

PaFoS

Parents and Friends of St Matthew's Bloxam School

St Matthew's Bloxam Church of England Primary School

Registered Charity: 114317

Date: Monday 16 May 2022

Time: 7.30pm

Venue: WhatsApp

Agenda Item no	Agenda Item		Actioned by																																													
1	Apologies Present	Linda Lindley, Sujanna Crawford, Tina Morse Assia Shakil, Emma Morgan (secretary),Glyn Spence, Kirsty Burcharm (Treasurer), Sam Simkins, Sarah Peabody (Chair) ,Serisha Edwards (Vice)																																														
2	Review last minutes from 17.03.22 (action points) Class rep feedback Pre Loved uniform wheelie bin Rainbow Hampers Break the rules Approve last minutes minute approval Conflict of interests	Some action points will be addressed as the meeting agenda is discussed N/a. Bring forward Emma volunteered to clean the bin and put on the playground. Photos required . Post online Total £276.00 N = £25.00, R = £23.00, Y1 = £22.50, Y2 = £67.50, Y3 = £17.50, Y4 = £54.50, Y5 = £19.50, Y6 = £18.50, Staff = £28.00 It was felt that the children should be able to purchase tickets for a longer period, the hampers could be better advertised and that maybe uptake would improve if the event was held at a different time of year.. Total £235.12 All agreed this event makes money with little effort from PaFoS Those present, who attended the last meeting approved the minutes. Copy signed by Chair and filed in the PaFoS cupboard by the Secretary No conflict of interest was declared.	EM EM/SP																																													
3	Treasurers report and available funds: To include items still pending and progress on agreed spending from last mtg Balance on 16.05.22	£0.00 <table><tr><th>Paid in</th><th>Since 17.03.22</th><th></th></tr><tr><td></td><td>Rainbow Hampers</td><td>£276.00</td></tr><tr><td></td><td>Break the rules</td><td>£235.12</td></tr><tr><td></td><td>Y3 & Y4 Refreshments</td><td>£23.17</td></tr><tr><td></td><td>Pre loved uniform</td><td>N/a</td></tr><tr><td></td><td>Mothers Day late pmnt</td><td>£30.00</td></tr></table> <table><tr><th>Paid out</th><th>Since 17.03.22</th><th>CHQ</th></tr><tr><td></td><td>Y6 SATS b fast</td><td>40.00</td></tr><tr><td></td><td>Mothers day purchases</td><td>68.75</td></tr></table> <table><tr><th>Pending Out</th><th>Rolling orders</th><th>Agreed at AGM 2021/22</th></tr><tr><td>Rolling orders</td><td>EY bookbags</td><td>45.00</td></tr><tr><td></td><td>Forest school</td><td>170.00</td></tr><tr><td></td><td>Y6 PGL</td><td>635.00</td></tr><tr><td></td><td>Y6 Hoodies</td><td>150.00 approx</td></tr><tr><td></td><td>Y5 & Y6 First Aid Course</td><td>100.00</td></tr></table>	Paid in	Since 17.03.22			Rainbow Hampers	£276.00		Break the rules	£235.12		Y3 & Y4 Refreshments	£23.17		Pre loved uniform	N/a		Mothers Day late pmnt	£30.00	Paid out	Since 17.03.22	CHQ		Y6 SATS b fast	40.00		Mothers day purchases	68.75	Pending Out	Rolling orders	Agreed at AGM 2021/22	Rolling orders	EY bookbags	45.00		Forest school	170.00		Y6 PGL	635.00		Y6 Hoodies	150.00 approx		Y5 & Y6 First Aid Course	100.00	
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4	Grant Secretary, Safeguarding, Data protection and Shadowing Grant feedback Successful application <table><tr><td>Co-Op Heart of England</td></tr><tr><td>ASDA U18 Better Starts</td></tr><tr><td>ASDA U18 Better Starts</td></tr><tr><td>ASDA green tokens</td></tr></table> Ongoing grant applications <table><tr><td>Library bks. KS1 phonics</td></tr><tr><td>KS1 outside play area development</td></tr><tr><td>Outside classroom</td></tr><tr><td>Sound & Vision equipment</td></tr><tr><td>Supported reading scheme</td></tr></table> New requests for Grants from SMB <table><tr><td>Updating computer suite hardware</td></tr><tr><td>Onsite defibrillator</td></tr><tr><td>Outdoor resources/Forest school</td></tr></table> Safeguarding & Data protection Shadowing Treasurer	Co-Op Heart of England	ASDA U18 Better Starts	ASDA U18 Better Starts	ASDA green tokens	Library bks. KS1 phonics	KS1 outside play area development	Outside classroom	Sound & Vision equipment	Supported reading scheme	Updating computer suite hardware	Onsite defibrillator	Outdoor resources/Forest school	Copy of grant feedback sent to all on mailing list 13.05.22, also see hardcopy attached. <table><tr><th>Grant for</th><th>Awarded</th><th>Action</th></tr><tr><td>Reception/KS1 phonic books</td><td>£850.00</td><td>Waiting for Co-Op to confirm photo date</td></tr><tr><td>Drama workshop 16.05.22</td><td>£350.00</td><td>Chq to arrive</td></tr><tr><td>Improve diversity of library books</td><td>£500.00</td><td>Chq to arrive</td></tr><tr><td>Can be spent on anything</td><td>Up to £500.00</td><td>Need to promote. Runs 01.06 -30.09.22</td></tr></table> <table><tr><th>Grant from</th><th>Progress</th></tr><tr><td>N/a</td><td>Pending.