



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Tuesday 10th September

14:04 – 15:15

Present: Claire Rowley (CR) Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Angela Hudson (AH) – Treasurer, Caroline Ward (CW) – Secretary, Helen Rust (HR), Ed Graham (EG) Lexi Benson (LB), Cassandra Money (CM), Emma Curley (EC)

Apologies: Marian Hempsted (MH) and Helen Chesterton (HC)

1. Welcome and members present, apologies

Meeting started at 14:04

2. Approval of Minutes from last meeting

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

3. Any matters arising – N/A

4. Financial report from Angela via email

AH reported that the total bank balance is £22,022.80, current account £10,892.75, savings account £10,089.25, income since last report £1,954.12

JJ to send a thank you letter to Richard Rust for match fund of £1,000.00, CR to mention in newsletter as well

Dragon Boat Race Just Giving Page so far as raised £1,680.46 plus Sum Up £90.36 from Smoothie stall and £63.27 in cash

AH to check gift aid & Boat Race totals

Out goings were a total of £9,565.02

Expenses Claims, Sponsors, Expenditure approvals, Event Sheets & Floats/SumUp machines were read out by AH at the meeting, see separate sheet titled 'Treasurer Points

JJ to cross check a few amounts from the bank account and to minute this at each meeting

5. Approvals since last meeting

- £90.00 – Key Stage History subscription – approved by email 12/08/2024
- £2.00 per pupil –UNICEF subscription for Rights Respecting School – approved via email 12/08/2024
- £259.00 – Nature RE scheme subscription – approved via email 12/08/2024

6. Approvals to discuss at meeting

- Science workshop – Class 3 & 4 - £1,600.00 – approved at meeting
- Coaches for swimming lessons - £2,400.00 – approved at meeting
- Panto coaches to take the children will hopefully be free, CR discussing with Tonbridge School
- CR says the new stage for the school is coming in around £1,549.00 which is the cheapest quote. CR would like the stage before KS1 Christmas nativity. This can be used for events throughout the year, like Harvest festival and the Leavers assembly. This will be discussed further and look at approving once final costs are confirmed via email.

7. Outdoor Track

- CR confirmed the track is now finished being installed. JJ raised concerns the PSA had with the quality of the finish as we felt the stones were too large and could be thrown by the children and be spread over the playing field. CR to look at getting a quote from the contractor to compact the stone which is already there or put a finer stone topping to create a smooth finish which we believed it was going to be.

8. Dragon Boat Race

- We all agreed this was a great event for everyone and made a great amount of money and we would definitely like to do this again. Maybe look at having a different stall next time, suggestions like face painting and glitter tatoos. EC is happy to lead on it next year

9. Future Fundraising

- JJ asked what events can we repeat again throughout the school year. JJ suggested events like break the rule day, pancake day, yes day. Do we look at doing smaller events or a few bigger events as volunteers are becoming increasingly harder to bring together. Maybe look at doing a light show instead of the Christmas Fair and a breakfast/afternoon tea with Santa. If we do go ahead with the fair do we look at getting an outside vendor. Other suggestions being wreath making, sponsored walk, social event with games and music, country dancing or dance classes. EC suggested Salsa dance instructor. JJ suggest we have a separate meeting to discuss this in the near future. AH to put together overview of stalls and profits from last year. HR to look at a murder mystery evening.
- Badger class cake sale on 4th October JJ to agree date with CR

10. Housekeeping

- CR confirmed it will be okay for the PSA to use one half of the old swimming pool changing rooms as a pre loved school uniform shop
- JJ suggested we need to go through the PSA shed and tidy up/clear out. EG said he had access to a trailer if we needed to get rid of items at the tip
- Old Gazebo's to be sold
- MJH & AH have started going through the PSA policies and procedures
- JJ - Duck Race on 29th November. An idea of having a Jam Jar stall. We need volunteers, CM said the may be able to help but more people will be needed. JJ will not confirm if we will have a stall until we have confirmed enough volunteers to run the stall. JJ will put message out to parents via Class WhatsApp groups.
- JJ to send out information about other up coming events
- MJH confirm the PSA have a charity box in Asda until the end of November, where customers can vote for us by placing tokens in our box.

11. Correspondance

- N/A

12. Any other business

ACTION POINTS FROM JULY 2024	STATUS
<i>Action 1: AS to send e-version of financial report to MJH to check</i>	Completed
<i>Action 2: JJ to add EG to approve furture emails/WhatsApp messages for financial approvals</i>	Completed
<i>Acton 3: JJ to ask EC to create a risk assessment</i>	Completed
<i>Action 4: EC to request additional volunteers via WhatsApp groups</i>	Completed

<i>Action 5: EC/MJH to encourage rowers to seek sponsorship from friends & family</i>	Completed
<i>Action 6: JJ to ask ED to remind and encourage sunflower seed fundraiser over the summer holidays</i>	Completed
<i>Action 7: JJ to confirm amount for sports track and update Co-Op with plans</i>	Completed
<i>Action 8: JJ to publicise to parents that the PSA has purchased iPads for the school</i>	Completed
<i>Action 9: JJ to update CR we have agreed to spend £50.00 per year group for teachers to spend</i>	Completed
<i>Action 10: MJH to draft PSA purpose and communicate to all teachers</i>	Completed
<i>Action 11: MJH/AS to develop a financial reserves policy</i>	Completed
<i>Action 12: JJ to ask CR about old swimming pool sheds for school uniform</i>	Completed
<i>Action 13: AS to work out income and expenditure of the year</i>	Completed
<i>Action 14: HC to send branding guidelines to MJH for further discussions on plaque</i>	Completed
<i>Action 15: MJH to organise school disco</i>	Completed