



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Friday 19th September 2025 – 14:03 – 15.19

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), Greg Tse (GT), Nisha Vekaria (NV)

Apologies: Emma Curley (EC), Laura Aiston (LA), Angela Hudson (AH)

1. Welcome and members present, apologies
2. Conflicts of Interest
 - KH sister is now a governor at the school but no conflict as they do not discuss
3. Approval of minutes of the last meeting (July 2025)
 - MJH - Two small amendments minutes to be updated and sent to MJH - Were approved. JJ signed a hard copy of the Minutes, CW to file.
4. Any matters arising
 - KH - said she would kindly look out for any offers on Drum BBQ's over the Autumn/Winter months which will be used at PSA events
5. **Financial report from Treasurer – Kate Harris (KH)**
 - KH – 2023/24 accounting year income was £11,412.00 compared to 2024/25 which is £14,659.87. The current balance is £21,580.51 in total
 - KH - We need to mindful we have promised £4,000.00 to fund IT for school this current year
 - CM asked if some of the money might be moved to Savings account to generate more interest once we have access to the account
 - MJH would it be possible to have more regular updates of the accounts
6. **Approvals since last meeting**
 - White Rose Workbooks - £800.00 – via email 07.08.2025
 - Outdoor Stage - £1,500.00 – via email 03.08.2025
7. **Approvals to be discussed**
8. **Housekeeping**
 - JJ – Facebook page, take off people that are not parents/guardians. Maybe keep people that are still involved with the school.
 - JJ – Scam going around about AI. Parent raised the concern asking whether we should have a privacy filter. MJH – maybe we could look at Parent Kind for guidance. JJ to email CR to look into this. Maybe we change description to allow parent and past parents/guardians. JJ/MJH are current admin on page.
 - KH – should we have a reserve of £8k for laptops and a further reserve of £5k, KH to ask CR what we are looking at on spending over the next school year. We will then have more of an idea. MJH to update website

- JJ - Constitution says we need to have an independent advisor. Do we change to say we don't need it? KH suggests we don't need to change it as charity commission says only if over £25k in profits
- JJ - Conflicts of interest with current Independent examiner/advisor. Do we need to have one at all or do we change to a different independent examiner/advisor. We all agree that it would be a good idea to have one, how easy would this be to get a replacement. Could we ask Richard or Helen Rust?
- KH said we should look at an PSA AGM in January 2026, accounts are up to date so could be done earlier
- JJ suggests we send out Financial report for previous month – KH to send out amounts earlier and we can raise any concerns before next meeting.
- KH – should we have a reserve of £8k for laptops and a further reserve of £5k, KH to ask CR what we are looking at on spending over the next school year. We will then have more of an idea. MJH to update website with Reserve Policy
- Constitution says we need to have an independent advisor. Do we change to say we don't need it? KH suggests we don't need to change it as charity commission says only if over £25k in profits
- KH – Cash book report has personal details on, we agree to send to JJ to sign off.

9. Future Fundraising

- CR – outside stage was approved, so school caretaker has taken away some of the staging now. Sail for side of building will hopefully will be less than £1,500.00
- CR – still getting prices back for new laptops, looking at buying 10. Asking whether new laptops will fit old charging trolley, as we may need to fund a new trolley. JJ said we do have the money to pay for this subject to approval.
- CR to look at purchasing a bespoke timeline for Nurture Area. Costs range for £1,000.00 to £2,500.00. CR to look further into. MJH suggested a competition to design what they want for the area down the side of the school hall on the outside.
- CR – OPAL - £5k people come out to school to give you ideas for the school, like a rope swing in the tree. Suggest they can do this quite easily ourselves and instead spend that money on equipment. CR & Kirsty Black (KH) to look at other schools and gather ideas.
- JJ asked about stage lighting. CR said we need microphone for the children when doing plays. KH said this would be a good fundraising event. JJ asks CR for other ideas and to let us know and we can do specific fund raising events.
- LE asks, is there a money pot for the children who's parents can't afford certain school things. CR says school would organise and pay for this out of the school budget. PSA fund Pantomime tickets for all and swimming lessons for years 4,5 and 6.
- CR asks that they would like £100.00 for each class to buy books at Sevenoaks book shop. KH suggest we round it up to £125.00 each class, a total of £500.00.
- MJH – suggests to add £100.00 per class at the start of each term for the teachers to spend on what they need for lessons.
- JJ suggests we could pay for Chinese New Year gifts for all children and Easter eggs.
- JJ – has reached out to previous helpers and nobody has come back to say they can help with future fundraisers. We have been asked to run the glow stall at the fireworks. We cannot agree to stall as we need to know what we are going to sell. LE says we need to make our volunteers for the Christmas fair our priority. KH says

we need to know how money is going to be split and what the PSA is going to earn JJ believes all the money is going into a central pot and will be divided between the charities including the PSA.

- JJ – suggest ideas going forward of after school get together/welcome evening, own clothes for Valentines day donation of £1 for each child.
- JJ – Colour Run, Sian Rickard said her company would help run this event, will talk further with Sian on this. Music could be incorporated in this event as well.
- JJ - Entrepreneur scheme – suggest giving each child £5.00 and see if they can make money form their own ideas. This would involve teachers time.
- JJ – Scarecrow hunt – maps to be sold to make money. KH suggest an alternative of Christmas windows.
- JJ – Santa tea and movie – CR said last time movie was too long, The Snowman or Stickman would work better to keep their attention. MJH suggest we could do this after school, as this is popular with parents on similar previous events.
- JJ – suggests we could buy 50 baskets and fill with gits to sell
- KH – suggest we have a separate meeting to discuss these events and planning ahead for the year ahead. CW to send out date for meeting
- MJH and KH to run Christmas Wreath workshop. MJH looking into to different options and costs. It was suggested a price of between £20-30.00 per person
- CR – asks could we fund KAPLA for years 1 & 2, cost is £200.00 – CR to send email.
- Burgers and quiz night around 6th February, need to liaise with Duncan Palmer to see if he would make and sell the burgers at the event.
- Halloween costume sale – CM to put out an event notice on WhatsApp, date suggested Thursday 16th October. Will need float / SumUp machine. CW/LE to run event
- Looking at 28th November 2026 for next years Christmas Fair event

10. Correspondence (if any)

11. Any other business (as applicable)

- Autumn open days – JJ says this has all been covered. Will correspond with people who have agreed to attend the open days if they could stand up and talk about the school/PSA.
- JJ – we have agreed to donate the old shelters to Tony Rolls for the local firework event
- JJ – we have been asked to our PA system to lent to Tony Rolls for the local firework event. Unfortunately our one is broken, maybe Tony might be able to fix it.
- JJ – we have also been asked by WI, History group and Plaxtol Players if they could borrow some of the school tables for the local firework event. CR said yes to that but not for them to get wet.

<i>ACTION POINTS FROM JULY 2025 Meeting</i>	<i>STATUS</i>
<i>Action 1: KH to write a reserve policy</i>	<i>Completed</i>

Action 2: KH to look into buying a new drum BBQ and purchase one upto £100.00	
Action 3: MJH to purchase books from Amazon wishlist	Completed
Action 4: CW to look at selling Gazebo's and tidy shed	Completed
Action 5: JJ to ask EC re bands for the Christmas Fair	Completed