



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Monday 15th December 2025 – 8:10 – 9:00pm

Attendees: Jenny Johnson (JJ) - Chair, Kate Harris (KH) - Treasurer, Caroline Ward (CW) - Secretary, Claire Rowley (CR) - Headteacher, Merran Hilton (MJH), Cassandra Money (CM), Lucy Evans (LE)

1. Welcome and members present, apologies

- Apologies from Emma Curley (EC)

2. Conflicts of Interest

- none

3. Approval of minutes of the last meeting (September 2025)

- Signed by JJ

4. Any matters arising

- JJ - GDPR to be discussed at next meeting

5. Financial report from Treasurer – Kate Harris (KH)

- KH – Current situation is we have just under £25k, £5k to be paid to school. Income to date is £7,600 and expenditures are £3,700.
- JJ – agree to round up figures when making donations to the school – KH agreed.
- KH – will send around a report on money going to the school.
- KH – Bank account access to current account all okay, another phone call made to the bank about Saving account access. Bank says today saving account access was due to a missing signature. A new case has been opened as signature was already on the form.
- CM – suggested we look at changing banks. KH said we could possibly look at Natwest, we will discuss further in next meeting.
- KH – agreed to give CW & JJ access to the PayPal account as well as SumUp account. KH suggested we have 'manager access' KH to upgrade all committee members. SumUp pays directly into bank account the next day. If we change bank accounts we will need to make sure this gets updated to the new bank account details.
- MJH – asks if we share password re PayPal might this effect out insurance. Maybe just use SumUp in the future?
- MJH – spending approvals is there a more streamline way of doing this? LE suggested a googledoc style form, LE to send out a draft of this and start to use
- JJ – said to trial and discuss at next meeting
- KH – also suggested a separate WhatsApp group with a 'Poll' on spending requests. JJ says if we have a problem with access to WhatsApp and we have to shut down and log in again WhatsApp history is deleted and cannot be accessed again as JJ has had this problem on her own personal account before.
- JJ – AGM meeting and accounting, we should ask Marian Hempsted if she would continue to be IE. Vote to ask Marian to complete 24/25 accounts – all agreed. JJ will email Marian and ask if account to be completed by no later than end of February 2026. CW to set next AGM meeting date.

- Bank account statement – JJ to cross check bank account and JJ to sign.

6. Correspondence (if any)

- None

7. Approvals since last meeting

- A4 laminating pouches for PSA sign - £14.44 – approved via email on 08/10/2025
- Donkey Rides for Christmas Fair - £400.00 – approved via email on 17/10/2025
- Temporary Event Notice (TEN) for Christmas events – approved via email by Jenny Johnson as under £50.00 on 27/10/2025
- Panto tickets and transport - £1,765.00 – approved via email on 03/11/2025
- Raffle ticket for Christmas Fair - £42.00 – approved via email on 08/11/2025
- Curtain Pole for backdrop - £48.95 – approved via email on 13/11/2025
- Christmas Fair food, drinks and gifts – Approx £455.00 - £485.00 – approved via email on 14/11/2025
- Penshurst Trip Class 2 - £142.50 – Approved via email on 21/11/2025
- Lottery Licence - £20.00 – Approved via email on 05/12/2025
- Biscuits for the Panto trip - £17.00 – Approved via email on 24/11/2025
- Nativity Set for Class 1 - £26.99 – Approved via email on 08/12/2025

8. Approvals to be discussed

- JJ decided not to purchase the A4 laminated pouches as discussed before
- JJ asks if we need to replace the wipe down board as this is not really working. JJ to send out details of a vinyl sign. Voted and we all approved spend.
- JJ – £730.00 for KAPLA workshop – voted and all approved spend.
- KH - £5K for laptops that were purchased have not been paid yet or the £4k for laptops, to note this is still to come out of the bank account.
- CR – We don't need to buy a new charging trolley as the new laptops fit the old one.
- CR – Panto donations have raised enough to buy new amps
- CR – said no to the idea of sports bibs instead of coloured house t-shirts
- CR – said no need to fund torches as this lesson has been completed
- MDH – Can we spread trips across all classes fairly, suggest maybe a trip to Princes Christian's Farm or a seaside trip to tie in with lessons.
- CR – Class 4 are hoping to be booked up to the visit The Houses of Parliament
- CR/KH – we need to bear in mind other costs too as swimming lessons still need to be paid for and the coach too. CR said coach costs are coming in around £3k
- CR – Panto has been booked for this year, but does not need to be paid for until next October.

9. Housekeeping

- none

10. Future Fundraising

- MJH – Christmas Fair wash – we all agreed 2 hours was a good amount of time compared to past fairs over 3 hours. JJ suggested we need to compare profits from what we made on a 3 hour fair compared to this one.
- CM – suggested if we have music again, can we have a separate quiet area for children
- KH – do we need more people to clear up, MJH said compared to previous years it was done quickly so probably at least that amount of people again would be fine.
- MJH – Profit for the fair was £2,783.00
- CM – suggested maybe we can prebook the grotto next time to avoid queues
- JJ – suggested if we book Ken again from Shipbourne to be our Santa for next year we need to book soon. We all agreed.

- JJ – We need to order less raffle tickets next time
- JJ - Biscuit decorating was not profitable, so maybe not do this next time
- MJH – Christmas Wreath workshop made a £328.00 profit, 17 people attend and £68.00 made on raffle. Do we use someone next time who brings all the foliage with them verses bring your own. MJH said she may run this again next year.
- Fireworks - LE – feels it's worth doing again next year. JJ said we got a ¼ of the profits from the fireworks evening. We all felt as this was the first one for sometime and the weather was poor and might of put people off, we feel this will become a bigger event for the village. We all agreed if we were asked again we would do it again.
- JJ – Burger and Quiz night to be lead by KH & LE looking at 6th February 2026. Need to ask Duncan Palmer as he is key to this event work.
- JJ – Chinese New Year – will do this as a gift to each child
- JJ – Easter bunny and school disco this year do we go ahead. JJ to ask who can help and to email CR to confirm dates
- MJH – Disco in July and maybe February. Also to note if we have it on a Friday it costs more.
- JJ - Colour Run – to ask Sian about this
- Summer Fair – suggested maybe we do a nerf gun event with music from Emma and Mrs Spratts choir to make it a bit different this year
- JJ – Could we celebrate other cultures – CR to think about this
- JJ – Angela Hudson resigned from her role and JJ thanked her on behalf of us all
- JJ – Email system to be looked at, is this covered by GDPR. JJ to check Parent Kind

11. Correspondence (if any)

- none

12. Any other business (as applicable)

- none

<i>ACTION POINTS FROM SEPT 2025 Meeting</i>	<i>STATUS</i>
KH to look out for drum BBQ's and purchase	<i>Completed</i>
JJ to take off people from the Facebook page that are no longer parents/guardians	<i>Completed</i>
CW to send out meeting date to discuss events and planning for the year ahead	<i>Completed</i>
CW/CM/LE to send out date and organise Halloween costume sale	<i>Completed</i>