



Plaxtol School Association

Minutes of Meeting

6 October 2021

Present: Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Vic Palmer (VP), Claire Rowley (CR) – Head Teacher, Helen Rust (HR), Gillian Madeley (GM), Vic Cheesman (VC), Caroline Ward (CW).

Apologies: Marian Hemsted, Helen Chesterton, Ayesha Green, Helen Orry.

1. Welcome and members present, apologies

Meeting started at 10.05. Apologies noted as above.

2. Approval of Minutes from last meeting

Minutes from the last meeting (6 July 2021) were approved. All actions completed, except swimming pool working group which was being discussed in this meeting. JJ will sign a hard copy of the Minutes.

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

Printed maps fundraiser - to be covered below.

4. Financial Report from Treasurer

VP presented the Financial Report dated 4 October 2021. There was a bank balance of £23,875. There had been income over the period from Jam Jars, Summer Raffle, Virtual Balloon Race and Barclays matched funding. It was agreed to move £273.43 unallocated from savings account into current account (leaving £5000 swimming pool contingency in savings account).

5. Spending approvals

The following had been approved by Trustees since the last meeting:

- Tupperware pots for Treasury cash (VP was sourcing).

The meeting also approved the following suggested by CR:

- Talking Tins (£60).
- Set of books on diversity (£60).
- Small world play equipment for rabbit class (up to £100).

CR explained about a possible whole-school theatre trip and a PSA contribution was approved.

Action 1: CR to explore booking Christmas Pantomime trip and confirm amount of funding requested from PSA (via email).

JJ suggested putting items on an Amazon Wish List.

6. Class Reps

Class reps for 2021/22 academic year were confirmed as:

- Rabbit Class - Gillian Madeley.
- Hedgehog Class - Jenny Johnson and Merran Hilton (joint).
- Otter Class - Jenny Johnson and Merran Hilton (joint).
- Badger Class - Vic Palmer and Lucy Evans (joint).

7. Swimming pool working group

CW agreed to help on a working group, along with HR. They would canvas for volunteers, making recommendations to the PSA Committee and School Head Teacher by February 2022 (to tie in with school budget setting). The pool is the responsibility of the School, with PSA supporting, so in time HT would need to discuss the PSA recommendations with staff, governors and KCC. It was agreed to discuss again at the next PSA meeting.

Action 2: CW and HR to seek volunteers for swimming pool working group, and progress thinking.

Action 3: MH to put swimming pool working group on next PSA agenda.

8. Income and fundraising going forward

Cake sale - VP offered to run an after school cake sale this term, by Badger Class. *Action 4: VP to run Badger Class cake sale (suggested Thursday 21st October).*

Halloween trail - It was agreed to run another Halloween Trail, as it had been enjoyed last year and could run alongside any other Halloween activities families chose to do. *Action 5: MH and HR to run Halloween Trail, with Kim Chubb and Erica Ferguson who had offered to help (half term week, 25-31 October).*

Fireworks - JJ updated the meeting. HT agreed to send message regarding need for more volunteers. VP and VC offered to help as well.

Cauliflower Christmas Cards - It was agreed to do Cauliflower Christmas cards again this year. Letters to go out w/c 11 October, with art work to be returned after half-term. *Action 6: MH to run Christmas Cards fundraiser.*

Farmer Christmas - It was agreed to run Farmer Christmas again this year, as it had been so popular. JJ said Father Christmas had indicated he was happy to be involved! CW said she would ask the tractor driver. Pricing was discussed (e.g. £10 per child, £20 two children, £25 three children, £30 four children, £35 five children etc). *Action 7: JJ and CW to take forward Farmer Christmas.*

Printed maps of Plaxtol - JJ updated on Katy Nunn's work. *Action 8: Katy Nunn to put final proposals to PSA, including upfront payment required for map design work, in time for sales leading up to Christmas.* Katy Nunn had also offered to do Christmas wreath fundraiser again, which was considered a great idea.

Sponsored Reindeer Run - JJ proposed this could be held outdoors in school time, with kids being given antlers. It agreed to take this idea forward. *Action 9: JJ to take forward Reindeer Run fundraiser.*

Christmas Fair - VC agreed to run, with help from volunteers on individual stalls. It was agreed Christmas Fair would not be run indoors this year due to Covid risks, an outdoor Christmas market would be designed instead. Parent present room, hampers were discussed. CW to ask Burtenshaw Garden Buildings about possibility of wooden sheds. It was agreed to run another "Break the Rules Day" (in return for bottles or chocolates). *Action 10: VC to take forward thinking on outdoor Christmas Fair.*

It was agreed to hold off the Halloween Disco and film night until the spring, given Covid risks this winter and lack of volunteers. The need for social events for the children was noted however.

9. Correspondence

None.

10. AOB

Natasha's Law - JJ raised that the PSA needed to be aware of this, as it affected some fundraising events. HT said school had some information they could share. *Action 11: MH to produce a short PSA policy on Natasha's Law, to go on PSA website.*

11. Date, time and location of next meeting

Next meeting due in November-December 2021.

ACTION POINTS FROM 6 OCTOBER 2021 MEETING	STATUS
Action 1: CR to explore booking Christmas Pantomime trip and confirm amount of funding requested from PSA (via email).	
Action 2: CW and HR to seek volunteers for swimming pool working group, and progress thinking.	
Action 3: MH to put swimming pool working group on next PSA agenda.	
Action 4: VP to run Badger Class cake sale (suggested Thursday 21st October).	
Action 5: MH and HR to run Halloween Trail, with Kim Chubb and Erica Ferguson who had offered to help (half term week, 25-31 October).	
Action 6: MH to run Christmas Cards fundraiser.	
Action 7: JJ and CW to take forward Farmer Christmas.	
Action 8: Katy Nunn to put final proposals to PSA, including upfront payment required for map design work, in time for sales leading up to Christmas.	
Action 9: JJ to take forward Reindeer Run fundraiser.	
Action 10: VC to take forward thinking on outdoor Christmas Fair.	
Action 11: MH to produce a short PSA policy on Natasha's Law, to go on PSA website.	

ACTION POINTS FROM 9 JULY 2021 MEETING	STATUS
Action 1: VP to email Victoria Cheeseman and Helen Rust with details of their positions.	Completed.
Action 2 - JJ to place an article / advert in Plaxtol Herald to seek help from wider village to run Fireworks 2021, and if that is not successful see if any other local schools might be interested in partnering.	Completed.
Action 3 - JJ to ask for volunteers for a swimming pool working group, to consider options for its future.	Completed.
Action 4 - CR to check whether any Sports Premium money could be used for the pool or not.	Outstanding.
[Carry forward from May 2021 meeting] Action: MJH to include on a future meeting agenda: (a) PSA Environment Impact; and (b) PSA links to Plaxtol Nursery.	Completed.