

Minute approval:

Date: 25/07/2023

PaFoS

Parents and Friends of St Matthew's Bloxam School

St Matthew's Bloxam Church of England Primary School

Registered Charity: 114317

Date: Tuesday 25th July 2023

Time: 2pm

Venue: in school

Agenda Item no	Agenda Item	Action points	Actioned by
1	Apologies: Absent: Present	Jess Barber Samantha Simkin, Claire Esslemont, Kirsty Burcham, Serisha Edwards, Laura Thompson, Glynn Spence, Jo Wilday	
2	Review last minutes (Action points)	Tuck shop? Since changing the day to a Thursday this has worked brilliantly, Nik Smith and Laura Thompson have been helping Sam. Each week is a success and the children have loved us being there. Chair is keeping the price of majority of the items to 50p each for affordability purposes. The cans of pop we will now do for £1. Feedback from parents is they are happy with the price. Online system. This is to be brought forward to the next meeting as the new treasurer will sort this. Meet and Greet Unfortunately, no one turned up to this. We have decided not to do these. The chair feels we need to do something to make people more aware of who pafos are so bring forward to next meeting. Tabletop sale.	

	Approve last minutes. (Minute approval) Declaration of conflict of interest	Bring forward to next meeting to discuss for an evening before Christmas. Easter tombola This was a huge success, most items were donated so we made quite a profit on this event, it is worth doing and will aim to do one for next year. Minutes were approved, chair signed, and secretary filed in the cupboard. None stated.	
3	Treasurers report and available funds To include items still pending and progress on agreed spending from last mtg	What has come In FathersDay Sale Summer Fayre Sports Day Year 5&6 Show Year 6 Disco All figures discussed and agreed by the trustees. What is waiting to go out: A couple of cheques have been written and sent but not cashed	

		yet. All discussed and agreed by the trustees.	
4	Safeguarding : Data Protection Shadowing Grant secretary feedback	Everyone made aware of what is expected when on site etc Everyone made aware not to share information etc. The treasurer Kirsty Burcham will unfortunately be stepping down in July due to her child leaving the school. We have finally managed to find a new treasurer, the chair would like to welcome back Jo Wilday who used to be the treasurer and due to circumstances she is now able to step back into the role, the chair thanked Jo for offering to take the role back up and is looking forward to her joining us again. The chair also expressed her gratitude to Kirsty for her commitment to treasurer the last couple of years, it has been wonderful working alongside Kirsty, and she has come up with new, easier ways of doing things. The PaFoS team gave Kirsty a card and gift as a thank you for everything she has done and we hope she comes back to visit us at future events. Unfortunately, we still have not found a replacement for Glyn, so this needs to be revisited at the next meeting to see what we can do to get someone in this role.	

5	New ideas for generation further membership/support New ideas for generating income.	We will bring this forward for the next meeting to start the academic year off, everyone to have a think about what we can do. We need to get some more flyers printed out over the summer. Quotes to be gathered and discussed at our next meeting. Reception tea and teas. Sam will get the stock over the holidays and print out the poem. Serisha offered to put them all together and hand out to parents with Laura Thomson helping. again, bring forward for the next meeting,	
6	Future planned events:	To bring forward for next academic year We will need the following dates from Mrs Timson Christmas fayre – Monday 4th December Non uniform days x 1 in exchange for christmas fayre donations x 1 in exchange for summer fayre donations Break the rules day Summer fayre Sam will discuss with the class teachers ideas and plans for the childrens Christmas craft to be sold at the Christmas fayre.	
7	Agree any spending/Request received.	Time sensitive purchase requests from school already approved/declined There was only a couple of time sensitive requests come through which all the trustees agreed them.	

		Mrs Francis requested a contribution towards the cost of theatre tickets for the whole school for December, she asked for this now so she could forward plan and get a good price on early tickets £537.50 Mrs Francis also asked for a contribution for the whole school for a fun day and treats for the last day of term £100 Pafos also donated the remainder of the ice pops that we had left over so the children can have these on this day also. Any other requests from cupboard.	
8	Additional agenda items	Father's day report Sam Simkin did pre orders again and this proves to be working really well with minimum effort. We had a good response again to baked goods as well as the cheaper option for the mini gifts. This event brought in a profit of £291.29 Summer fayre report Despite the weather turning we all had a fab day, Sam has heard many positive comments about the fayre and the children had lots of fun The only negative comment we had was about the ice cream van, we used the same one previously used and they give us a percentage of their profit which we received £50, however the negative comments have been the pricing of the items with an ice cream costing £5 I think we need to re think this as the cost of living isn't getting any better and although these events are intended to raise funds for the school I also want the parents and children to be happy with them and feel that the cost of things needs to be accessible for all. The chair also expressed a massive thankyou to Nikki Thomas and Laura Thompson who were unbelievable in helping prep and organize this event,	

		Serisha bought the volunteer helpers a little thankyou gift of flowers and I know this was appreciated by all, again the free drinks vouchers were handed out and these were also appreciated, Sam gave Emma and her daughter a box of chocolates each for their help in the kitchen and a box of chocolate biscuit bars was purchased for the staff This event brought in a profit of £1069.15 Sports day report Despite this being a rearranged date, the parent turnout was fab, the weather held off and parents were grateful for us doing refreshments. Thank you to Laura, Sarisha and Anna who were there manning this. This brought us profit of £152.17 Year 5-6 show We did refreshments and a raffle for both of these showings they raised a total of £218.50 Year 6 disco We did treats and refreshments for this and it raised a total of £99 Other mini events we did were. N/A Personal thank you.	
--	--	---	--

		The chair expressed her complete gratitude at the whole of the team, it hasn't been an easy few months but the personal support hasn't gone unnoticed, and she is grateful for PaFoS, were not just for funding things for the children were also a lovely support system for each other also.	
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.	
11	Agree date of next meeting Meeting end:	This will be the AGM in September 8/9/23 at 1:30pm 3pm	