

PaFoS

Parents and Friends of St Matthew's Bloxam School

St Matthew's Bloxam Church of England Primary School

Date: Wednesday 26 January 2022

Time: 8pm

Venue: Whats App

Agenda Item no	Agenda Item		Actioned by
1	Apologies Present Welcome	Cat McNally, Linda Lindley, Mrs Timson Nik Smith, Tina Morse Assia Shakil, Emma Morgan (secretary), Fiona Gyongyver, Glyn Spence, Kirsty Burcham (Treasurer), Sarah Peabody (Chair), Serisha Edwards (Vice). Quorum formed Chair welcomed Assia & Fiona	
2	Review last minutes from 15.12.21 (action points) Class rep Y1 Pre loved uniform online Easy fundraising total (Black Friday promotion) Save the Children jumper, final total & promotion for 2022 Step into Christmas final total Ride on train Card reader Anonymous funding for after school clubs Xmas gift amnesty Approve last minutes minute approval Conflict of interests	Some action points will be addressed as the meeting agenda is discussed Thank you to Anna for volunteering to be the new Y1 rep. She will be added to the new class rep whatsapp group. Request form already on SMB website. Nik to check emails. Promotion flyer created by Sarah to go into this weeks newsletter and on FB. Old forms to be removed from SMB start packs. Bring forward. £25.00 raised. Thank you to Nik for selling clothing on Marketplace. 4 items remain and have been put away in the Xmas bag in the Gods for next year. £341.09. Pay360 have taken their percentage Big thank you to Vera (Sam Simkins Mum) for this donation. Stored in the Gods. Sumup chosen. £39.00 annual fee to be paid by Serisha Edwards and re-imbursed by PaFoS. Trustees to discuss admin before next meeting. Paperwork attached to hard copy of minutes Serisha Edwards met with SMB and a way forward has been proposed. PaFoS to provide £100.00 for spring term. Trustees to discuss and implement spenditure guidelines and feedback will be required from SMB regards amounts spent and where they were allocated. This will be reviewed at the start of summer term with the option to review the amount funded depending on take up. SMB to allocate places, maintain records and with sensitivity, advertise the offer to the school community. It was suggested during group discussion that if a success, then it should become a 'rolling order' at the AGM 2022/23. Secretary to inform SMB of agreement and Treasurer to raise a purchase order. Bring forward for summer term. Thank you to everyone who has sent in unwanted gifts. Items have been put into the cupboard. Everyone welcome to donate gifts, soft toys, bottle gift bags etc, cupboard keys are in SMB office. Those present, who attended the last meeting aproved the minutes. Copy signed by Chair and filed in the PaFoS cupboard by the Secretary No conflict of interest was declared.	SE/EM NS/SP/ EM SE/SP/ KB/EM EM/KB EM

3	Treasurers report and available funds: To include items still pending and progress on agreed spending from last mtg Balance on 26.01.22 Payment pending on 26.01.22 Amount left to spend on 26.01.22 EY book bags (rolling order) Y6 residential £635 Y5 & Y6 First Aid £100.00	£0.00 <table><tr><td>Paid in</td><td>26.01.22</td><td></td></tr><tr><td></td><td>Pre loved uniform</td><td>21.00</td></tr><tr><td></td><td>Nativity refreshments</td><td>32.30</td></tr><tr><td></td><td>Nativity raffle</td><td>53.00</td></tr><tr><td></td><td>Xmas jumpers</td><td>25.00</td></tr><tr><td></td><td>Step into Xmas Pay360</td><td>126.09</td></tr><tr><td></td><td>Step into Xmas csh</td><td>215.00</td></tr><tr><td></td><td>Xmas card sales</td><td>126.16</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> £2940.00 £0.00 £45.00 must be allocated to bookbags only. Secretary asked Mrs Francis to inform EY staff. Paperwork attached to hard copy of minutes Cost breakdown: PGL total cost = £5606 + Cost of coach= £750 Total to pay = £6356 PaFoS asked by email to contribute 10 % Mrs Francis confirmed that this will go ahead. Y5 & Y6 teachers are arranging dates.	Paid in	26.01.22			Pre loved uniform	21.00		Nativity refreshments	32.30		Nativity raffle	53.00		Xmas jumpers	25.00		Step into Xmas Pay360	126.09		Step into Xmas csh	215.00		Xmas card sales	126.16	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	EM
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4	Request to purchase £850.00 phonic books for Y1 and Reception classroom (rcvd 20.01.22)	Secretary sent Deputy Head the financial policy again as this request did not pass through the correct stages. Copy of request and supporting statement sent to all on PaFoS mailing list before the meeting. Following group discussion this request was denied. It was felt that it was a request for a resource needed for pupils' required curriculum education (in the case of some pupils an essential educational tool) and not an advancement above or outside the curriculums' required educational learning. Grant secretary Glyn Spence stated that he will apply to the co-op community grant fund and aim to submit it by 06.02.22. This may help SMB feel they can invest in the book resources if they currently have the funds to do so. Secretary to inform SMB of outcome	EM																																																									
5	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 General grant schemes	Nothing to report since last meeting. See item 4 above. Phonics books for Reception and Y1 classes. Co-op community grant fund (up to £1000.00) will be applied for.	GS																																																									

