



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Thursday 10th July 2025 - 14:04 – 15:14

Attendees: Jenny Johnson (JJ) - Chair, Kate Harris (KH) - Treasurer, Caroline Ward (CW) - Secretary, Claire Rowley (CR) - Headteacher, Angela Hudson (AH), Merran Hilton (MJH), Ed Graham (EG), Marian Hempsted (MH)

Apologies: Emma Curley (EC) and Helen Chesterton (HC)

Welcome and members present, apologies

1. Approval of Minutes from last meeting

- Minutes from the last meeting (April 2025) were approved. JJ signed a hard copy of the Minutes, CW to file. MJH questions action points from the last AGM meeting, had DBS been completed for all trustees, CR said they have.

2. Any matters arising

- CR – Laptops will not be ordered before September.
- KH - do we need a contingency for this and for how much? KH to write a reserve policy for this.

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

- KH is still going through the PSA bank accounts since recently taking over, so some of the figures might not be reported in the correct place for money raised, but the amounts are correct. The report shows an up to date accounting for the year to date. We currently have a balance of £20,025.74.

4. Approvals since last meeting

- £28.00 – Raffle Tickets for Summer Fete – via email 06/05/2025
- £66.99 – Wooden Greenhouse – approved via email 13/05/2025
- £143.00 – Safety in Action Year 6 students – approved via email 13/05/2025
- £245.00 – Entertainer for Summer Fete – approved via email 21/05/2025
- £45.98 – Two large print keyboards – via email – 16/06/2025
- £15.00 – Ice Lollies for Sports Day – approved via email 23/06/2025
- £66.00 - House Point Tokens – approved via email 23/06/2025

5. Approvals to be discussed

- CR = House point tokens have not been ordered yet
- JJ – We have previously given an amount to individual classes to spend on things they need, all voted and agreed £100.00 to be given per class
- JJ – New drum BBQ needs to be purchased as old one is broken, KH to look into buying a new one and all agree up to £100.00
- JJ – Suggested new starters gift, CR says they have so much in reception so no need for this. Alternatively do we give to Year 6 and give them specially made Plaxtol Bears, agreed time is running out for this idea this year.

- JJ – asked whether the newly purchased indoor stage can be used outside, CR said this cannot be used outside. CR would like the outside stage repaired so the children can use at playtime. Caretaker wants to secure it to the building and carry out the other repairs. His day rate is approximately £100.00 per day. Caretaker of happy to do 3-4 days over the summer holiday. CR to check prices of the full repair with the caretaker. MJH suggested a sail or shade over the side of the building. CR to see if caretaker can do this plus costs. Also would something educational on the wall there like a map. JJ suggests we have a large white board in the PSA shed we could put on the wall. We all agreed to the ideas pending costs.
- MJH said there are 3 books on the Amazon wishlist which total £22.00, we all voted and approved to buy these for the school.

6. Future Fundraising

- KH – says we need to make people aware that we really need to fund raise. Ideally we need to spend money on the children that are here now, rather than having a large amount sitting in the bank. Plan ahead if we have an idea on small and large items plus take in account running costs.

7. Housekeeping

- Financial report updated yesterday and sent to all trustees and will be uploaded on the website by MJH. All approved the report. JJ said thank you to everyone for their comments and especially to MJH who has worked on this.
- Go forward there will be 3 signatories on the bank account, KH, JJ, CW. KH to be the main person to authorise, but all three signatories to have a bank card in case KH is not able to do it. Everything will be approved by 2 signatories. JJ said we need to send out to other two persons to prompt approval.
- KH - Pre bought tickets payments where a lot of work to check against payments and when people come along to the event. MJH - Do we use the PTA Eventbrite? This has been looked into across three sites, see attached. We currently do a google and pay separately, then we have to check. QR code can be used against a single event and make this a lot easier. Need to look into and trial at next event and then review.
- CW to put out a plea in September for help with tidying up PSA shed and look at buying new boxes to store items. Also to look at selling gazebo's.
- Autumn term we have planned the dragon boat race on 7th September and the Christmas Fair on 29th November. EC is considering to put on a festival where bands will play for free for the school and village people. Suggest for PSA to run a bar to raise money and tickets would be £6.00 for adults and £1.00 for children. JJ have we already asked a lot of parents financially recently. Do we have enough time to organise before the end of term. Their maybe people from the village that would come along and play for free, plus Emma's band. We need to consider how many people would come along. We want to avoid rushing into it and if the event is not successful because of this people may not attend next time. JJ to ask EC to see how many bands have agreed and about the advertising.
- Christmas Fair to be discussed in the next meeting
- JJ thanks Marian, Ed, Helen and Angela for all their help with this PSA this year. Helen has resigned via e-mail as she could not be at the meeting.
- We need to discuss whether we still carry on with the Christmas cards this year, not as many people ordered them last year. We do have more reception children joining this year compared to last year.

- We need someone to take on applying for grant applications, we need to advertise in September. KH to look at grants and then pass on to the new volunteer.
- Summer fair tokens – KH said it was a lot of work counting the tokens and didn't think it worked out better. People confused what stalls they could use them on. Thinks just using the sum up machines would be better going forward. Suggests we maybe look into buying a couple more Sum Up machines and/or look into to using the Sum Up apps on phones. KH to investigate this. It was noted cash back was used a lot at the fair which was easy to do. Also suggests that the wrist bands used were not inclusive and not a good idea.

8. **Correspondence (if any)**

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9. **Any other business (as applicable)**

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ACTION POINTS FROM April 2025	STATUS
<i>Action 1: MJH to order items from Amazon and send directly to school</i>	Completed
<i>Action 2: : JJ to confirm with the Parish Council we would like a stall at the Fireworks event this year</i>	Completed
<i>Action 3: CW to organise Pre-loved uniform for new parents</i>	Completed
<i>Action 4: : JJ to look into Boot Fair</i>	
<i>Action 5: : JJ to ask Dan Calvert about a social evening in September</i>	
<i>Action 6: JJ to send out to parents about match funding</i>	Completed
<i>Action 7: CW to organise a shed tidy and look at old shelters</i>	
<i>Action 8: JJ to send out information to parents about Panto Trip and Swimming Lessons</i>	Completed
<i>Action 9: MJH to send out photo's to promote PSA fundraising</i>	Completed
<i>Action 10: JJ to send photo's to Co-op</i>	Completed