</td></tr><tr><td>N/a</td><td>Waiting on SMB</td></tr><tr><td>McCarthy Stone</td><td>No funding available</td></tr><tr><td>Also WCC local project funding</td><td>Making enquiries</td></tr><tr><td></td><td>SMB no longer require.</td></tr><tr><td>McCarthy Stone</td><td>Up to £500.00 available. SMB to reply</td></tr></table> <table><tr><th>Grant from</th><th>Progress</th></tr><tr><td>N/a</td><td>Work in progress</td></tr><tr><td>N/a</td><td>Rtnd to SMB for more info</td></tr><tr><td>Learning through Landscapes</td><td>Details with SMB. Grant to be applied for by SMB employee</td></tr></table> Glyn agreed to promote ASDA Green tokens scheme for its duration N/a Bring forward From minutes 17.03.22 Trustee job descriptions forwarded to all. Group asked to think about filling the posts. Secretary confirmed that there has been no new enquiry. Bring forward Assia Shakil has been meeting with Kirsty for practical experience.	Grant for	Awarded	Action	Reception/KS1 phonic books	£850.00	Waiting for Co-Op to confirm photo date	Drama workshop 16.05.22	£350.00	Chq to arrive	Improve diversity of library books	£500.00	Chq to arrive	Can be spent on anything	Up to £500.00	Need to promote. Runs 01.06 -30.09.22	Grant from	Progress	N/a	Pending.	N/a	Waiting on SMB	McCarthy Stone	No funding available	Also WCC local project funding	Making enquiries		SMB no longer require.	McCarthy Stone	Up to £500.00 available. SMB to reply	Grant from	Progress	N/a	Work in progress	N/a	Rtnd to SMB for more info	Learning through Landscapes	Details with SMB. Grant to be applied for by SMB employee	GS EM
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5	New ideas for further m/ship/support	From minutes of meeting 17.03.22 <i>PaFoS page has been removed and we are now under Parents, PTA PaFoS. Group agreed to go with Serishas Flyer for the PaFoS page.</i> The above decision was cancelled. The Chair, Sarah Peabody explained that after the meeting on 17.03.22, it was highlighted to her that it would help when applying for grants if the PaFoS page was changed. She stated although that it is not good practice to reverse decisions made in the meeting by the group, in this case it would be beneficial. The PaFoS page now displays the leaflet provided by Glyn Spence. email correspondence attached to hard copy of minutes	EM
	New ideas for generating income.	N/a Bring forward	EM
6	Future planned events:	It was agreed by those present that when appropriate to do so, PaFoS events should offer the opportunity to be paid for by cash, Pay360 or card reader. Serisha Edwards volunteered to take card payments on the playground when required. Sarah Peabody to add to future promotions The Treasurer Kirsty Burcham asked if, for events requiring a monetary donation (eg. £1 for non-uniform day) our flyers could state that any size of donation would be gratefully received, 'we suggest £1, but more or less will be ok.' Kirsty is happy for any loose change to end up in the PaFoS account. Sarah Peabody to add to future promotions Sarah to promote Items to be collected in by Sam Simkins and Emma Morgan Lead: Sam Simkins. Items will be sold at £2.50 Glyn Spence agreed to wrap biscuit selection from PafoS cupboard Volunteers needed for both days please Contact Secretary if you would like to be involved and can help Confirmed: Go Karts & Skip & jump, Bouncy castle, Ice cream van Emma asked the group to check out traders at the upcoming Bikefest (22.05.22) and M2O Jubilee (04.06.22), and invite stall holders to our fayre. Letter template will be emailed to all Emma to send match funding request to National Rail c/o Ali Shakil Group agreed the purchase of 2x ticket rolls to be used in exchange for Sumup payments at the fayre. Sam Simkins to buy Secretary to find out if this event is still on and if School would like refreshments. Glyn Spence agreed to make Tea & tears bags again for September intake. Sam Simkins confirmed worry worms are in hand Set date in July ASAP	SP/EM/SS GS EM EM SS EM GS/SS SP