5 cont	Data protection Safeguarding Shadowing	N/a Chair asked those present to think about volunteering to shadow a trustee for the remainder of the school year. This will help when trustees step down at the next AGM. Bring forward	EM
6	New ideas for generating income. Brought forward from 19.04.21 New ideas for further m/ship/support Feedback on suggestions from 28.10.21 SMB website PaFoS minutes PaFoS page on SMB website Glyn & Sam Spence altered their template Oct 2021. Task taken on by Serisha Edwards. New ideas	These items will no longer be brought forward. Minutes and agendas have been available on SMB website, parents, pafos since 15.12.21. No feedback from group Serisha Edwards confirmed that this is still ongoing. Sarah Peabody offered to help. Bring forward Serisha Edwards put forward the idea for each class to raise £20.22 during February. Group liked the idea but felt that we had missed our chance this year and the idea should be brought forward next year	SE/EM EM
7	Future planned events: Spring term non uniform day Book sale for World Book Week Mother's Day Bags to school	It was agreed by those present that future 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 SMB confirmed Thurs 17 Feb. Children wear own clothes for a donation of chocolate/toys etc. Items to be used for rainbow hamper raffle. Sarah to make flyer and advertise Serisha Edwards is the lead for this event WC 31.01.22 Advertise event. Sarah to create flyer WC 07.02.22 Receive donations and sort WC 28.02.22 Book sales on in school Volunteers required , safeguarding forms to be completed please. Sam Simkins is lead for this event. To liaise with Emma Morgan regarding stock. WC: 21.03.22 Mother's Day sale across 2 mornings with an opportunity for a 3 rd morning if sales are good. The group discussed providing chocolates for children who have not been sent into school with money for this event. School to allocate at their discretion. Emma Morgan to organize volunteers and safeguarding. Volunteers required. Nik Smith to arrange if required. New company to be used. Bring forward	SP SP SP SE/SP SS/EM EM NS/EM

7cont	Rainbow hampers raffle	Class hampers to be filled with donations from non- uniform day (see above). PaFoS to add to hampers from stock if required. WC: 21.03.22 hamper raffle to be advertised WC: 28.03.22 raffle tickets at 20p each to be sold by teacher in class, children can buy as many as they like. 01.04.22. Rainbow hamper draw. Secretary to inform SMB of plans and provide raffle tickets to each class.	SP EM
	Break the rules day	WC: 28.03.22 advertise event. Friday 08 April 2022 Break the rules day	SP
	Summer term:		
	Summer fayre/Jubilee	SMB to confirm date. Group discussed holding a joint fayre/jubilee event. Secretary to compile a list of events held at previous fayres and send to all. Bring forward.	EM
	EY tea & tears bags with worry worms	Bring forward.	EM
8	Additional agenda items Shine club PaFoS to provide funding for shoes/coats etc	Serisha Edwards proposed PaFoS providing a fund for the purchase of new shoes, coats etc for children attending SMB. This would be allocated by SMB staff as required. Those present thought that currently it did not fall within the PaFoS constitution, which are to provide funds in the advancement of education. It was suggested that to encompass this, it would need to be discussed at the next AGM to edit the constitution. However, the Trustees agreed to meet to discuss the matter further. Those present agreed to find out ways of helping now, as a group without allocating funds from PaFoS, eg, through playground contacts or personal donations. SMB to be informed after the Trustees meeting. Bring forward.	SP/SE/ KB/EM EM
9	AOB (to be notified to secretary at least 24hrs before meeting) PaFoS playground events African drumming Step into Xmas leftover food items Tuck shop Father's Day Sale PaFoS social	Mrs.Timson has ok'd the return of playground sales. Mrs.Francis: 'Please can you let all of PaFoS know what an amazing experience our African drumming workshop was today. Thank you very much' 54 Crisps March 2022 Sarah Peabody & Emma Morgan offered to purchase the crisps at RRP. Drinks July 2022, 12 7up, 24 fruit shoot, to be used at summer fayre. No volunteers came forward. Bring forward Bring forward Emma Morgan to arrange a date and venue before Easter	 EM EM EM
10	Agree any confidential items	Bank balance to remain confidential in the minutes available on SMB website.	EM
11	Agree date of next meeting	After February half term. TBA	SP/EM
	Meeting end	21.30	