrange with Jo Wilday to hand everything over in the next 2 weeks.	
9	Date and time of next meeting	This will be a general meeting to discuss future events etc. Monday 25 th September 130pm	
10	Meeting end.	Meeting ended 14.55pm	
11			