

FRIENDS OF ST MARY'S PTA MEETING

MINUTES

THURSDAY 7TH DECEMBER

1. Present: Leanne Matthews (LM), Michelle Pharo (MP), Sam De West (SDW), Rhian McLeod (RM), Shonni Ostridge (SO), Sandra Clark (SC), Kayleigh O'Sullivan (KS), Hannah Thomas (HT)

Apologies: Stacey Cox (SC), Emma Woods (EW), Krysta Collins (KC), Rob Addison (RA), Megan Medcalf (MM)

2. PLANNED EVENTS

Planned events for the Autumn Term are as follows:-

- a. Thursday 2nd November – School Disco. Thank you to everyone that helped and a big thank you to Michelle and Ritchie! Successful event. We raised £221.02.
- b. Wednesday 13th December – Nativity Raffle. HT will be selling tickets at the am Nativity and LM will be selling tickets at the pm Nativity. The Raffle will be drawn at the Craft Sale on Friday 15th at 3.30pm We have been donated a great selection of prizes:-
 - i. Soap Hamper by Andrew Denny
 - ii. Empowerment Voucher by Kayleigh O'Sullivan
 - iii. Beauty Voucher by Kirsty
 - iv. Lego Set
 - v. Action Toy Set
 - vi. Jeffrey Archer Book
 - vii. Sweet Treat Box by Vanilla Bean Bakery
 - viii. Handmade winter headband
 - ix. Grinch Glasses Set
- c. Thursday 14th December – Panto – FOSM will be donating the sweets for the Panto trip. SDW is kindly organising this.
- d. Friday 15th December – PTA Christmas Gift Sale 2.30pm – 3.30pm. LM and SC to set up. Mrs Walker has said that once the children are with their parents we can have a few more helpers if we need behind the stalls. There will be a small table for gifts for relatives etc. We have had some small donations for this table. Thank you to everyone who has helped make gifts for the sale. We have so far as follows:-
 - i. Xmas Jumpers
 - ii. Xmas Gonks
 - iii. Snowmen choccy gloves
 - iv. Hot chocolate contes
 - v. Sweetie bags – Santa kisses, Elf kisses and Rudolph noses
 - vi. Reindeer food
 - vii. Xmas treat mugs
- e. Monday 18th December – Christmas Movie Night – 3.15pm – 5pm. The cost for this event is £3 per child. Poster has been circulated. LM will sort the popcorn and drinks for this event.
- f. Wednesday 20th December – We will be supplying all tableware for the xmas lunch.

3. PROPOSED EVENTS

Proposed events for 2024, these will be discussed in more detail at the next meeting.

- a. Friday 16th February 2024, Quiz night at The Bell, SDW to confirm
- b. Friday 8th March 2024 – Mothers Day Sale
- c. Wednesday 27th March 2024 – Easter bonnet competition and egg hunt.
- d. Friday 14th June 2024 – Fathers Day Sale
- e. Monday 8th July 2024, Sports Day, BBQ and stalls (reserve date Monday 15th July)
- f. Tuesday 22nd July, School Disco

4. FINANCES

- a. **Barclays** – LM has handed the documents back to Barclays who have confirmed they are fine and that they are being processed. LM should expect an onboarding call in the next 2 weeks to confirm that it is up and running and open ready for us to use. LM suggested to switch after Christmas as we have lots of activities coming up – everyone was in agreement. The new account will have online banking, telephone banking and a debit card.
- b. **Aviary** – Aviary kindly donated £1,000. We have now received this into our bank account. LM is going to write to them thanking them. When we use the money we will also thank them publicly and also update them with a further thank you letter and pictures of what we have used the money for – (money to be used for the Geography Curriculum)
- c. **Mr Gees** – Mr Gees donated £1,754.16 allowing us to purchase 296 books for the first year core curriculum. Also a massive thank you to Emma, Rhian and Anne who personally donated. LM has written an article for the South Woodham Focus which should feature in next weeks edition. LM sent a photo to Mr Gees thanking them this features on their tv screen of people that they have donated to.
- d. **Geography Curriculum** – Mrs Walker has asked if FOSM would help contribute to the geography curriculum with new Atlas' and Globe as they currently do not have anything suitable for the children to learn with. The total for these is £801.58. Ideally she would like these for the start of next term. We discussed potentially using the Aviary money and then we can thank them publicly sooner rather than later for their donation and would make a lovely picture of the children with the new Atlas' and Globes. We all agreed we were happy to use Aviary's money for this.
- e. **Outdoor Equipment** - Mrs Walker has asked if we will fund match for outdoor equipment for the children. She has given us a rough figure of £400. She is speaking to a company next week and will have more information then. We will discuss at our next meeting.
- f. **Year 2 Core Curriculum** – The remaining money from Mr Gees and Aviary has been earmarked to be put towards next years core curriculum.

5. **PARKING** – The Parish Council have said that we can park at Lodge Road. This is a considerable walk from the school. SDW is going to speak to The Bell to see if we can use their car park. In the meantime we need to continue to be considerate to the residents.

6. OTHER BUSINESS

- a. **DBS Checks** – Mrs Walker has expressed that any FOSM helpers are to be DBS checked to help within the school. It was agreed that the school will apply for the DBS checks and invoice FOSM. FOSM are to be reimbursed by the helper for their check. We have confirmed DBS checks for the following – Leanne Matthews, Stacey Cox, Sam De West. A list is to be sent by HT to Mrs Eames to confirm who will be wanting a DBS check – Hannah Thomas, Rhian McLeod, Michelle Pharo, Kirsty, Shonni Ostridge, Emma Woods, Kayleigh O’Sullivan.
- b. **Easy Fundraising** – LM has created an easy fundraising account. We get a statement every quarter and the money is transferred straight into the bank account. We discussed popping it into the whatsapp group every half term to remind people to use it.
- c. **Amazon Wish List** – LM has created the wishlist and sent to Mrs Walker with a ‘user guide’ email. Mrs Walker can now add anything on there that she feels the children need. We discussed speaking to Mrs Walker about putting a poster up in the foyer with a QR code to this wishlist for guests and visitors to see and donate gifts from our wishlist if they wish.
- d. **Sum Up** – LM purchased a sum up machine for our FOSM events.
- e. **Socials** – all social media has been reinstated – fb, insta, X(twitter)
- f. **Pre loved Uniform** – MP has started a fb page for preloved uniform sales.
- g. **New Logo** – Our new logo has been chosen and the new constitutions have been sent to Mrs Walker.
- h. **Road Safety Signs** – The signs have been purchased and are now in use.
- i. **Begging Letter** – LM drafted a ‘begging letter’ to send to potential donators.

NEXT MEETING 18TH JANUARY 2024 – SHAW FARM