Plaxtol School Association
Minutes of (Extraordinary General) Meeting
21 June 2022, 9-10am

Present: Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Vic Cheesman (VC), Helen Rust (HR), Claire Rowley (CR) – Head Teacher, Vic Palmer (VP), Angela Shorter (AS), Holly Smith (HS), Caroline Schuermann (CS), Angela Hopkins (AH), Caroline Ward (CW)

Apologies: Helen Orry, Marian Hemsted, Emma Curley, Helen Chesterton

1. Welcome and members present, apologies

Meeting started at 09.10. Apologies noted as above.

2. Approval of Minutes from last meeting

Minutes from the last meeting (26 April 2022) were approved, with one amendment. JJ signed a hard copy of the Minutes.

3. Matters arising (not covered elsewhere on the agenda)

None.

4. Financial Report from Treasurer

VP presented the Financial Report dated 20 June 2022. There was a bank balance of £23,715.37. There had been income over the period from: School disco, Hedgehog Class cake sale, Wildflower Seeds, Bunting and Tea towels. The PSA thanked everyone who had helped with these.

5. Spending approvals

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

- Books for each class from Sevenoaks Bookshops - £100 per class / £400 total approved via WhatsApp 04/05/22.
- CAT tests (year 5) - £201, approved via email 23/05/22.
- Puberty workshop (year 6) - £400, approved via email 23/05/22.
- Parent and daughters workshop (years 5 and 6) - £200, approved via email 23/05/22 and amount confirmed 31/05/22.
- Tables and chairs (Class 4) - £1400, approved via email 04/05/22 (in principle) and 23/05/22 (costing).

The meeting agreed additional spending on:

- History Timeline for playground (£800-900), using money from the Wildflower Seeds fundraiser.
- Tables and chairs for Class 2 (£800-1000).
- Leavers bracelets from the PSA for year 6 (£20).

CR explained that funding previously requested funding for the Wildlife Garden staffing would now come from the School budget.

MH said that a parent had asked about the PSA funding shade for the playground - this was discussed and it was agreed it was not a spending priority at present.

6. Income and fundraising going forward

Summer Fair

JJ updated the meeting on planning, and the need for volunteers to help with set up Friday/Saturday and stalls on Saturday.

CR said staff were happy to sign up to help.

MH asked about numbers for BBQ food planning, and use of School fridges to store BBQ food.

Fireworks

JJ said that Gillian and Tom, and Emma and Dan, had offered to run the fireworks.

VP asked whether a deposit needed to be paid.

Action 1: JJ to check whether fireworks deposit needed paying.

Christmas Fair

JJ said the PSA needed to think about a team - for the fair and silent auction/raffle.

HS offered to help with the Christmas Fair.

CS explained an idea she had had for a 2023 Calendar fundraiser.

AH said she may be able to access matched funding for the Christmas Fair.

Action 2: MH to put Christmas Fair date in the Plaxtol Herald.

Action 3: AH to check matched funding for the Christmas Fair (silent auction and raffle).

Christmas Cards

MH explained that there was an opportunity to sign up for Cauliflower Christmas Cards again this year. It was agreed this was a good fundraiser to run again, VP and AS suggested Christmas baubles. MH agreed to look into options.

Action 4: MH to explore options for 2022 Christmas Cards, including baubles.

Colour Run

JJ reported that Sian had offered to organise another Colour Run, and explained the different options for timing and format.

Action 5: HR to discuss Colour Run event with Sian and report back to PSA.

7. PSA Volunteer roles and support

JJ explained the need for volunteers across all classes.

Action 6: CR to consider Hedgehog Class coffee morning.

JJ explained that new committee members/trustees were required. Victoria Palmer (VP) had provided written notice that she wanted to stand down as PSA Treasurer and PSA committee member/trustee. Merran Hilton (MH) had provided written notice that she wanted to stand down as PSA Secretary, but remain as PSA committee member/trustee. The Extraordinary General Meeting therefore:

- Co-opted Angela Shorter (AS) as PSA Treasurer, and PSA committee member/trustee.
- Co-opted Emma Curley (EC) as PSA Secretary, and PSA committee member.

Both AS and EC will serve until at least the date of the next PSA AGM. MH would stay as a PSA committee member/trustee and take on a wider PSA Communications role. VP would arrange for AS to be added to the PSA bank account and as a PSA trustee.

Action 7: MH to update PSA website and communicate committee member changes.

Action 8: VP to update Charity Commission and hand over Charity Commission details to MH.

Action 9: VP to add AS to PSA Bank Account.

8. Swimming pool

CW and CR briefly updated the meeting on the current position with the School swimming pool. Governors were setting up a working group to establish a way forward.

9. Correspondence

None.

10. AOB

Sports Day - ice pops were needed for the children. Those at the meeting approved PSA spend on ice pops. CR was discussing plans with staff including provision of refreshments for parents/carers (and whether PSA could help).

Action 10: MH to by ice pops for children on Sports Day.

Action 11: CR to feedback to JJ and MH on plan for refreshments on Sports Day, after discussion with staff.

Meeting ended at 10:10

ACTION POINTS FROM 22 JUNE MEETING	***STATUS***
Action 1: JJ to check whether fireworks deposit needed paying.	
Action 2: MH to put Christmas Fair date in the Plaxtol Herald.	
Action 3: AH to check matched funding for the Christmas Fair (silent auction and raffle).	
Action 4: MH to explore options for 2022 Christmas Cards, including baubles.	
Action 5: HR to discuss Colour Run event with Sian and report back to PSA.	
Action 6: CR to consider Hedgehog Class coffee morning.	
Action 7: MH to amend Constitution.	
Action 8: VP to update Charity Commission.	
Action 9: VP to add AS to PSA Bank Account.	
Action 10: MH to by ice pops for children on Sports Day.	
Action 11: CR to feedback to JJ and MH on plan for refreshments on Sports Day, after discussion with staff.	

ACTION POINTS FROM 26 APRIL MEETING	*STATUS*
Action 1: ACTION – CW and HR to check full insurance policy for the Swimming Pool.	*Completed.*
Action 2: KB to purchase additional Plaxtol Maps mugs and postcards. OUTSTANDING FROM PREVIOUS MEETING	*Completed.*
Action 3: Wildflower seed fundraiser - total to be reported by HC / VP.	*Completed.*
Action 4: VC to promote further the PSA Party Pack hire on Facebook sites locally	
Action 5: EV and JJ to look into risk assessment training opportunities, including through ParentKind. OUTSTANDING FROM PREVIOUS MEETING	
Action 6: CR/HT to circulate current risk assessment check list.	
Action 7: CR/HT agreed to make reference to ‘match funding’ asking parents/guardians if their employers offer this in future Newsletters.	*Completed.*
Action 8: An Electrician to be sourced to assess the current speaker system in the main hall. VP agreed PSA would fund this appointment ACTION VP/CR	*Completed.*