



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Friday 4th April 2025 - 14:10 – 15:15

Attendees: Jenny Johnson – (JJ) Chair, Claire Rowley (CR) – Headteacher, Marian Hemsted – (MH) External Auditor, Merran Hilton (MJH), Angela Shorter (AS) – Treasurer, Kate Harris (KH), Helen Rust (HR), Caroline Ward (CW) – Secretary, Cassandra Money (CM), Ed Graham (EG), Lucy Evans (LE) Lizzie May (LM)

Apologies: Helen Chesterton, Dan Calvert, Jo Tawse & Andrew Tawse

1. **Welcome and members present, apologies**
Meeting started at 14.10
2. **Approval of Minutes from last meeting**
Minutes from the last meeting (January 2025) were approved. JJ signed a hard copy of the Minutes.
3. **Any matters arising**
4. **Financial report from Treasurer – Angela**
AS read out financial report. Wreath Making workshop to still go on report and DJ deposit to updated on sheet
CR getting plants to use up grant money
MH suggested to round up invoice amounts for accounting purposes
MH suggested we sweep up current account to savings account to earn better interest and to keep most of it in the savings account
MH Summer Fair match funding to be altered on the accounts
JJ signed accounts – given to AS to file
5. **Approvals since last meeting**
 - £132.00 - 30 x Leavers Pens – 11/02/2025 – approved by email
 - £240.00 – DJ for school disco – 13/02/2025 – approved by email
 - £400.00 - Electricity Workshop Class 4 – 06/03/2025 – approved by email
 - £1,200.00 – Panto tickets – 10/03/2025 – approved by email
 - £3,000.00 – Swimming lessons/transport – 10/03/2025 – approved by email
 - £50.00 – deposit for Dragon Boat Race – 14/03/2025 - approved by email
6. **Approvals to be discussed**
 - Laptops
 - CR – Windows 10 will not be supported after 2025 – IT have updated two laptops and others but they will not last so all laptops will not be compatible. The two office and staff laptops will come out of school funding. Suggested maybe 10 computers to be brought every year for the next 3 years. Current laptops are 6 years old

- Can we sell the old ones to raise money, note they will need to be wiped of information but all agree it's a good idea. IT person will look into the best ones to buy for the best price – CR to update us
- We all agreed to spend up to £4,000 this financial year and up to £4,000 in next year subject to approval.
- Amazon Wishlist
 - MJH - Items on the Amazon wishlist total £25.72 – we agreed to pay for the items. MJH to order and send them directly to the school
- Rosework books – All agreed to spend £100.00 on these – CR to order

7. PSA Committee approval of PSA Policies

- Conflicts of Interest
- Complaints
- Equal Opportunities
- Volunteering
- Code of Conduct
- Social Media
- Safeguarding
- Risk Management
 - MJH has sent around to trustees to comment if any issues

8. Future Fundraising

- Silent Auction
 - JJ – this is usually part of Christmas Fair. It has not been raising as much money, should we have it in another part of the year? Possibly Easter next year? We agreed to drop it from this years Christmas Fair.
- Village Fireworks
 - JJ – This was held two years ago and we decided at the time not to continue as not enough volunteers. The Parish Council are going to be running it as an event this year. They have asked us if we would like to run a stall. CM said it's a good idea and suggested a stall with either sweets or Jam Jars as they are popular with children. JJ to confirm to the Parish Council we would like a stall at this event.
- Confirmed upcoming events - Summer Fair, Disco, Cake Sales & Duck Race on 11th May (13:00), Nursery School's 50th Anniversary on 5th July (11-14:00) – CR to put on Newsletter
- Dragon Boat Race – Emma Curley is leading this on 7th September
- JJ asked do we want an event to welcome new parents. CR said already a MacMillan coffee morning in September being held at the school. Maybe PSA can be added to this event. JJ to ask parents about timings, CR suggested Fridays maybe better.
- Pre-loved Uniform – open shop to new parents – CW to organise
- JJ to look into a clothes drop off to raise money maybe in September
- JJ to look into a Boot Fair
- Other suggestions Bingo Night, Social evening, maybe just an event for the children in September straight after school, Bangers and Bingo – JJ to ask Dan Calvert
- When we do events maybe tie it in with raising money for a specific fundraiser eg. Laptops
- JJ to send out to parents about match funding

9. Housekeeping

- Contingency Fund - JJ asked do we need one and what would be a good amounts? MH said we should have a financial policy to include a contingency. Could be an amount or a percentage. MH suggested £4,000
- PSA Shed & Old Shelters – CW to organise a shed tidy and look at old shelters

10. Correspondence (if any) - JJ to issue report on what the best way to communicate to go out to parents. Send out information about the upcoming Panto trip and swimming lessons

11. Any other business (as applicable)

- Track – School caretaker has removed large stones and will keep it monitored
- Photo's to go out to promote PSA fund raising – MJH to action & put in Herald, also to send photo's to the Co-op
- Grants – A lot of work and interaction with EG and the school to complete forms. Somebody need to take over the grants as EG will be stepping down from his role in July 2025. JJ suggested we use to use a external fundraiser. KH says since Covid grant money has not bounced back. Suggested City Airport, Rochester Bridge & Lions Club – CR to look into this.

ACTION POINTS FROM January 2025	STATUS
<i>Action 1: JJ to Request to be sent out to volunteers for Summer Fair</i>	Completed
<i>Action 2: MJH to put advert for Summer Fair in The Herald</i>	Completed
<i>Action 3: JJ to confirm dates for Summer Fair with CR</i>	Completed
<i>Action 4: JJ &AH to look further into costings for magic show/circus</i>	
<i>Action 5: CV to look further into Wonko Bars fund raiser</i>	
<i>Action 6: JJ to look further into School Lottery</i>	
<i>Action 7: JJ to ask Kerry's Mum about making Plaxtol Teddy Bears</i>	Completed
<i>Action 8: CR to check dates we can hold disco, MJH to run event</i>	Completed
<i>Action 9: MJH to look into running a spring wreaths workshop event</i>	Completed
<i>Action 10: AGM dates to be sent out by CW</i>	Completed
<i>Action 11: MJH to continue working on the PSA Policies & Procedures</i>	Completed
<i>Action 12: CM to share with JJ ideas on recruitment for new members of the PSA</i>	Completed
<i>Action 13: EG to liaise with CR on possible grants</i>	Completed