



Plaxtol School Association

Minutes of Meeting

24 February 2021

Present: Jenny Johnson (JJ) – Meeting Chair, Nayna Ahmed (NA), Merran Hilton (MJH), Vic Palmer (VC), Marian Hemsted (MH), Claire Rowley (CR) – Head Teacher, Helen Chesterton (HC), Louise Stiff (LS)

Apologies: Helen Orry.

NOTE: The meeting was held via Zoom conference call, as the country was in a third lockdown due to Coronavirus.

1. Welcome and members present, apologies

Meeting started at 20:30.

2. Approval of Minutes from last meeting

Minutes from the last meeting (16 November 2020) were approved and will be put on website. All action points complete. JJ to sign hard copy and post to MJH.

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

None.

4. Financial Report from Treasurer

VP presented the Financial Report dated 3 February 2021. There was nearly £18,000 to spend. Plans were still developing for a Playground Shelter.

VP confirmed that Trustees had approved a resolution to remove old signatories from the Bank Account and add in Jolie Foster as a second signatory for emergencies.

4. Spending approvals

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

- Christmas craft supplies and PSHE scrap books - £120. Approved by email November 2020.
- Key Stage History Subscription - £60. Approved by email 24 November 2020.
- Postage for skipping ropes – c.£100. Approved by WhatsApp 25 January 2021.
- Linkalot Spelling programme - £2 per child. Approved by email 29 January 2021.
- 3 copies of “The Quest” book, as a school text for when all the children return to school – c.£20. Approved by WhatsApp 13 February 2021.
- Leaver’s gifts for the current Year 6 (25 pen sets (minimum order – for this year and next year)) – c.£90. Approved by WhatsApp 13 February 2021.

CR requested the following from the PSA:

- Books for Classes 2, 3 and 4 to support the Geography and History curriculum (likely £50 per class).
- New blinds for Class 1 (likely £80).
- New paper trimmer for Class 1.
- New path between Class 2 garden and the playground (a quote was being obtained).
- Whiteboard speakers (quote tbc).

Action 1: CR to come back to PSA with exact costings for requested areas of spend, which had been approved in principle.

6. Income and fundraising going forward

Chocolate Easter Egg kits fundraiser was underway. MJH reported there had been 57 orders so far, with 2 weeks left to go for orders. CR also suggested an Easter Egg hunt for children in class bubbles - PSA spending on some small easter eggs was approved, and there was discussion about whether to approve Tesco Sevenoaks again for a donation.

The following ideas were discussed for fundraising going forward:

- Easter photos – MJH had investigated, and it was agreed not to pursue.
- Virtual gin tasting - JJ had investigated, and it was agreed not to pursue.
- Virtual Balloon Race – it was agreed to do this as a fundraiser around Easter time.
- Murder Mystery – it was agreed to investigate further with the Plaxtol Players, although script writing could be a lot of work. An escape room could be another option.
- Clothes recycling – JJ reported information from Lucy Evans. It was agreed to look for a space to site a recycling bank short-term in the carpark.
- Mothers day – it was agreed not to do a fundraiser in light of timescales and sensitivities around Covid.
- Seed packets – HC explained an idea she had had for each child to sell seed packets to family / friends, everyone agreed it was a lovely idea. It was suggested seeds could be bought in bulk or donated. It was agreed to take forward in time to launch after the Easter holiday.
- Summer fair – a tentative date of 6 July was agreed, subject to review in light of lockdown easing. In the meantime, it was agreed the PSA should check in with pony rides and fire-engine.
- Summer party – picnic / ice-cream van for the children could coincide with a year 6 play in the summer.
- Bonfire night – had been rescheduled from last year.

It was also noted the sign outside the school near nursery carpark was still very wobbly – VP offered to sort it out and CR agreed.

Action 2: JJ to take forward Virtual Balloon Race, for Easter.

Action 3: MJH to speak to Plaxtol Players about Murder Mystery.

Action 4: JJ to follow up clothes recycling bank.

Action 5: HC to take forward seed packet fundraiser.

Action 6: MJH to speak to Limes Farm regarding potential for ponies at summer fair, and also fire service attendance.

Action 7: MJH to check date for Fireworks 2021.

Action 8: VP to repair sign outside school.

7. AGM

It was agreed to hold a short AGM, via Zoom, before Easter.

