



PLAXTOL SCHOOL ASSOCIATION

Minutes of (Extraordinary General) Meeting

Monday 15th January 2024

14:05 – 15:15

Present: Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Clare Rowley (CR) – Deputy Head Teacher, Angela Shorter (AS) – Treasurer – Caroline Ward (CW) – Secretary, Helen Rust (HR), Emma Curley (EC), Helen Chesterton (HC), Emeyle Wareham (EW)

Apologies: Marian Hempstead (MH), Katy Nunn (KN)

1. Welcome and members present, apologies

Meeting started at 14.05

2. Approval of Minutes from last meeting

Minutes from the last meeting (Sept 2023) were approved. JJ signed a hard copy of the Minutes.

3. Matters arising (not covered elsewhere on the agenda) – N/A

4. Financial report from Treasurer – Angela Shorter

AS provided an update on PSA finances. Total bank balance of £27,728.21 (Current account £17,715.96, Savings account £10,012.25, income since last report £6,015.08.

5. Housekeeping

- **Grants** – HC updated us to say Kent Community Foundation grant was turned down again. HC has spoke to them about funding the sports track and will submit another application.
- **Seeds** – HC will postpone this to Spring 2025
- **PSA Shed** – AS - To keep everything more organised, AS proposed to buy clear storage boxes of various sizes which can be labelled. AS to look into how many clear storage boxes we would need and the costs.
- **Counting Money** – AS suggested we need to write a policy on how we count money across any fundraising event, so everyone is clear what they need to do. JJ to investigate how much money we are insured for if we need to take any home and AS to write policy and committee to approve
- **Volunteers** – AS said Christmas fair was very low on volunteers this year, debating ways to encourage more people to get involved and come up with fresh ideas. Possible opt out policy going forward, to allocate classes or year groups to a particular event. Maybe send out a survey to ask why parents reasons why they are not coming forward to volunteer. To be discussed with committee members and come up with what is the best way forward

- **Donations for events** - AS - A few parents have said they are not happy with donating items for stalls to then have to buy them back at the event. Discuss further with committee members
- **Bookers / Costco** – AS - requested to join one of these retailers as a member – EW says she is happy to let us use her card for future purchases. Could let one member have a card to use.
- **First Aiders** – AS asked do we need more committee members to be DBS checked and be first aid trained for future events. CR advised that the DBS check needs to be linked to the school. Mrs Lan has a list of all DBS checked people. EW will look into somebody she has used for first aid training and maybe that all committee members are trained for this so we are covered for future events. JJ/AS to look at list of DBS checked people.
- **GDPR** - EC said that we need to add a tick box to all forms re information held, information stored needs to be password protected, information needs to be destroyed. MH suggested we need to discuss further how long we keep information regarding safe guarding. CR to let JJ know how long we should keep information and do we pass information on to school after each event.

6. Outdoor Area/Sports Track

- **Sports Track** – CR has several quotes. EW suggested that Sovereign Sports would be able to quote for the track. EW husband Will would be able to provide at cost price the materials for Sovereign Sports to use. EW will contact them to provide a quote asap. A meeting will be held before the next terms PSA meeting which will minuted to agree the funding.
- **Outdoor Area** – CR confirmed that the school will now fund the wooden building, with a seating area to fit a class in. Children's most popular suggestion was a quiet area and will be remained fenced off and will be used for Class 2, 3 & 4 as class 1 already have their own space. A new lunchtime supervisor will be allocated for this area. Existing shed will be used to store equipment, like musical instruments, games and art supplies. Once building is there PSA may be asked to help fund equipment that will compliment the area, suggestions were raised beds for planting, seating, outdoor bean bags and other accessories. It will also be used throughout the school day by all classes.

7. Swimming – funding coach for swimming lessons this year

- CR informed us that cost of swimming lessons and coach was around £2,500.00. Members agreed to fund this for this year. CR to confirm exact amount to committee members and JJ to let parents know that PSA money will be funding this for 2024.

8. Approvals made by Trustees since last meeting

- Approvals made by trustees since last meeting:
- Christmas play - £60.00 – Approved by email 13.10.2023
- Worry Boxes - £140.00 – Approved by email 08.11.2023

9. Correspondence – N/A

10. Any other business

- Fund raising – Otters to organise cake sale, CR to confirm a date for this to be held
- AS – suggested a 2024 challenge, were children get sponsored for doing a challenge and raise £20.24
- EW – suggested to organised events were children pay a £1 and everyone gets a hot chocolate and cookie, anniversary of the Jubilee this year, so everyone wears red, white and blue. Parents pay the suggested payment of £1 via Parentmail
- JJ to organise some events before next meeting via PSA members WhatsApp group and to add EW to group.

ACTION POINTS FROM 22 JUNE MEETING	STATUS
<i>Action 1: CR to confirm date for Otters Cake Sale & JJ to ask Otter Class parents</i>	
<i>Action 2: JJ to add EW to PSA WhatsApp group and discuss events further</i>	
<i>Action 3: HC to reapply to Kent Community Foundation for grant</i>	
<i>Action 4: AS to look into how many clear storage boxes we would need and the costs for PSA shed</i>	
<i>Action 5: JJ/AS to write policy for counting money at events & PSA committee to approve</i>	
<i>Action 6: JJ to discuss with PSA committee how we go forward with encouraging volunteers for future events & how we ask for donations</i>	
<i>Action 7: EW to look into providing First Aid training for PSA members</i>	
<i>Action 8: JJ/AS to look at DBS list held by the school office</i>	
<i>Action 9: CR to inform JJ how long information should be held for</i>	
<i>Action 10: EW to ask Sovereign Sports to provide a quote for the sports track</i>	
<i>Action 11: JJ to arrange meeting to agree the funding on the sports track before next terms PSA meeting with PSA committee members and will be minuted</i>	
<i>Action 12: CR to confirm exact price for Coach and swimming lessons to JJ & JJ to confirm to parents that PSA will be funding for this year</i>	