



PLAXTOL SCHOOL ASSOCIATION

Minutes of (Extraordinary General) Meeting

Monday 25th September 2023

14:00 – 15:15

Present: Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Natalie Spratt (NS) – Deputy Head Teacher, Angela Shorter (AS) – Treasurer – Caroline Ward (CW) – Secretary, Helen Rust (HR), Emma Curley (EC), Emma Damaney (ED), Helen Chesterton (HC)

Apologies: Clare Rowely (CR), Christie Verrechia (CV), Marian Hempstead (MH)

1. Welcome and members present, apologies

Meeting started at 14.05

2. Approval of Minutes from last meeting

Minutes from the last meeting (July 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. There was a bank balance of £24,676.72. As agreed in July's meeting £10,000 was moved across to the saving account on 6th July 2023 which is included in the bank balance.

Easy Fundraising: £60.08

Tea Towels: £50.00

5. Approvals required at meeting

- Sports Track/Outdoor area – NS to confirm with CR to see which would be a priority as we feel we can only prioritise one project this year and for more information on what would be put on the old swimming pool site.
- Christmas Panto in school – approved in meeting at a cost of around £600.00, also look into maybe a Santa visit at the school with children receiving a gift
- Funding for the coach for swimming lessons next year – JJ & NS to communicate with CR to understand further about costs of swimming lessons/coach to see if this can be paid for within the PE budget, as we feel it is a lot of money (£2,250.00) to commit to every year. To be put on the agenda for the next meeting to discuss further.

6. Income and fundraising going forward

- Events feedback poll – discussed ideas from poll results
 - October 2023 – Badger Class Cake Sale – JJ to confirm date with CR
 - November 2023 – School Disco – MH & CW to organise and to confirm date with CR

- December 2023 – Christams Fair - AS to head and organise a team, MH to put on newsletter to ask for support and NS to confirm which teachers could help.
- April 2024 - Wildflower Seeds – HC agreed to kindly organise again
- Quiz night – JJ to enquire about a possible quiz master & NS to confirm a preferred date with CR
- Loose change – discussed if we tie in with Chinese New Year, red envelope sent home or buying smarties/raisins and giving them to the children in return that they fill them up with loose change and return to school
- Year Planner with event schedule plan
 - JJ to update planner with the above ideas and circulate
 - Brunch in 2024 at a local venue for parents to meet up
 - Circus – JJ - needs to be looked into further to see how much the PSA could profit from it as you need to make £2,000 before any profits
 - Popcorn Movie Night – JJ to confirm date with CR
 - Easter Eggs from the PSA in April 2024 was agreed to be done again
 - Dragon Boat Race – EC confirms we are booked into this on 03/09/2024

7. Housekeeping

- GDPR – Concerns over collecting data and how we are keeping/destroying it
- Google Docs – Anyone who makes a document to upload to Google docs, so all can access at a later date, no personal data. EC & JJ agree that someone needs to take a lead on how we manage.
- Class Reps – all class reps have been allocated, Rabbits – Danielle Calvert – Hedgehogs, Christie Verrechia, Otters – Emma Curley, Badgers – Emma Damaney
- Shelters – JJ to check prices and buy 3 new pop up shelters
- Updates to parents – MH to let parents know on the updates after every PSA meeting, via FB, Newsletter, WhatsApp groups and notice board
- Grants – HC applied for 3 grants (£21k) unfortunately all were unsuccessful. Kent Community Foundation said if we reapply incorporating the sports track or wellbeing area we may be able to get between £5-15K. HC will to action this.

8. Spending Approvals

- JJ explained that the following had been approved by Trustees since the last meeting:
 - Large furniture and shelving – Class 1 - £150.00 – approved by WhatsApp 05.09.2023
 - Junior 2 seater sofa with storage – Class 1 - £270.00 – approved by email 08.09.2023
 - Real life ladder set – Class 1 - £90.00 – approved by email 08.09.2023
 - Imagineering rods mixed lenghts – Class 1 - £19.99 – approved by email 08.09.2023
 - Giant scales for outside – Class 1 - £75.00 – approved by email 08.09.2023
 - Wall mounted house points collector - £160.00 – approved by email 15.09.2023
 - Little Wandle resources – Class 2 - £300.00 – approved by email 18.09.2023

ACTION POINTS FROM 22 JUNE MEETING	STATUS
<i>Action 1: JJ to find volunteers for Co-Op fundraising</i>	<i>Completed - EC</i>
<i>Action 2: JJ, CR quotes for Field Track</i>	<i>Completed</i>

<i>Action 3: JJ to contact about Inclusivity Grant</i>	
<i>Action 4: JJ to communicate with village about their plans regarding Coronation</i>	<i>Completed</i>
<i>Action 5: CR + JJ to find quotes for track and field</i>	<i>Completed</i>