Action 9: MJH to find date/time for AGM.

8. Correspondence

Thank you letters had been sent to: Roger (Farmer Christmas), and A. Dodge.

8. AOB

JJ reported that there was no class rep. It was agreed to keep this on hold until children had returned, and if necessary, continue without a rep.

MH reported that the Friends of Plaxtol Church were considering a Barn Dance in early October.

Action 10: MJH to write summary of PSA meeting for social media.

13. Date, time and location of next meeting

Next meeting due after Easter.

Meeting ended at 21:50.

ACTION POINTS FROM 24 FEBRUARY 2021 MEETING	STATUS
<i>Action 1: CR to come back to PSA with exact costings for requested areas of spend, which had been approved in principle.</i>	<i>Completed (see note below).</i>
<i>Action 2: JJ to take forward Virtual Balloon Race, for Easter.</i>	
<i>Action 3: MJH to speak to Plaxtol Players about Murder Mystery.</i>	
<i>Action 4: JJ to follow up clothes recycling bank.</i>	
<i>Action 5: HC to take forward seed packet fundraiser.</i>	
<i>Action 6: MJH to speak to Limes Farm regarding potential for ponies at summer fair, and also fire service attendance.</i>	
<i>Action 7: MJH to check date for Fireworks 2021.</i>	
<i>Action 8: VP to repair sign outside school.</i>	
<i>Action 9: MJH to find date/time for AGM.</i>	
<i>Action 10: MJH to write summary of PSA meeting for social media.</i>	

On 04/03/21 Head Teacher Confirmed the following costings:

- Blinds - £96
- Paper trimmer - £ 83
- Class 2 books - £44
- Class 3 books - £24
- Class 4 books – £50
- IWB speakers – £200
- Globes - £103

ACTION POINTS FROM 16 NOVEMBER 2020 MEETING	STATUS
<i>Action 1: JJ to speak to Lucy Evans about clothes recycling fundraiser, to take place after Christmas but possibly publicised before Christmas.</i>	<i>Complete.</i>
<i>Action 2: NA to consider including reindeer naming competition in / alongside virtual fair.</i>	<i>Complete.</i>
<i>Action 3: MH to put message out on Facebook encouraging Christmas jumper sales (via Second Hand Uniform Facebook group) before Christmas jumper day, with suggested £3 donation to PSA.</i>	<i>Complete.</i>
<i>Action 4: JJ to arrange Christmas thank you cards to school on behalf of PSA.</i>	<i>Complete.</i>

<i>Action 5: MH to send thank you letter to Mrs Cohen on behalf of PSA.</i>	<i>Complete.</i>
<i>Action 6: MH to write summary of PSA meeting for social media.</i>	<i>Complete.</i>

ACTION POINTS FROM 21 SEPTEMBER 2020 MEETING	STATUS
<i>Action 1: NA to investigate mud kitchen for Rabbit Class.</i>	<i>Complete.</i>
<i>Action 2: HT to consider whether Rabbit Class needed any more helmets for bikes and scooters.</i>	<i>Complete.</i>
<i>Action 3: HT to advise MJH on Cauliflower Christmas Cards.</i>	<i>Complete.</i>
<i>Action 4: JR to set up Your School Lottery, and explore licensing requirements.</i>	<i>Carry forward to new year.</i>
<i>Action 5: JJ and MJH to organise Witches and Wizards Halloween Trail.</i>	<i>Complete.</i>
<i>Action 6: LS and NA to organised virtual Halloween pumpkin competition.</i>	<i>Complete.</i>
<i>Action 7: JJ to organise Virtual Balloon Race.</i>	<i>Discussed in 24 Feb 2021 meeting.</i>
<i>Action 8: NA to take forward thinking on Virtual Christmas Fair, including Barclays matched funding. HT to advise on Tina's reindeers.</i>	<i>Complete.</i>
<i>Action 9: JJ to speak to Katie about Christmas wreath making.</i>	<i>Complete.</i>
<i>Action 10: LE to look into getting a recycling clothes bin for outside school.</i>	<i>Discussed in 24 Feb 2021 meeting.</i>
<i>Action 11: MJH to draft thank you letter to Friends of Plaxtol Church.</i>	<i>Complete.</i>
<i>Action 12: MJH to produce summary of PSA meeting for Facebook.</i>	<i>Complete.</i>