

PaFoS

Parents and Friends of St Matthew's Bloxam School

St Matthew's Bloxam Church of England Primary School

Registered Charity: 114317

Date: Thursday 17 March 2022

Time: 2pm

Venue: School

Agenda Item no	Agenda Item		Actioned by
1	Apologies Present	Assia Shakil & Linda Lindley, Emma Morgan (Secretary), Glyn Spence (Grant Secretary), Kirsty Burcham (Treasurer), Nik Smith, Sam Simkin, Sarah Peabody (Chair) & Serisha Edwards (Vice) Quorum formed	
2	Review last minutes from 26.01.22 (action points) Class rep feedback Pre loved uniform online Easy fundraising total (Black Friday promotion) Anonymous funding for after school clubs Shine club Book sale 28.02.22 – 03.03.22 Uniform sale 08 & 10.03.21 Mothers Day sale 16 & 17.03.22 Approve last minutes minute approval Conflict of interests	Some action points will be addressed as the meeting agenda is discussed N/a Emma to replace old order forms from SMB start packs £51.63 taken. Promote in May 2022 SMB feedback read to group. Paperwork attached to hard copy of minutes. SMB informed of PafoS Trustees position (see minutes from 26.01.22). Paperwork attached to hard copy of minutes See attached document from Serisha Edwards Unsold books to be donated to charity. Nik thanked Serisha, Glyn, Sarah and Emma for their support of this event. Setting up and packing down was efficient. SumUp was a success. Posters were fantastic. Would think about location of future sales for Y1 & Y2.. Takings across 2 days were the same as a whole term of weekly sales pre-covid. Worth repeating again Totals to be verified by the Treasurer: Costs £113.00 = Profit £529.75 Chair thanked Sam Simkin for all her hard work to make this event a success. She also thanked Vera for storing items. Chair thanked Glyn for provision of chocolates for Mrs Jones. Event worth holding next year. 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 SP EM SE/EM EM

3	Treasurers report and available funds: To include items still pending and progress on agreed spending from last mtg Balance on 17.03.22 Payment pending on 17.03.22 Amount left to spend on 17.03.22 Y5 & Y6 First Aid £100.00	£0.00 <table><tr><td>Paid in</td><td>17.03.22</td><td></td></tr><tr><td></td><td>Booksale</td><td>165.80</td></tr><tr><td></td><td>Pre loved uniform</td><td>77.91</td></tr><tr><td></td><td>Easy fundraising</td><td>51.63</td></tr><tr><td></td><td>Sundries</td><td></td></tr><tr><td></td><td></td><td>309.42</td></tr></table> <table><tr><td>Paid out</td><td>17.03.22</td><td>CHQ</td></tr><tr><td>S Edwards</td><td>Sumup machine</td><td>23.99</td></tr><tr><td>S Peabody</td><td>Mothers Day purchases</td><td>45.17</td></tr></table> <table><tr><td>Pending Out</td><td>Rolling orders</td><td>Agreed at AGM 2021/22</td></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> <table><tr><td>Pending Out</td><td>Agreed purchase orders</td><td>2021/22</td></tr><tr><td></td><td>Author visit</td><td>610.00</td></tr><tr><td></td><td>Creaturama workshop</td><td>600.00</td></tr><tr><td></td><td>Drama workshop</td><td>350.00</td></tr><tr><td></td><td>Circus workshop</td><td>325.00</td></tr></table> £0.00 £0.00 26.01.22 Mrs Francis confirmed that this will go ahead. Y5 & Y6 teachers are arranging dates. No progress	Paid in	17.03.22			Booksale	165.80		Pre loved uniform	77.91		Easy fundraising	51.63		Sundries				309.42	Paid out	17.03.22	CHQ	S Edwards	Sumup machine	23.99	S Peabody	Mothers Day purchases	45.17	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	Pending Out	Agreed purchase orders	2021/22		Author visit	610.00		Creaturama workshop	600.00		Drama workshop	350.00		Circus workshop	325.00	
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4	Grant Secretary, Safeguarding, Data protection and Shadowing Grant feedback 1 Library bks, KS1 phonics 2 KS1 outside play area development 3 Outside classroom 4 Sound & vision equip 5 Phonics books for Reception and Y1 classes.Co-op community grant fund General grant schemes a Asda green token scheme b Asda under 18 Better Starts Grant Safeguarding Data protection Shadowing	See attached feedback 5. Grant application was successful. Secretary to inform school and forward request from Co-op for a photo op. PaFoS need a receipt, secretary to contact SMB See attached feedback All volunteers must be supervised by a PaFoS member with a valid and SMB approved DBS. Paperwork for each event to be kept in PaFoS cupboard Secretary stated PaFoS position. Personal details made available to PaFoS trustees will be kept securely and not shared without first asking for permission. New Whatsapp members need to be introduced to the group chat before details are shared please Assia Shakil has agreed to shadow Treasurer. Secretary to forward Treasurer details Trustee job descriptions forwarded to all. Group asked to think about filling the posts.	EM EM																																																												

