

# FRIENDS OF ST MARY'S PTA MEETING

## MINUTES

THURSDAY 16<sup>th</sup> MAY 2024

**1. Present:** Leanne Matthews (LM), Sam De Wet (SDW), Rhian McLeod (RM), Shonni Ostridge (SO), Sandra Clark (SC Treas), Megan Medcalf (MM) and Hannah Thomas (HT)

**Apologies:** Emma Woods (EW), Krysta Collins (KC), Kayleigh Dixon (KD), Sarah Milward (SM) Rob Addison (RA), Kirsty Semple (KS), Stacey Cox (SC) and Michelle Pharo (MP).

### 2. MINUTES OF THE LAST MEETING

The minutes of the last meeting were agreed to be a true and accurate record.

### 3. CHAIRPERSON'S UPDATE

LM gave the following report.

- The Mother's Day sale raised just over £130 – we trialled a payment link via our website that we created from the Sum Up machine, this worked perfectly and made things much easier for parents, not to mention saving Sandra from banking lots of cash.
- Easter Raffle raised just over £250 We had lots of amazing prizes donated and we have been able to express our thanks to those who donated via our socials.
- Easter Hunt - We provided a small easter egg for each child (alternatives for children with allergies). The children loved the egg hunt and even years 5 and 6 got to take part on their residential.
- The Spring Photo Comp raised £27.16 The children and school really enjoyed this and it didn't cost us anything to do. Mrs Fallon loved the photos the children took and is planning an art display in the summer.
- A huge thank you to Sam De Wet on behalf of FOSMS for her epic 200 mile walk throughout March. She raised an incredible £300 for our school walking the distance equal to walking from Woodham Ferrers to Paris. We look forward to sharing what this money is used for at a later date.
- We have installed a "Lending Library" in the school hall which will be a permanent fixture. All books were donated along with the bookshelf, and it's been a huge hit with the children. I will go into school each term and update the books and assess the losses.
- We sourced a new BBQ which has been built and is ready to serve the hungry masses come sports day.
- We removed the old shed and most of its contents and put up the new shed that was donated by Wickes. I would like to say a huge thanks to Stacey Cox, Mark Cox, Ethan Cox and Tony Medcalf for their help making this happen.
- Pre-Loved Uniform shop has been taken on by Shonni. She is currently taking photos of everything we have, to then update our Facebook group with size albums so items can be found easier. We have also added a payment link to our website for items to be paid for direct.

- We contributed £10 per child for leavers hoodies at a total cost of £70, the children all look very smart in them.
- The Father's Day / Special Person sale gifts had been sourced and Rhian had added a payment link to the website to make things easier for parents. It seems to be working well and our Sum Up machine is proving very useful.
- LM will continue to write a weekly newsletter update to keep parents informed of our activities so they can see how their support directly impacts what we can do for the children and school. RM also adds these to our website for everyone to see.
- Lastly, LM extended her thanks and gratitude to RM for continuing to keep the website and socials up to date with all our activities along with payment links and a million questions from LM. This is such a super platform that we now have, and it's exceeded expectations.

- **Planned Events**

Thursday 6<sup>th</sup> June – 80<sup>th</sup> Anniversary D Day Celebrations

Friday 14<sup>th</sup> June – Father's Day / Special Male Sale – The gifts are all done and ready to go.

Monday 8<sup>th</sup> July – Sports Day with BBQ and Stalls

Monday 15<sup>th</sup> July – Reserve date for Sports Day

Friday 19<sup>th</sup> July – Whole School Disco. Michelle to confirm if the best DJ in town can help us.

**ACTION MP.**

Monday 22<sup>nd</sup> July Leavers trip TBC. LM will feed back with potential costings as soon as the children have voted, this is likely to be after May half term.

- **Proposed Events**

Smarties and Odd Jobs. This is to take place over May half term. Unfortunately, Sainsbury's could not donate the smarties due to health and safety concerns. LM had costed the event and asked members if they would agree to fund the event so it could go ahead. It would be £22.50 for the smarties plus a small amount to cover an allergy friendly alternative. The children will be given one each and would be asked to complete some odd jobs for family and friends over the half term in return for some pennies to fill up their tubes. The class who makes the most would win a prize. LM to speak to Mrs Walker to agree a suitable prize. **ACTION LM**

#### 4. TREASURERS UPDATE

SC Treas circulated a copy of our accounts for info. She expressed her thanks and gratitude to RM for her help in setting up a new excel spreadsheet to show our accounts in the format that is required for our Charity Commission application. SC Treas explained that she was finding the spreadsheet easy to use and it would be our preferred way of accounting going forwards.

SC Treas confirmed that NatWest has actioned the change of name request submitted by LM and she was in receipt of a new bank statement, paying in book and cheque book all showing our new name – Friends of St Mary's School (FOSMS). SC Treas expressed her thanks to LM for her help.

#### 5. CHARITY COMMISSION APPLICATION

RM gave the following update:

- We have most of our documents in order now, we are just awaiting the final DBS to be approved then we can complete our application.
- Core Members were invited to sign the 'Trustee Declaration' ready for submission.
- SC Treas gave RM a copy of the latest bank statement for the application.
- RM would update the spreadsheet to start in September. **ACTION RM**

- RM asked HT to hand her DBS to school for their records once received. **ACTION HT**
- RM would submit the application of receipt of HT DBS certificate, RM explained that at present applications were taking around 10 days. **ACTION RM**
- RM requested that members agree to the adoption of the CC Tool 6 Policy for knowing the donors who donate money to FOSMS. Members agreed to adopt the policy with immediate effect and RM would add this to our Policy page on the website. **ACTION RM**

## 6. **BANKING UPDATE**

Since the last meeting LM had been back in touch with NatWest who we currently bank with and successfully updated our mandate with our new members. LM had also been able to change the name on our account to reflect our new name which took a little time. SC Treas is now in receipt of a new cheque book and paying in book. LM had now started the ball rolling to request online banking access and a debit card which will be so much easier for us going forwards. Once we have our official charity number, LM will update NatWest with a view to amending our account to a charity account.

