

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 24th march 2023

Time: 2pm

Venue: in school

Agenda Item no	Agenda Item	Action points	Actioned by
1	Apologies: Absent: Present	Serisha Edwards, Glyn Spence Samantha Simkin, Claire Esslemont, Kirsty Burcham,	
2	Review last minutes (action points)	Tuck shop? Kelly Muirhead has been running this. We haven't managed every week as we are still lacking volunteers when kelly is unable to run it, however when we have been able to run it has been very successful. So far we have raised £102.52 We have made the decision to change the day to a Thursday, sam simkin popped this idea into the pafos whatsapp chat and got a fab response for volunteers to go on a rota to help. Kirsty burcham, nik smith, nikki thomas, kelly muirhead will be assisting sam simkin to run this, claire esslemont also offered to help set this up each week but is unable to commit to staying and help sell/pack away every week. Monthly uniform sales on playground? Nothing new, its ticking along as and when needed, Get class reps to pop a reminder with the uniform link at beginning of each term This is to stay as it is.	

		Coffee Danish mornings? As a group we have decided to not continue with this. Winter clothing sale We have not managed to sell any of this. We have the option of holding onto it for the winter but we have a lack of storage space in the shed outside so I spoke to the nocks and they have agreed to give us a good price on the cash for clothes if we agree to this? This was agreed so sam simkin will get in contact and sort the cash for clothes. Any wellies and pe pumps will be given to the school for their spares. Book sale This didn't go ahead as serisha double booked herself with work We also didn't have many donations, however we have suggested a book stall at the summer fayre, this was agreed so we will now have a stall selling books for 50p each at the summer fayre alongside the pocket money stall. Break the rules day Kids loved this as usual. It's definitely a good way for us to raise funds, this brought in £241.15 We plan to do this again next school year. Mothers day sale We named this a celebration of fabulous females to be more inclusive. I also decided to change things up this year, Doing pre orders only which worked a treat, a lot less stress for me and in future other people running it. 3 different options and also price options worked well also. We sold 20 mini cream teas 26 cupcake orders 67 mini gifts This brought in £464.50	
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	Approve last minutes (minute approval) Declaration of conflict of interest	Expenses were a bit more than usual due to buying boxes and packaging etc £179.77 This would have been a lot more had we not had most of the mini gift items donated And sam made all the scones/cakes using the ingredients she already had at home. Profit of £284.73 I also made up 16 free packs that Mrs Jones gave out. These were just a small token gift. 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 agreed spending from last mtg	Unfortunately Kirsty has had some issues with her laptop breaking so the report is limited and we will get a paper copy attached to hard copy minutes when we can. Payments already Pending: Yr6 rolling order PGL trip £620 What has come in What is waiting to go out: Yr6 rolling order donation towards the leavers hoodies £155 Yr6 rolling order PGL trip £620 Yr 5 class trip donation £150 Yr 4 class trip donation £150 Yr 3 class trip donation £150 yr 1&2 class trip donation £310 Reception class trip donation £150 Animal experience £375 C jones wellbeing £100 Yr 4 class visualiser £28 Has an online system been set up?	

		Not at the moment bring forward to September for the new treasurer to sort.	
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 so we need to look for a new treasurer and get them to shadow Kirsty ASAP, Approach Assia again now she's starting back to work to see if she will be able to fulfill position as previously stated, Jess in year 3 has also been approached and is going to let us know more asap. if not will advertise on relevant platforms. Glyn was unable to attend today's meeting so sent an email outlining what has been put in for etc, copy will be attached to hard copy minutes. In the email glyn also states he is stepping away from PaFoS due to other commitments, the chair would like to thank him and his family for all the effort they have made with PaFoS and we are so grateful for the funding he was able to secure for us, and the school i'm sure is equally grateful. We would like to wish him well in the future.	

		Mrs T gave us the following dates Non uniform day x 2 for donations to the tombola for the summer fayre • Thursday 25th may • Friday 23rd june summer fayre – Monday 3rd july We will need a mini discussion at some point to finalize this, sam simkin to arrange and pop on pafos group chat to get help.	
7	Agree any spending/Request received	Time sensitive purchase requests from school already approved/declined As we are fortunate with funds at the moment the trustees decided that each year group could have £150 towards a school trip as this year they are taking the children out of school. These requests came in as time sensitive due to needing to book so the four trustees (Sam, Serisha, Kirsty, Claire) all agreed on these as they came in. Miss Hughes asked for £28 to put with the remainder of her class budget to buy a class visualiser, this was time sensitive so was agreed by trustees. Indian drumming, all agreed to bring this forward again as they did something similar last year waiting to see if any other experience requests come in. theme boxes, all agreed we need more info on these author visit, all agreed need more info on this	

		Rolling order of 10% year 6 PGL trip has been agreed for £620. Rolling order for year 6 hoodies has been agreed for £155. Any other requests from cupboard. Mrs Francis has asked for £300 towards the food and ice cream for the kings coronation picnic. Glyn spence is currently in the process of applying for a grant to help with costs of this so this is on hold until a decision has been made.	
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	Monday 5 th june 2pm	
	Meeting end:	3pm	