

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 6th January 2023

Time: 2pm

Venue: in school

Agenda Item no	Agenda Item	Action points	Actioned by
1	Apologies:	none	
	Absent:	none	
	Present	Samantha simkin, Serisha Edwards, Claire Esslemont, Kirsty Burcham, Glynn Spence	
2	Review last minutes (action points)	Tuck shop? We previously agreed to open this up again however we didn't agree a start date, As chair, Sam simkin agreed to pop out and buy some bits if this goes ahead, biscuits/sweets/drinks if any stock left over from xmas sale we can add that also. Arranged to do this on a Friday and keep all items to 50p each, afterschool starting January 27th, sam will help set up but cant do sales due to current Friday commitments need to get volunteers to help sell and stay to clear away. Sam to put this forward onto the pafos group chat. Monthly uniform sales on playground? Previously agreed this however the online sales have been fab, people know to pop a request form in and Sam simkin has been fulfilling these for now, we just had uniform out at the Christmas fayre and think we will continue how we are regarding sales, 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? This was a new thing to trial to help PaFoS get more noticed as covid halted our presence Sam, Serisha, Claire and Kirsty held one on the playground, it was good to be noticed by parents however we didn't take much money so not sure it is worth a regular thing, maybe once a term? We all agreed to leave this for now, bring forward to next meeting to discuss again. Refreshments at assemblies? Again this was a new thing to trial, Sam and Serisha have been running these between them, both feel like it is a bit pointless some weeks we weren't really taking anything at all, but we did get some engagement/conversation from parents.	SS SS SS SS

		It did make us more noticeable so parents are starting to know the team, this is for now to cancel, bring forward at future meetings if needed. Winter clothing sale posters were made and lots of donations came in, however we struggled to find time to run an event for this so Sam simkin made the decision of just adding it onto the pre loved uniform sale at the Christmas fayre. No winter stock was sold at the xmas fayre but agreed to put out with tuck shop to see if we can shift any. Bring forward to next meeting. Xmas jumpers again due to finding time and volunteers we didn't do this as a separate event, we added them with the pre loved uniform at the Christmas fayre as that was the same week as xmas jumper day, we sold them for £2 each We had a fair few donations, parents were happy with price of £2 and we sold a few, keep in mind for this coming December. Non uniform days. Both days were successful, most children bought in a £1 rather than tombola items but this was fab as had a lot of tombola items anyway so this allowed us to purchase what was needed for the fayre, keep monetary donation on the poster in future. £212 was bought in. Refreshments at nativity. sam, serisha, kirsty and laura did these, serisha was amazing at getting people to buy and also pushed raffle ticket sales which the office helped out with also. These seemed to go very well £149.80 was taken	SS SS SS SS
	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.	SS
3	Treasurers report and available funds To include items still pending and progress on agreed spending from last mtg	Everything was discussed in depth and agreed by trustees Mini breakdown as follows. Income from events, non uniform, pre-loved uniform etc. - £3700.55 Outgoing from expenses, agreed purchase requests and rolling orders, - £3283.97	KB

4	Safeguarding : Data Protection Shadowing Grant secretary feedback	Has online system been set up? Not at the moment due to bank issues in general, bring forward to next meeting. Everyone made aware of what is expected when on site etc Mrs Francis had a chat with Sam about members walking round the school when they shouldn't, can we all please just remember we are here to fundraise for the school and we are not school staff we are an extension of the school, when we are on site we need to follow the school guidelines and code of conduct, if anyone comes across any issues regarding children etc please make a member of school staff aware so they can sort it 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 fulfil position as previously stated, if not will advertise on relevant platforms. Hard copy of email correspondence attached to hardcopy minutes Asda green tokens £300 successful and received Mccarthy stone £950. Successful and received Kirsty to keep funds separate and receipts for what has been spent filed separate . Rough idea on spenditure as follows £350 books £500 allotment area £100 advertising resources Persimmon community champion unsuccessful for summer fayre, Cemex foundation In progress for £5000 pending at stage 3 out of 4. Forest school funding £600 unsuccessful Magic little grants £500 unsuccessful Siobhan Dowd trust £500 book funds unsuccessful	SS SS SS GS
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		Any new applications? none Common wealth games, vice chair Serisha Edwards applied for this unfortunately we were unsuccessful in receiving any equipment	
5	New ideas for generation further membership/support New ideas for generating income	The chair Sam simkin purchased and had some lanyards made for PaFoS members to wear during events and while we are around the school, this has made us more noticeable and Sam has had more people approach her regarding PaFoS events/uniforms etc. Trustees have names on them, regular volunteers to wear them at events and return them to lead person at end of event, to be kept in the cupboard in-between events. The chair sam simkin had a fab chat with the head teacher and we have the full support from her, very keen for us to plan/do as much as we can, will let us know if we cant do specific things when approached. Agreed that we can use the school in the evenings/weekends if needed, Mr Williams also agreed to open/close school if needed just need to notify in advance as much as possible. This would require more pafos volunteers rather than teaches unless we can get them on board. Serisha book sale? World book day is 2nd march, Serisha wants to do the sale over 3 days 1st, 2nd, 3rd march. Serisha will organise and advertise this. Sam is very keen to run a table top sale where parents can pay per table to come along and sell their own bits from home, generates income for us (£5/£10 per table and we do refreshments) while also helping parents getting rid of stuff/get themselves money. We would need as many PaFoS members to help run, questionnaire send to parents to see if they would be interested and what day or evening is best. Bring forward to next meeting.	SS SS SE SS
6	Future planned events:	Mothers day is on 19th march 2023 need to do something for this Fathers day is on 18th june 2023 need to do something for this	

		Easter is on 9th april 2023 need to do something for this, hampers maybe and we sell tickets? rainbow hampers maybe? Or can we get chocolate donations and make choc hampers up and sell tickets keeping in mind easter last year was a VERY busy couple of weeks with the school doing things also so need to find a date to suit all We all decided on having a mini discussion to arrange some event ideas etc for the above that will be 27th january as were setting up for tuck shop, its just to throw some ideas around nothing lengthy. Mrs T gave us the following dates Break the rules day - Friday 17th feb Non uniform day x 2 for summer fayre (items or £1 donation) - Thursday 25th may - Friday 23rd june summer fayre – Monday 3rd july	
7	Agree any spending/Request received	Time sensitive purchase requests from school already approved/declined Request for £600 cost of coach for a year 4 trip was recieved but we denied and agreed to pay £150 instead see attached email correspondence Mrs francis put a form in for £62.99 to buy books from santa for the year 1 santa visit, this was approved 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.	

		Any other requests from cupboard. Mrs jones £100 for well being/ 1-2-1 resources was approved.	
8	Additional agenda items	The Christmas fayre we believe was a success, the chair thanked everyone for their help and support with this event and we managed to raise a little over £1,300 which is a massive amount for a couple of hours. Feedback was fab from parents and children who all enjoyed the event. PaFoS questionnaire Sam sent out was successful had 43 responses from parents/carers report is attached to hard copy minutes.	SS SS
9	AOB (to be notified to secretary at least 24hrs before meeting)	none	
10	Agree any confidential items	Bank balance to remain confidential in the minutes available on SMB website.	
11	Agree date of next meeting	TBC for after mothers day.	
	Meeting end:	3pm	