



Plaxtol School Association
Minutes of Meeting
Monday 3 July, 2.05pm-3.13pm

Present: Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Claire Rowley (CR) – Head Teacher, Angela Shorter (AS) - Treasurer, Emma Curley (EC) - Secretary, Helen Rust (HR), Katy Nunn (KN), Caroline Ward (CW),

Apologies: Helen Chesterton

1. Welcome and members present, apologies

Meeting started at 14:05

2. Approval of Minutes from last meeting

Minutes from the last meeting (April 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

AS provided an update on PSA finances. There was a bank balance of £25,432.38

Easy Fundraising to be highlighted with parents

Coronation: £701

Summer Fair: £1,930.26 – not including match funding. RR needs letter for matched funding from JJ.

5. Spending approvals

JJ explained that the following had been approved by Trustees since the last meeting:

- 12 new ocarinas – year 2 £140 – approved via email 01.03.2023
- Class 1 book – “Olivers Milkshake” £4.99 – approved on whatsapp 17.06.2023
- Puberty workshop – year 6 £420 – approved on email 19.06.2023
- Literacy shed resource - £70 approved by email 12.06.2023
- Wooden stage mended - £90 approved by email 12.06.2023
- Out of the Ark music CD - £50 approved by email 12.06.2023
- Musical production class 4 - £102 approved by email 11.05.2023
- Year 5 CAT tests £150 - approved by email 11.05.2023
- Electricity resources, class 3 - £50 approved by email 11.05.2023
- Bamboo Leavers Pens - £110 approved by email 09.05.2023
- Class 1 sand timers/measuring jugs/salter scales - £120 class 1 approved by email 29.06.2023
- Approvals required at meeting.
 - Sum Up card Readers – AS requested to purchase 3 additional – approved at meeting
 - New gazebos – 1 is broken currently. Pull out ones with less human power are preferred. MH suggested waiting for a Summer sale. Agreed to buy them, but discuss in next meeting in September. To buy 4 in total.
 - Amazon wishlist – CR handed out list. Priority placed on musical instruments, waterproof rainsuits, beach buckets and books. Total to be added and PSA approved spending. Wishlist to be looked at every term.

6. Income and fundraising going forward

Had feedback from two parents regarding running of the PSA with criticism on the PSA acting as a “committee vs the parents”. JJ had conversations with both in how we could improve this and also raised awareness to the PSA role which was to raise money for the children and school and how inclusive it is with all parents. JJ pointed out the transparency of all PSA events/meetings/ideas on multiple avenues of communications.

Family bingo night – discussion over whether children attend or just adults. CR questioned children and gambling allowed.

Circus – we pay and then sell tickets. CR agreed PSA could use field. Around September.

Gift Aid – MH asked if we could make more from gift aid.

Quiz night – for adults only with pre-ordered fish & chips. Need a bar and a TENS licence. Ask quiz master from PaperMakers. CR might also know someone.

Dragon boat race – EC to ask organisers to go onto race in September 2024 for Tonbridge. EC to take over dragon boat race going forward.

Christmas cards – cauliflower cards done

Loose change fundraiser – given sweets and then fill wrappers with coins. Decided against as issues with parents having coins at easy access.

Nearly new clothes sale – parent suggestion. An entrance fee, but everything on rails. Could turn it into a car boot sale.

Colour Run – parents asked JJ if it was running again. Agreed to have again, but unsure if 23/24

Preloved uniform – Parent suggested putting it in bundles for parents to buy in bulk

Christmas Fair – AS to oversee Christmas Fair again and get a team together.

8. Summer Fair Summary

24.06.2023 – 11am-2pm

Profit wasn't good as pre-covid. JJ discussed stalls at fairs.

Bouncy slide was deemed a risk, there were a few accidents from friction burns from children. AS suggested an obstacle course instead. Bouncy slide cost £156 and it made £125. JJ to look into obstacle course.

PA overheated. It needs to be checked to see if it is working.

MH suggested a circus. People buy tickets for the circus and then come to the fair.

Live music was suggested

86 paying adults attended

Check dates in future so it doesn't clash with any scouts clubs or any holidays.

AS to change petting zoo to come out of PSA fund not the summer fair

9. Sports Track

CR printed out three quotes for sports track and discussed options with a preference on the rubber matting. More research to be carried out as to whether buggies can work on this.

10. Correspondence

None.



10. AOB

Savings: AS £10,000 move from current into savings to gain interest

GDPR: PSA to check any stored information has been removed.

Purpose of fundraising next year: outside classroom

PSA Secretary: JJ thanked EC for role as secretary and welcomed CW as new secretary. EC to pass over folder and notes.

ACTION POINTS FROM JULY MEETING	STATUS
<i>Action 1: Publicise instruction on Easy Fundraising – MH/AS</i>	
<i>Action 2: Matched funding letter to be given to Richard Rust - JJ</i>	
<i>Action 3: Obstacle course to be looked at for next Summer Fair - JJ</i>	
<i>Action 4: EC to follow up Dragon Boat race next September 2024</i>	
<i>Action 5: EC to hand over to CW</i>	
<i>Action 6: AS to move 10,000 over into savings account</i>	
<i>Action 7: AS to oversee Christmas Fair and get together a team</i>	