

PaFoS

Parents and Friends of St Matthew's Bloxam School

St Matthew's Bloxam Church of England Primary School

Date: **Wed 15 DEC 2021**

Time: **2pm**

Venue: **School**

Agenda Item no	Agenda Item		actioned by
1	Apologies Present	Cat McNally, Glyn Spence, Kirsty Burcham (Treasurer), Assia Babar Emma Morgan (secretary), Nik Smith, Sam Simkins, Sarah Peabody (Chair), Serisha Edwards (Vice), Tina Morse & Vera (Sams mum). Quorum formed	
2	Review last minutes from 28.10.21 (action points) Cupboard keys DBS forms Charity return WhatsApp guidelines & feedback Class Reps guidelines & feedback Pre loved uniform Easyfundraising Black Friday promotion Panto Christmas cards	Some action points will be addressed as the meeting agenda is discussed There are 4 sets of keys, they have been allocated to Emma, Serisha, Kirsty and SMB office. SMB set available to all Office has received copies of DBS forms from Emma, Nik, Sarah & Serisha Emma confirmed this has been done. Details on charity commission website. All happy with the guidelines. It was agreed that new members should be introduced to the group on a message from an existing member. It was agreed that Class Reps need to have their own group on WhatsApp from Jan 2022. Positive feedback from reps with Sarah Peabody being praised for her advice on the wording of posts. Y1 rep to be confirmed for Jan 2022. Bring forward From 28.10.21 uniform has been run by Nik Smith and has raised £21.00. Sam Simkins offered to do repairs Ideas for the new year include playground sales, offering grey uniform for sale and FB market place sales. Sarah Peabody to promote on FB/ newsletter in Jan 2022 Bring forward. £15.00 raised from Aug – Oct 2021. Figures for Nov – Jan will be available at next meeting. Bring forward School council raised £266.77 towards costs, this reduces our bill from £899 to £632.23. FB feedback from parents was positive, PaFoS would recommend the company. £126.16 profit. Feedback from Cat McNally stated it is a lot of work.. Group felt that a new approach was needed for 2022/23. Bring forward	All SE/EM NS/SP EM KB/EM EM

4	Request to purchase Re-approval of author visit for world book day £610.00	From minutes 28.10.21 <i>No feedback from SMB. Author visit £610.00 date to be agreed. Purchase order 53682 expired. School to be informed</i> Those present agreed this request. Paperwork signed by Chair and sent to Treasurer. Treasurer to raise purchase order. Secretary to email SMB	SP/KB/ EM
5	Grant Secretary, Safeguarding, Data protection and Shadowing Grant feedback required please <i>1. Forest school replacement logs and hand trowels</i> <i>2 Library books, KS1 phonics</i> Applications for Spring Term 2022 <i>3 KS1 development of outside play area</i> <i>4 Outside classroom/canopy for shade</i> <i>5 New request: sound & vision equipment</i> <i>6 General grant schemes to consider applying for</i> <i>British Science week grant for Creaturama visit</i> Data protection & safeguarding	Condensed feedback was provided by Emma Morgan as Glyn sent his apologies. Glyn's full report is attached to these minutes Hand trowels. These have been purchased, handed to Forest School and receipt has been paid to Glyn Spence. Logs to be sourced by school governor. No further action required Unsuccessful application for Siobhan Dowd Trust. Siobhan Dowd Trust, Read for Good boxes. Glyn pointed out Y6 parents at some schools make a donation to a library fund as a leaving gift. Miss Blackaby applying for Foyle Foundation grant Waiting for SMB feedback SMB yet to discuss. Grants could come from Cemex and/or Severn Trent. See attached document ideas from Glyn Spence. M2O & Coventry Diocese to visit site in Jan 2022. Grant deadline 31.03.22 if applicable Asda – green token £200 or £500 Co-op Heart of England helping hand £1000.00 Mrs Francis has applied for this grant for something else Paperwork attached to hard copy of minutes Safeguarding and data protection policy sent to those at 28.10.21 meeting	EM
6	New ideas for generating income. <i>Brought forward from 19.04.21 meeting:</i> <i>online auction, scarecrow trail, lottery, Teacher baby photo quiz, virtual balloon race, 100 club</i> <i>After school music club</i>	Bring forward for a decision at next meeting.	EM

6 cont	New ideas for further m/ship/support Feedback on suggestions from meeting 28.10.21 inc: Agenda & minutes on FB link from SMB website Past glories reminder PaFoS page on SMB website Count down to events on FB EY Tea & tears, worry worms <i>New ideas</i>	Mrs Timson added PaFoS to the SMB website parent tab and put the agenda on it. She will act as admin for us. Secretary to ask for the approved minutes to be displayed. It was decided at the meeting 28.10.21 that PaFoS should look forward. Do not bring forward. Thank Glyn & Sam Spence for altering their template. Task has been taken on by Serisha who will feedback in Jan 2022. Bring forward This action point is covered by the creation of Class reps. Sam Simkins, via WhatsApp proposed making worry worms for the new intake in Reception & Nursery. Everyone loved the idea. Those present confirmed that this should be added to the Tea & Tears bags with some stock for Nursery children who join at a later stage. Estimated that 46 need to be made. Bring forward. Bring forward	EM SE/EM SS/EM EM
7	AOB (to be notified to secretary at least 24hrs before meeting) Marathon Medals Pre loved uniform web page. Spring term PaFoS social Christmas thank you to SMB staff, office & caretaking team. Christmas thank you to Ian from Britvic Vera Xmas gift amnesty	To be used for future events, stored in cupboard. Bring forward to Spring term for discussion Bring forward Cards and chocs sent to all Card and chocs sent home Thank you to Vera for her kind donation and support of PaFoS this term Opportunity for parents to send in unwanted unopened xmas gifts during Jan 22. Could include xmas jumper, gifts suitable for mothers/fathers day, items for the rainbow hampers etc. Sarah Peabody to design a flyer. Item to be promoted via class reps, FB & SMB newsletter in Jan 2022	EM EM SP/EM

8	Future planned events: Spring Term 2022 Break the rules? Book sale for world book day week Bags to School Mothers Day sale (mothers day 27.03.22) Easter rainbow hampers	All items to be brought forward to next meeting World book day is Thursday 03.03.22. Need new company Sarah asked those present to be on the lookout for suitable items. Members to check with Sam Simkin on Whatsapp before making purchase. Items not to exceed £3.00 please. Non uniform day for toy or chocolate donation?	EM
9	Agree any confidential items	Those present agreed for details in item 3 Treasurers report to be left blank if the minutes are put on SMB website. Information can be requested via secretary-pafos@live.co.uk	EM
10	Agree date of next meeting Meeting end	Jan 2022 3pm	SP/EM