## 7. **DBS UPDATE**

DBS certificates are completed for: -

Leanne Matthews  
 Stacey Cox  
 Shelley Masters  
 Emma Woods  
 Shonni Ostridge  
 Sarah Millward  
 Rhian McLeod  
 Sandra Clark

Awaiting waiting a DBS check: -

Hannah Thomas – Submitted, awaiting confirmation.  
 Michelle Pharo  
 Kirsty Semple  
 Kayleigh Dixon

LM agreed to check with the remaining members without a DBS to ask if they were still intending to proceed with their application. **ACTION LM**

## 8. **GRANT UPDATE**

LM informed the committee that to date we had not been successful with our applications to SPAR for a sports day grant or Persimmons Homes. However, we had just received an email from Fords Britain Trust to say that we had been successful in our application, and they had awarded us a grant of £1050. LM informed the committee that she was in the process of applying to Penney Homes, Troy Homes and Bellways Homes. **ACTION LM**

## 9. **D DAY CELEBRATIONS**

LM gave the following update:

She had approached Sainsburys and Asda to help with donations of cakes, biscuits, scones, jam and cream and was hopeful that they would be able to help to offset some of the cost.

KC was putting together a “D Day themed” Spotify playlist and LM would provide her outdoor speaker. LM had contacted Windle Court care home to invite some resident, she was waiting to hear back. We have three members of the local rotary coming along.

RM's mum Anne has kindly offered to purchase some bunting, plates and cups for us to use which will save us lots – huge thanks to her for her kindness and generosity.

LM had managed to source a donation of fancy tea cups, saucers and plates for our special guests.

The games planned are: -

Splat the Rat – KC is making this.

Pick a lolly – HT has kindly bought us this game which we will be able to keep for future events – huge thank HT for her kindness.

Hook a Duck – LM managed to rescue some ducks from the old shed. They've been bleached to within an inch of their lives and KS is making a hook a duck stand.

Sponge Bob Splat – KS has given this popular game a makeover.

LM found a whack game to ring a bell and KC is giving this a makeover.

Mr Medcalf is making us a D Day themed photo board that the children can have their photos taken sticking their heads through the holes – Huge thanks to him.

Lucky dip.

Welly Toss.

Possibly a bean bag throwing game, but we will need a target for this.

LM did find poles for a coconut shy in the old shed so this is also a possibility, we will wait to see how many volunteers we get before we commit to another game.

All games will be 50p a go and, along with RM, L would source fun but cost-effective prizes for each game.

To make this work, we are going to need volunteers to man the little games, at least two people on the refreshment table selling tea, soft drinks, cakes, ice poles etc – anything over will be used for sports day. LM had cleaned the hot water urn to within an inch of its life so we can serve hot drinks, it was also PAT tested. LM mentioned that she would also love for someone to walk around capturing photos of the afternoon so we can make a memory book for school to remember the occasion. SC (Treas) suggested maybe a member of staff could do this to mitigate any worries of photos being taken of children. **ACTION LM**

LM had made up a poster to ask for volunteers for the day, DBS won't be necessary as all parents and teachers will be present. She will circulate this via the newsletter and on the school WhatsApp chat.

**ACTION LM**

## **10. ANY OTHER BUSINESS**

RM updated the committee with the following:

### **a. The Cream Tea Society**

Unfortunately, as we were not a charity in time, they were unable to supply us with jam and cream for our D-Day event, however they welcome our applications once we are registered. We can apply for as many events as we like with the limit of one per month. Therefore, once we are a charity we can apply for donations for all ongoing events where we would like to supply cream team, this can be sports days, d-days or other future events.

### **b. Website**

If anyone had any suggestions for the website, please let RM know and she can look at what can be added/changed. If there are any areas of FOSMS you would like to manage / lead, please do let RM or LM know, and we can discuss what they entail.

### **c. Road Safety**

Another formal complaint about the 20mph signs has been made to Essex Highways for their lack of action in replacing the 20mph sign and the obscured view of the other.

A formal email requesting support has also been sent to the following Councillors, RM would update on the responses at the next meeting:

1. John Whittingdale - MP
2. Ian Grundy - Essex County Councillor (for area)
3. Kevin Bentley - Leader of the Council, Essex County Council
4. Lesley Wagland - Deputy Leader of the Council, Essex County Council
5. Tom Cunningham - Leader of Highways
6. Laureen Shaw - Deputy Leader of Highways – **responded and chasing EH**
7. Stephen Robinson - Leader of the Council, Chelmsford City Council
8. Marie Goldman - Deputy Leader of the Council, Chelmsford City Council
9. Mark Taylor - Chelmsford City Councillor
10. Sue Dobson - Chelmsford City Councillor
11. Rose Moore - Greener and Safer Chelmsford Councillor, Chelmsford City Council

**11. DATE OF THE NEXT MEETING**

The date of the next meeting would be Thursday 27<sup>th</sup> June 2024 at 7pm at The White Swan, Bicknacre.