

Parents and Friends of St Matthew's Bloxam School
PaFoS your school PTA
 St Matthew's Bloxam Church of England Primary School

AGM

Date: Wednesday 20 July 2022

Time: 3.00pm

Venue: SCHOOL

Agenda Item no	Agenda Item	Action points	Actioned by
1	Chairs opening remarks	Chair welcomed all present and explained that the short notice date and time change was due to Red Weather warning issued for 18 & 19 July 22	
2	Apologies for absence	Apologies: Claire Esslemont, Glyn Spence, Linda Lindley, Nikki Thomas Present: Emma Morgan, Kirsty Burcham, Sam Simkin, Serisha Edwards & Sarah Peabody	
3	Minutes from the last AGM 2020-21	Minutes were approved by those present and signed by Chair. Hard copy to PaFoS cupboard	EM
4	Matters Arising Chair & Treasurer 3yr position Grant Secretary Shadowing Trustees	Matters Arising from the last AGM 2021 <i>The PaFoS constitution asks for the Chair and Treasurer to be in post for 3 years. The new appointees could not commit to these terms and so those present agreed that PaFoS cheques could still be signed by Mrs. Timson and Cat McNally with Kirsty Burcham as new Treasurer to be added as a signatory. This will ensure that banking can still take place this school year. To be reviewed at the next AGM</i> This situation has not been resolved during 2021-22 school year. Bring forward for AGM for school year 2022-23 Glyn Spence confirmed on 10.07.22 that he intends to step down as Grant Secretary. He will oversee the completion of the ASDA Green token grant until its completion in October 2022 and is working on a handover pack for September 2022. Incoming Chair to follow up The role has been advertised in the SMB newsletter and Facebook The trustees for 2021-22 made this a priority. Shadowing of Chair and Treasurer has taken place this year.	SEC CHAIR
5	Adoption of reports a) Annual report (Chair)	Sarah Peabody gave an overview of the years events Please see attached document. Emma Morgan apologised to the group as the attachment sent out before the meeting would not open. A copy was made available to those present.	

5 cont.	b) Financial report (Treasurer)	Kirsty Burcham gave an overview of the year. Please see attached document PaFoS Account as of 07.10.21 £4997.63 PaFoS monies as of 15.07.22 Income: £7393.77 Outgoings: £3763.58 Balance: £8627.82 Pending outgoings: £1569.00 Estimated funds available September 2022 £7058.00 Those present agreed to continue the following rolling purchase orders for the academic year 2022/23 PO062017 Y5 First aid course £100.00 PO 0053651 Y6 Leavers Hoodies £5 per hoodie PO0053655 Y6 PGL residential 10% contribution The group agreed to reduce forest school allocation to £100.00 per year PO142017 Forest school £100.00 The group agreed to cancel the purchase order below: PO92017 EY book bags £45.00 Secretary to inform Deputy Head and SMB office of changes Treasurer stated that it was agreed at the AGM 2019 that the PaFoS bank account would not have a buffer. No change, bring forward Those present agreed that the Chair can authorise upto £50.00 each half term with out consultation with trustees Those present agreed to the Treasurers proposals for improvement: 1. All event monies to be counted on SMB site by the Treasurer +1 prior to banking. 2. Treasurer will provide a receipt slip for PaFoS floats to be filled out by the event lead. This will aide the allocation of monies 3. Treasurer would like to take PafoS banking online. Vice Chair will be the second authoriser. 4. e-receipts will be kept by the Treasurer in separate folder until the end of the school year. To be reviewed at next AGM Incoming Trustees to look at who can authorise cheques. Bring forward Those present confirmed the adoption of reports.	
---------	---------------------------------	---	--

SEC

SEC

TRESURER

TREAS/VICE

TRESURER

TRUSTEES

7 con	Data Protection	It was agreed by those present that no changes were required for the following policies Copy to be kept in the PaFoS cupboard. Secretary to forward document to all new members.	SEC
	Safeguarding	It was acknowledged that PaFoS operates under the school safeguarding policy and procedures. Copy to be kept in the PaFoS cupboard Safeguarding lead will need to be confirmed in the PaFoS meetings before an event. All new members to receive a copy of the document. Paperwork to be retained.	SEC CHAIR/ SEC
	Financial policy review	Copy to be kept in PaFoS cupboard	SEC
8	AOB	Proposed changes emailed to PaFoS mailing list prior to AGM meeting	
	Agree Quorum	It was agreed that 3 trustees are needed to form a quorum	
	Agree Meeting platform	Those present agreed that future meetings should be held on Microsoft Teams or WhatsApp if required	
	Allocation of funds in-between meetings/during lockdown	Those present agreed to keep the following guidelines, set at AGM 2020. Copy to be kept in PaFoS cupboard.	SEC
	WhatsApp guidelines	Agreed at PaFoS mtg 15.12.21. Copy to be kept in PaFoS cupboard	SEC
	Class reps guidelines	Those present agreed the changes. See attached. Hard copy to be kept in PaFoS cupboard	SEC
	Stock check	Inventory will be carried out by Incoming Chair and Outgoing Secretary. Full list will be displayed on PaFoS cupboard door. Items nearing the sell by date will be donated to the Foodbank	SEC CHAIR
	Keys handover	Secretary to arrange handover of cupboard keys. Set kept in SMB office	SEC
	Trustees stepping down Message from Glyn Spence	<i>'My thanks for all your hard work to Sarah stepping down as Chair and Emma stepping down as Secretary. You will both be very sadly missed by PaFoS and the whole of the SMB school community. Particular praise and thanks to Emma, who has been the life blood of PaFoS for many years and whose influence and example will help direct us, as we move forward without you. We wish both you and your children well in their new schools and please keep in touch.'</i>	
	Linda Lindley	Thank you to the Secretary Emma for all her hard work over the years	
	Emma Morgan	<i>I have been a member of PaFoS for 10 years. I have found it a wonderful way to be part of my children's school life and the bonus has been all the friendships I have made on the playground and in school, I am eternally grateful to Sarah who stepped in last year and saved me from being Chair. She has been an outstanding Chair, championing new ideas for the way PaFoS runs and how we fundraise – always prepared to put in the work to get an idea up and running. It took me 10 years to persuade her to be Chair and it was worth it. Best wishes to the new team, I hope they get as much enjoyment out of being a part of PaFoS as I have.</i>	
9	Date & time of next meeting	Date to be confirmed by Chair	
	Meeting end:	4 Pm Hard copy of approved AGM minutes and additional paperwork to be filed in the PaFoS cupboard. To be signed by outgoing Chair at the next AGM.	

