



Plaxtol School Association

Minutes of Meeting

16 November 2020

Present: Jenny Johnson (JJ) – Meeting Chair, Nayna Ahmed (NA), Merran Hilton (MJH), Vic Palmer (VC).

Apologies: n/a

NOTE: The meeting was held via Zoom conference call, as the country was in a second lockdown due to Coronavirus. Given these limitations, only the PSA Trustees met.

1. Welcome and members present, apologies

Meeting started at 14:00. All 4 PSA Trustees were present.

2. Approval of Minutes from last meeting

Minutes from the last meeting (21 September 2020) were approved and will be put on the School website. No comments had been received. Action points were updated – see below.

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

None.

4. Financial Report from Treasurer

VP presented the Financial Report. The Halloween trail and pumpkin competition had both worked well and raised good amounts of money.

4. Spending approvals

The following had been approved since the last meeting:

- 2020 Christmas Elf Visit (zoom and book for each child) - £150. Approved by email on 23 September.
- Clicker 8 upgrade licences (a computer programme for SEN children, 5 licences) – additional £60 approved, bringing the total PSA funding to £360. Approved by email on 28 September.
- Books, to compile a collection of Best 100 Books - £150. Approved by email 28 October.
- First Aid Course for Class 4 (to support PSHE/RSE curriculum) - £150. Approved by email 28 October.
- Thank you gift for Amelia for School video (to help fill school spaces and increase budget) - £25. Approved by email 5 November.

JJ raised the possibility of the PSA purchasing a Disney Plus Subscription for the school, and would investigate further.

6. Income and fundraising going forward

Income and fundraising going forward:

- Cauliflower Christmas Cards – MH updated that artwork designs had now been sent and were due back in 3 weeks.
- Father Christmas – JJ updated on organisational arrangements, and asked for ideas for an event title.
- Clothes recycling bin – JJ summarised note from Lucy Evans, who had explored options. It was agreed that best option would be for a one off collection at the front of the school (which would generate

money for PSA). *Action 1: JJ to speak to Lucy Evans about clothes recycling fundraiser, to take place after Christmas but possibly publicised before Christmas.*

- Christmas Fair – NA updated on fundraising activities planned in the run up to Christmas, including:
 - Virtual Fair (with reindeer).
 - Virtual Wreath Making.
 - Secret Presents Room in school.
 - Chocolate tombola in school.
 - Silent auction online, most likely using Jumblebee.
 - School Christmas Jumper Day.
- *Action 2: NA to consider including reindeer naming competition in / alongside virtual fair.*
- *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.*

7. Correspondence

It was agreed that the PSA would send the teachers Christmas thank you cards. *Action 4: JJ to arrange Christmas thank you cards to school on behalf of PSA.*

NA noted that a donation to the PSA had been received from Mrs L Cohen. *Action 5: MH to send thank you to Mrs Cohen letter on behalf of PSA.*

8. AOB

It was agreed to produce another 1 page summary of the meeting, for parents via Facebook and class WhatsApp groups.

Action 6: MH to write summary of PSA meeting for social media.

VP was investigating a deputy Treasurer to support her.

13. Date, time and location of next meeting

Next meeting due after Christmas (term 3) – date to be decided, depending on Coronavirus situation.

Meeting ended at 14:45.

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>Action 2: NA to consider including reindeer naming competition in / alongside virtual fair.</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>Action 4: JJ to arrange Christmas thank you cards to school on behalf of PSA.</i>	
<i>Action 5: MH to send thank you letter to Mrs Cohen on behalf of PSA.</i>	
<i>Action 6: MH to write summary of PSA meeting for social media.</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>Carry forward to new year.</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>Carry forward to new year.</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>