5	New ideas for further m/ship/support	PaFoS page has been removed and we are now under Parents, PTA PaFoS Group agreed to go with Serishas Flyer for the PaFoS page. Secretary to inform Head and request change is made.	EM
	SMB website PaFoS page Brought forward from 28.10.21 PaFoS flyer . New ideas for generating income.	Thank you Serisha for creating and getting printed. Stored in labelled box in PaFoS cupboard. Remaining flyers should be handed out at PaFoS events where possible 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 Rainbow hampers WC: 21.03.22 hamper raffle to be advertised WC: 04.04.22 raffle tickets at 50p each or £2 for 5, children can buy as many as they like. PaFoS to collect money and issue tickets 08.04.22. Rainbow hamper draw. Secretary to inform SMB of plans. Break the rules WC: 28.03.22 advertise event. Friday 08 April 2022 Break the rules day Bags to school May or July collection. New company to be used? Bring forward Jubilee 06.06.22 SMB organising. Glyn Spence ideas forwarded to Mrs Scott Y5 teacher Summer fayre Group agreed Monday 27 June. Lead is Emma Morgan who will be shadowed and assisted with organisation by Sam Simkins. Summer fayre group to meet after Easter to allocate jobs and volunteers. SMB to be approached for 2 non uniform days in May Fathers Day sale 08 & 09 June. Lead: Sam Simkins. Sam to source costing and present ideas at next meeting. Meeting to be arranged after Easter. Bring forward. Sports Day Secretary to find out if School would like refreshments Tea & Tears worry worm bags Glyn Spence agreed to make Tea & tears bags again for September intake. Sam Simkins confirmed worry worms are in hand AGM Set date in July. Bring forward	EM SP EM EM SS/EM EM GS/SS EM

7	Agree any spending	07.03.22 Secretary emailed Mrs Francis, Deputy head to ask if staff had any requests for funding. Secretary stated that PaFoS would consider requests for Autumn term 2022/23 No requests received from SMB.	
8	Additional agenda items Feedback from SMB on PaFoS PaFoS etiquette SumUp machine Virtual meeting platform Tuckshop Pre loved uniform wheelie bin Preloved uniform	Chair put forward feedback from SMB that we need 'one voice' . All correspondence with school should go through the secretary, this includes any questions/queries/information requested from PaFoS to SMB staff and vice versa. Please think before you speak. Please read the minutes. Complete the task allocated to you.. Prepare your feedback for the next meeting Sumup is to be kept in the SMB safe and needs to be signed for before an event. Paperwork will be kept with the device. Group agreed to try Teams again when required. Kirsty Burcham made the point that those members unable to attend a meeting in school could join via Teams. Item closed as no volunteers came forward to run. Thank you to Glyn for procuring this item The preloved uniform wheelie bin was provided by RBC due to the kind assistance of Rugby Borough Councillor Mike Brader (Labour, New Bilton Ward) Thanks to Sarah Peabody for the advertising flyer she produced, as this set out our schemes aims and environmental considerations perfectly. Bin needs to be prepared for use by Glyn Spence. Glyn to take photo of the bin in situ and forward to Chair for future posts in SMB newsletter etc Nik Smith is stepping back from this role. The group thanked her for her help transitioning to virtual sales. Emma agreed to cover until the end of year. Sam offered to help	ALL ALL SP GS/SP EM
9	AOB (to be notified to secretary at least 24hrs before meeting) PaFoS social	Friday 01 April 2022. Bacco lounge 7.30pm all welcome. See Emma for more details	
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	After Easter for Summer Fayre and Fathers Day plans Full meeting May 2022. TBA 3.20pm	SP/EM

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