7	Agree any spending Y6 SAT breakfast Father's Day materials Requests from SMB Submitted 16.05.22	Funding was approved virtually. PaFoS thanked in letter to parents Group agreed £40.00 extra for Father's Day items, in addition to £100.00 already provided. Receipts to Treasurer Secretary asked Mrs. Francis to submit requests from SMB. She advised that requests for academic year 2022-23 would be considered. <table><thead><tr><th>Description</th><th>Cost</th><th>Status</th></tr></thead><tbody><tr><td>Jubilee resources</td><td>£100.00</td><td>Approved</td></tr><tr><td>End of term inflatable/disco dome</td><td>£115.00</td><td>Approved</td></tr><tr><td>Alpaca pals/therapy ponies</td><td>£150.00</td><td>Approved</td></tr><tr><td colspan="3"></td></tr><tr><td colspan="3">Academic year 2022 - 23</td></tr><tr><td>Chick hatching experience (sept)</td><td>£259.00</td><td>Approved</td></tr><tr><td>Animal experience</td><td>£375.00</td><td>Bring fwd.</td></tr><tr><td>Indian drumming workshop</td><td>£499.00</td><td>Bring fwd.</td></tr><tr><td>Science/magic show</td><td>£1300.00</td><td>Bring fwd.</td></tr><tr><td>Theme boxes – Rugby Library</td><td>£28.40</td><td>Bring fwd.</td></tr><tr><td>Author visit</td><td>£600.00</td><td>Bring fwd.</td></tr></tbody></table> Approved requests: Paperwork to be signed by Chair and sent to Treasurer. Treasurer to raise purchase order. Secretary to email SMB Secretary to get more information on remaining requests. Bring forward	Description	Cost	Status	Jubilee resources	£100.00	Approved	End of term inflatable/disco dome	£115.00	Approved	Alpaca pals/therapy ponies	£150.00	Approved				Academic year 2022 - 23			Chick hatching experience (sept)	£259.00	Approved	Animal experience	£375.00	Bring fwd.	Indian drumming workshop	£499.00	Bring fwd.	Science/magic show	£1300.00	Bring fwd.	Theme boxes – Rugby Library	£28.40	Bring fwd.	Author visit	£600.00	Bring fwd.	SS/KB SP/KB/EM EM
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8	Additional agenda items SMB printing PaFoS paperwork Thank you to parents for supporting fundraising during spring term	PaFoS are to take care of their own printing. Contact Sarah, Sam or Emma if you need items printing. Sarah suggested having a printing budget – this will need bringing to the AGM. Flyer to go in newsletter and Facebook pages	EM SP																																				
9	AOB (to be notified to secretary at least 24hrs before meeting) Grant Secretary stepping down Books to charity Funding of school trips by PaFoS	Glyn stated: <i>Unfortunately, my current work and family life commitments mean I need to step back from taking an active role in PaFoS. I will stay on (or ensure the smooth transition to someone else) in the Grant Secretary's role until October 2022 to maintain a point of contact with ASDA Rugby and by which time we should of received our green token scheme cheque.</i> Those present praised Glyn for all his hard work securing grants this school year. Glyn agreed to produce a job guide for the role Unsold books from Book Sale event in March donated to the following charities: Go the Xtra Mile (supporting a school in Sierra Leone): took phonic bks KS1 & KS2 The Book Project (c/o Wolvey Cof E school) board books and EY Following an enquiry from a parent on the playground, PaFoS will remind school that, like we did before Covid, we are happy to help towards the funding of school trips	GS EM																																				
10	Agree any confidential items	Bank balance to remain confidential in the minutes available on SMB website.																																					
11	Agree date of next meeting Meeting end	WC 20.06.22 TBC 8.40pm	SP/EM																																				

