



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Thursday 23rd January 2025

14:07 – 15:10

Present: Claire Rowley (CR), Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Caroline Ward (CW) – Secretary, Helen Rust (HR), Ed Graham (EG) Cassandra Money (CM) Natalie Mansfield (NM)

Apologies: Angela Hudson (AH) – Treasurer, Lucy Evans (LE), Marian Hempsted (MH), Emma Curley (EC)

- **Welcome and members present, apologies**

Meeting started at 14.07

- **Approval of Minutes from last meeting**

Minutes from the last meeting (September 2024) were approved. JJ signed a hard copy of the Minutes.

- **Any matters arising**

- JJ - £160.00 approved in meeting to buy items on the Amazon Wishlist, MJH to purchase items and send them directly to school
- CR – by July 2025 Windows 10 will not be supported on current IT equipment. CR checking with the IT consultant to see if they can update current laptops. If they cannot the school may need 32 new laptops. EG suggested their may be grants for this and he will look into this. JJ said last time we brought this type of quantity of equipment it was around £15k -£20k. Suggested we buy some each year as this is a significant cost.

- **Approvals since last meeting**

- £329.00 – Quiet Area playground shed – approved via e-mail 01/10/2024
- £20.00 – PSA lottery licence – approved via e-mail 07/10/2024
- £60.00 – Table & boxes for Nurture Area – approved via e-mail 26/11/2024
- £100.00 – New hot water urn – approved via e-mail – 28/11/2024
- £40.00 – Snacks for the panto – approved via e-mail – 10/12/2024
- £245.00 – EYFS sand for sandpit – approved via e-mail – 15/01/2024
- £372.00 – Kapow subscription to support music and art learning – approved via e-mail 20/01/2024

- **Running Track - update**

CR will get more quotes and this will be discussed at the next meeting

- **Future fundraisers**

- JJ – we need to look at volunteers this year. Do we have enough people to run the summer and Christmas fair. CM said she would be happy to work with someone to organise. JJ to send out a communication for a summer fair committee. CR to send out in newsletter. We all agreed that the fairs are a social event and a theme for the summer fair would be a good idea. MJH to put advert in The Herald. CR to confirm dates. We all agreed having the Christmas Fair

in November was better, suggested that we hold the Christmas fair on 29th November this year.

- LE said Ben & Helena suggested a sleepover at school where the kids come into school in their PJ's. CR suggested we could tie that idea in with National Story Telling week.
 - Maps – Katie Nunn is happy to carry on but is not sure this is working going forward. Katie to look at stock and try to sell it off.
 - Circus – JJ & AH looked into this, magic show is possible at a cost of £1,300.00 for two shows. Concerns raised whether we would be able to sell enough tickets.
 - Silent Auction – Maybe move to the summer, people may have more money to spend in the summer rather than Christmas. All agreed this would be a good idea.
 - Laser Show – As there is talk in the village about bringing back the fireworks, it was agreed it will need to be looked into further but if fireworks show does go ahead maybe just have a stall.
 - Legoland tickets – JJ - £18.00 per person we add on money onto that price and keep profits, still works out a lot cheaper. Suggested we could advertise this outside of school to the local families. Tie this in with an inset day to appeal to more people.
 - Wonka bars – Christie Verrechia said she has been approached by another local school, so maybe we could hold this on world book day. We will need to wrap chocolate bars with hidden golden tickets in, we will need prizes too. Will look at further.
 - Party Pack – Do we sell the party pack off or could we promote to the nursery via Sam, maybe also advertise to the local community via The Herald. Agreed to keep and try to promote/advertise
 - Gift Amnesty – Gifts that people have laying around to be sold to raise money. Any left over could be sold at the Christmas fair.
 - School lottery – JJ to look into further – Administration is done and we keep the profits
 - Plaxtol Teddy Bears – Kerry's Mum made, suggested we could make some with school logo on if Kerry's Mum would be able to. We could ask for a small amount from each bear sold. JJ to look into
 - Disco – suggested we maybe hold one nearer the summer at the start of Term 6. MJH happy to run this event, CR to check possible dates
 - Easter – An idea of selling Easter bonnets/hats and they have a parade at school. Year 6 could do this with their buddies. CR to look at possible dates.
 - Movie night – This worked well at Christmas with Santa visit, could we have tea with the Easter bunny? This could run straight after school. Suggested maybe a shorter film/crafts.
 - Class Sales – Ice lollies work well in the summer, decided to leave classes to decide what they would like to sell. Agreed the next one will be held the first Friday after half term.
 - Suggestion of maybe doing Spring Wreaths workshop - MJH to look into
- **Housekeeping**
 - Old Gazebo's – agreed they need to be sold off – need to be taken out and see how many we have that are a complete set and photo's taken. Maybe do this when the weather is better.
 - AGM dates to be sent out within the next couple of weeks by CW
 - PSA policies and procedures – MJH has written and completed 3 and they have been uploaded, MJH to continue working on these.
 - Recruitment – half the committee members will be leaving this year. We need to replace treasurer and trustees. It was suggested that a job description should be sent out before we approach people. CM suggested it would be a better idea to approach people directly and we need to make it clear what is expected of people. We need to try approach the new families, lots of people think if they work they cannot get involved. Suggested that maybe we hold an event to get people together as there has been a lack of response via WhatsApp groups lately. Suggested that a PSA member could talk at the Easter assembly or a coffee morning after open morning. Maybe ask year 6 to promote. CM to let JJ know her ideas via email.
 - Grants – EG to liaise with CR on possible grants that could be applied for.

<i>ACTION POINTS FROM Sept 2024</i>	<i>STATUS</i>
<i>Action 1: AH to check gift aid and boat race totals</i>	<i>Completed</i>
<i>Action 2: CR to confirm costs of new stage via email for approval</i>	<i>Completed</i>
<i>Action 3: JJ to organise separate meeting for fundraising</i>	<i>Completed</i>
<i>Action 4: AH to put together overview of stalls and profits from last years event</i>	<i>Complete</i>
<i>Action 5: HR to look at murder mystery evening</i>	
<i>Action 6: JJ to put message out to parents via Class WhatsApp groups for volunteers for a PSA Duck Race stall</i>	<i>Completed</i>
<i>Action 7: JJ to send out information on upcoming events</i>	<i>Completed</i>