

FRIENDS OF ST MARY'S PTA MEETING

MINUTES

THURSDAY 29th FEBRUARY 2024

1. **Present:** Leanne Matthews (LM), Michelle Pharo (MP), Sam De Wet (SDW), Rhian McLeod (RM), Shonni Ostridge (SO), Sandra Clark (SC Treas), Stacey Cox (SC), Megan Medcalf (MM) and Rob Addison (RA).

Apologies: Emma Woods (EW), Krysta Collins (KC), Kayleigh Dixon (KD), Hannah Thomas (HT), Sarah Milward (SM) and Kirsty Semple (KS).

2. MINUTES OF THE LAST MEETING

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

3. CHAIR'S REPORT

LM gave the following report.

a) Funding Wins

Shed Donation from Wickes in Rayleigh

£100 – Essex Properties

£350 – D Zambelis Ltd

£500 – D Zambelis Stone Machinery

b) FOSMS and School

Since the beginning of December, through FOSMS activities we have been able to provide KS1 globes and atlases and KS2 globes and atlases to compliment the geography curriculum (£801.58), A coach for to take the children to the panto (£406.00), Christmas lunch items (£53.04) and new outdoor play equipment for the whole school (£360.93). If you add this to what we achieved during October, providing School with 296 books to enhance the new English Curriculum (£1754.16), providing 20MPH signage to reduce speeding traffic and promote visibility outside school (£324.52), This is a total of £3700.23 spent by FOSMS directly enhancing the educational offering to our children. LM thanked members for their help and said that they should feel very proud of what we've been able to achieve so far.

c) Website

LM hoped everyone had managed to have had a little look through the new FOSMS website, she was sure everyone would agree that its quite comprehensive, covering all the things that FOSMS had achieved and are currently doing. It also gives FOSMS a platform to thank those companies who support us with grants and donations as well as keeping everyone up to date with our activities. It is so important that we are visible and transparent in our working.

LM extended her thanks and gratitude to Rhian for taking this on and for building us such a super platform that's exceeded all our expectations. She also thanked RM for taking on her numerous ideas and making it a reality!

LM explained that just this week RM was able to add a page showing our upcoming events and include payment links that LM created via our Sum Up machine so that events can now be paid for in advance online via our website. We will be trialling this for the Mother's Day / Special Female Sale.

d) **Pre-Loved Uniform FB Page**

LM explained that we had updated this with all the donations we had received so far. It is now linked directly to our new website which will hopefully generate more traffic to the FB page. LM asked members for donations of larger sizes and summer uniform. SO made a super comment and asked if we could include Forest School clothing on our Pre Loved page. LM agreed to put something together to make this happen as it would help out lots of parents. **ACTION LM.**

e) **Planned Events**

Friday 8th March - Mother's Day / Special Female Sale - The gifts are all done and ready to go. LM thanked Hannah Thomas for helping to create a beautiful low-cost gift for us.

Monday 25th March – Easter Performance and Raffle ticket sales AM and PM **ACTION – Sandra Clark to help with ticket sales.**

Thursday 28th March Easter Egg Hunt – LM had bought chocolate eggs for this including dairy free options.

Thursday 28th March (1030hrs) LM will nip in to school and the children will draw tickets for the raffle winners.

Friday 14th June – Father's Day / Special Male Sale – The gifts are all done and ready to go. LM just needs to persuade Hannah to make me some more of her lovely creations.

Monday 8th July – Sports Day with BBQ and Stalls

Monday 15th July – Reserve date for Sports Day

Friday 19th July – Whole School Disco. Michelle to confirm if the best DJ in town can help us. **ACTION MP.**

Monday 22nd July Leavers trip TBC. LM will feed back with potential costings as soon as the children have voted.

f) **Proposed Events**

Photography Competition. This is to take place over the Easter Break. Its £1 to enter and children will be asked to submit one photo they have taken over the Easter holiday to be in with a chance of winning a prize. There will be a KS1 and a KS2 winner chosen by Mrs Fallon from the entries. Children can enter more than once but it will be £1 each entry.

LM has created a poster for this event which she will share with school to go out on Dojo and our website. We will also have an online payment option. **ACTION LM and RM.**

Smarties and Odd Jobs. This is to take place over May half term. LM is in the process of trying to source a donation of 63 tubes of smarties from ASDA or Sainsburies. The children will be given one each and will 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 will win a prize.

