



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Friday 12th July 2024

14:00 – 15:00

Present: Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Angela Shorter (AS) – Treasurer, Helen Rust (HR), Ed Graham (EG) Cassandra Money (CM) Helen Chesterton (HC)

Apologies: Claire Rowley (CR), Emma Curley (EC), Caroline Ward (CW)

1. Welcome and members present, apologies

Meeting started at 14.00

2. Approval of Minutes from last meeting

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

3. Any matters arising

MJH to follow up Air Mats with Mrs Rowley

4. Financial report from Angela via email

AS reported that the total bank balance is £28,764.31, current account £18,675.06, savings account £10,089.25, income since last report £5,212.15. Agreed to remove swimming pool savings from future agenda. Agreed the use of the deposit account for any amounts so long as Treasurer records grants and donations that are specific funding for specific items in the accounts documents. Advice to donate amounts to school in 'rounded up' amounts. AS to send e-version of financial report to MJH. JJ to check bank account statement against financial report and continue to do so in future meetings.

5. Approvals since last meeting

- £300.00 - Bikeability – Year 6 – Approved via email 24/05/2024
- Approved subject to costs - School Banner – via email 24/05/2024
- £1,029.99 – New Shelters - Approved via email 11/06/2024
- £450.00 - Reading Escape Room Adventure –Approved via email 19/06/2024

Discussed above, JJ to add EG to approve future emails/WhatsApp messaged where financial approvals are required

6. Fundraising

Summer Fair - raised just over £1600. Good amount and well supported. Good feedback from families re theme, atmosphere and DJ. Future thoughts:

- Need to analyse income and expenditure (inc expenses, sum up and PayPal) stall by stall to consider which to repeat 2025
- The cost of food and drink needs accurately working out so we price competitively. We were too cautious in our pricing and BBQ and Bar didn't make much money. Someone needs to take this on before next big events and work out price to us of cup of coffee etc. Named person to lead on pricing strategy for Xmas Fair.

- Donations - too much cake, not enough other bits. Divide classes and request specifically cake from yr R-2, and 3-4 donate something else
- Could consider collaboration with the wider village - issue with volunteers 2025 - circus theme? Hire a ride on train track?

Dragon Boat Race - Emma's update shared. JJ to ask EC to create risk assessment, consider if we need/have planned for stalls both river banks. EC to request additional volunteers via WhatsApp. EC/MJH to encourage rowers to seek sponsorship from their friends and family.

Sunflower Seeds - JJ to ask ED to remind and encourage participation over the summer

7. Spending

- **Sports Track & Co-op funding update for school** – JJ needs to confirm amount with CR and update Co-op with plans
- **iPads** – They are purchased and set up in school – JJ needs to publicise to parents that PSA has purchased iPads for school.
- Agreed £50.00 per year group for teachers to spend as they wish in September – JJ to update CR
- PSA to set out our purpose and communicate to all teachers so they know they can ask for resources. MJH to draft ready for new academic year
- Teddy Bears discussed, issues raised – all to consider to discuss again in September

8. Governance

Charity Commission Polices list/Marian's Independent Examiner recommendations – MJH to lead on this and start email discussions. AH to lead on Financial documents and then Committee consider how to adopt Marian's Independent Examiner recommendations.

Need a reserves policy – agree amount for point where we may not be able to raise money but still have expenditures. MJH/AS to develop a Financial Reserves Policy, link to wider governance documents.

Marian would like to be involved in approving recommendations and guiding us further. MH to set out time scale to manage all expectations and involvement.

Trustees need to accept Marian's Independent Examiner's draft report and then consider what actions we take to protect us as trustees as we are at risk/vulnerable without extra layers of procedures in place.

9. Housekeeping

JJ to ask again re bookshed/old sheds/uniform space. JJ/CW to look at old shelters and try to sell.

10. Correspondence

JJ to update parents with one side summary. AS to work out income and expenditure of the year.

11. Any other business

Grants - HC joined us to explain £1300 grant from Kent Community Foundation which she had been successful in receiving. JJ expressed thanks for all her hard work. School already purchased planters. Need to purchase a plaque with relevant reference to donations – HC to send branding guidelines to MJH, for further discussion on plaque. MJH to work with HC to tell parents about grant.

Tesco Grant awaiting approval from CR

We can apply for Co-op again EG to lead, including check timescales/deadlines, linking with Trustees and CR to agree what area we want funded.

Marian highlighted meeting on 14/7 about future options to make homes environmentally friendly- Action - JJ to circulate by WA

Future fundraisers

Welcome Event in Sept? Combine with duck race on 29th September? Sponsored walk? Bingo? - JJ to ask Danielle, a good period of notice needs to be given. Maybe Bingo in Jan be better? Just for kids? With adults?

Disco - around Fireworks Night -Action - MJH to organise.

Pumpkin Patch - need to research options?

Xmas - 30/11 - need to consider volunteers and capacity - do we need to do something different?

Agreed need Sept meeting to discuss

Sept PSA meeting - try to arrange in 1st couple weeks to give time to get events advertised.

<i>ACTION POINTS FROM May 2024</i>	<i>STATUS</i>
<i>Action 1: EG to look at getting a refund for existing play box</i>	
<i>Action 2: JJ to liaise with CR to look at how much to spend on Leavers presents for year 6</i>	<i>Completed</i>
<i>Action 3: JJ to liaise with CR to confirm when sport track work will start</i>	<i>Completed</i>
<i>Action 4: EW/MJH to look into costs of sports day house flags</i>	<i>Completed</i>
<i>Action 5: MH to liaise with Hayley re gymnastic air mat costs and best one to buy</i>	
<i>Action 6: JJ to liaise with CR to let us know re sign for new school rules</i>	<i>Completed</i>
<i>Action 7: JJ to liaise with CR re possible class experience days we could fund in the future</i>	<i>Completed</i>
<i>Action 8: JJ to liaise with CR about costs of air conditioning units</i>	
<i>Action 9: JJ to look at buying a second whiteboard for playground area</i>	
<i>Action 10: JJ to liaise with CR re school disco EW to ask about a band as alternative</i>	
<i>Action 11: JJ to send out spreadsheet for volunteers at Summer Fair</i>	<i>Completed</i>
<i>Action 12: JJ/EG to check what tokens we have in PSA shed</i>	<i>Completed</i>
<i>Action 13: CR to confirm sponsors for Dragon Boat race</i>	<i>Completed</i>
<i>Action 14: JJ to update EC on what we have discussed</i>	<i>Completed</i>
<i>Action 15: EW/CW to organise PSA shed</i>	<i>Completed</i>
<i>Action 16: JJ to carry on discussion via email with committee re shelters</i>	<i>Completed</i>