LM has created a poster for this event but is holding out to see if she can get the smarties donated or we could spend more than we will make back so it won't be a feasible event. LM will keep everyone updated. MM suggested that we also try CO-OP **ACTION LM.**

Sponsored 200 Mile Walk – Sam De Wet. Sam is planning to walk 200 miles in March to raise funds for FOSMS. I think speak for us all in wishing her well with the challenge. Please do keep sharing Sam's just giving page to maximise exposure. **ACTION ALL.**

4. TREASURERS REPORT

SC Treas circulated a copy of our accounts for info. SC was able to confirm that the recent donations from Essex Properties and D Zambelis Stone Machinery Ltd had been received.

We had had some small outgoings purchasing gifts for the Mother's Day and Father's Day sales, easter eggs for the easter egg hunt and we had also purchased some new storage crates to go into our new shed. We had also renewed our membership to Parentkind.

It was noted that we were awaiting details of who to make cheques payable to for FOSMS to donate the cost of globes and playground equipment. LM said she had spoken to and emailed Mrs Beard and also spoken to Mrs Walker and they would come back to confirm payment details. LM agreed to chase. **ACTION LM.**

5. DBS UPDATE

LM had received confirmation from the Office that we now have DBS certificates for:-

Leanne Matthews

Stacey Cox

Shelley Masters

Liz Addison

Emma Woods

Shonni Ostridge

Sarah Millward

Those awaiting a DBS check:-

Hannah Thomas

Rhian Mcleod

Michelle Pharo

Kirsty Semple

Kayleigh Dixon

LM reminded members that if they wanted to be able to help out at events Mrs Walker had specified that you will need a current DBS certificate. Please could you arrange this with Mrs Eames.

6. BANKING UPDATE

LM updated the committee with the current news from Barclays. They informed LM four months into the account opening process that as we're not a registered charity (with the Charity Commission) they would have to charge us a monthly fee to have an account with them. LM withdrew our application as the small amount we do raise is better spent on our children than lining the pockets of Barclays shareholders. For clarity we can't apply to the charity commission until we bring in £5000 in a year which is a big ask for us. Not out of the realms of possibility but that's currently why we're not registered. Our activities are classes as charitable but without the official status and charity number we are at the mercy of the banks policies.

LM had reached out to Metro Bank to see if they can help us, she is awaiting confirmation that they will allow us to have a fee free account before we spend hours completing paperwork.

7. GRANT APPLICATIONS

LM informed the meeting that she had submitted the following applications.

Fords - £3000 grant requested for upgrade to the thermoplastics on the playground.

Persimmons Homes - £6000 for ACTIVFIT outdoor educational boards and games.

SPAR (convenience store) Sports Day Grant for replacing sports day equipment.

LM explained that we should find out in March if our Fords application had been successful. LM will keep the committee updated with the outcomes. **ACTION LM.**

8. EASTER RAFFLE

LM explained that the following items had been donated for our easter raffle.

Call of the Wild Zoo – x4 day passes

Meadowcroft Garden Centre Voucher

Markshall Estate family voucher

Gin Hamper

Beauty Hamper

Large Cuddly Lamb

Cuddly Bunny

Craft Filled Easter Egg

Easter Eggs

Manicure Voucher – Huge thanks to Kirsty Semple

Wash and Blow Dry Voucher – Huge thanks to Sharon Yianni

LM explained that she would be in school doing the draw with the children on 28th March and will have a numbered sheet listing the prizes and as a ticket is drawn she will note from the list what the next prize is on the list. This will keep things fair and simple, members agreed.

LM said she was still pursuing donations and would add a request on the local FB pages. **ACTION LM.**

9. EASTER EGG HUNT

LM explained that she had purchased eggs for the hunt - 63 Children on roll and 1 dairy allergy to note.

She had also arranged with Mrs Walker for her to take eggs on the year 5 and 6 residential to hide so that those children don't miss out on the fun.

10. ANY OTHER BUSINESS

RM asked if any members worked for a company that did fund matching. Unfortunately, we don't have any at the moment.

RM asked if SC Treas could provide us with an income sheet detailing all income for the year so we can keep ahead of knowing when we need to apply for charity status once we reach £5000. SC Treas agreed to do this and feedback to the committee.

11. DATE OF THE NEXT MEETING

The date of the next meeting is TBC.