



Plaxtol School Association

Minutes of Meeting

21 September 2020

Present: Nayna Ahmed – Meeting Chair (NA); Merran Hilton (MJH), Claire Rowley - Head Teacher (HT); Jenny Johnson (JJ); Vic Palmer (VP); Louise Stiff (LS); Lucy Evans (LE); Helen Orry (HO); Jo Rolls (JR); Helen Rust (HR); Caroline Ward (CW); George Vitcher (GV).

Apologies: Tanya Mellor (TM); Ayesha Green (AG); Marian Hemsted (MH); Vicky Hart (VH); Angela Shorter (AS); Helen Chesterton (HC).

1. Welcome and members present

Meeting started at 09:10. NA welcomed everyone to the first outdoor, socially distanced PSA meeting. The PSA noted its thanks to The Papermakers Arms for use of the garden.

2. Apologies

Apologies for absence were noted as above.

3. Approval of Minutes from last meeting

Minutes from the last 3 PSA meetings were approved. JJ signed the minutes.

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

Covid-19 testing machine – a suggestion had been made that the PSA consider options to purchase as part of a consortium. HT was aware of media coverage. Questions were raised around who would do the testing, and concerns about sharing machine across schools. After considering time constraints and logistical practicalities of a shared machine, it was decided not to pursue this further.

5. Class Reps

The following were confirmed for the coming academic year:

- Vicky Hart – Rabbit Class
- Emma Curley – Hedgehog Class
- Lucy Evans – Otter Class
- Anisa Ferguson – Badger Class

6. Financial report from Treasurer

VP presented the finance report, highlighting that there was £14,484 available to spend (bank balance of £19,484, of which £5000 was set aside for the pool). £3365 had been raised from the Virtual Summer Fair.

The PSA noted its thanks to Sian Rickard for the idea of holding a Virtual Summer Fair; and its thanks to Plaxtol village for getting involved.

7. Spending approvals

The following had been approved since the last meeting:

- “The Journey” books x5, one for each class, £28 (committee approved via email 22 August 2020).

- RE scheme from Plan Bee, £160 (committee approved via email 22 August 2020).

VP said that money for PSA Accounting Software was no longer required.

The following was discussed / approved in the meeting:

- Clicker 8 SEN programme – up to £300.
- Class dictionaries.
- Playing cards to help with maths games in each class.
- Hand sanitizer, cleaning cloths and tissues – up to £250.
- £100 pot for each teacher to buy classroom supplies (with receipts supplied).

NA would investigate a mud kitchen for Rabbit Class. HT was considering the possibility of more iPads.

HT would come back to PSA on a question raised about whether Rabbit Class needed any more helmets for bikes and scooters.

HT would consider how School wants to handle Cauliflower Christmas cards this year.

PSA noted that AS was creating a Facebook Group for second hand uniform sales, with parents trading between themselves and donating money to the PSA.

Action 1: NA to investigate mud kitchen for Rabbit Class.

Action 2: HT to consider whether Rabbit Class needed any more helmets for bikes and scooters.

Action 3: HT to advise MJH on Cauliflower Christmas Cards.

8. Income and fundraising going forward

The following was discussed:

- School lottery – JR had investigated “Your School Lottery” which is on the ParentKind website and used by other schools. PSA agreed to register and promote. If it was successful over the next year, a school led “100 Club” might be considered.
- Witches and wizards Halloween trail – a half-term walk around the village, with clues along the way and sweet prizes for the children (held by parents). PSA agreed social distancing requirements needed to be encouraged, to avoid everyone congregating on Halloween evening. JJ would liaise with Parish Council.
- Halloween pumpkin competition – building on the success of the virtual Pet Show at the summer fair, LS and NA would organise a pumpkin carving competition for the school and village.
- Virtual balloon race – JJ had investigated, there is an existing website people log on to. PSA agreed to register and promote.
- Virtual Christmas Fair, with silent auction – NA had lots of ideas and would share with PSA in due course. PSA particularly supported silent auction, and agreed prize donations should be sought very soon. HR agreed to explore Barclays matched funding for the silent auction. HT would speak to Tina about reindeers.
- Christmas wreath making workshop – JJ reported that Katie had investigated and a lady was available to facilitate for a fee of £80. It was suggested the workshop could be held outside, with Zoom as an option if restrictions were in place or weather was bad.
- Recipe book – PSA noted this was a great fundraiser for the spring, potentially in conjunction with the WI.
- Recycling clothes bin – LE agreed to look into this.

Action 4: JR to set up Your School Lottery, and explore licensing requirements.

Action 5: JJ and MJH to organise Witches and Wizards Halloween Trail.

Action 6: LS and NA to organise virtual Halloween pumpkin competition.

Action 7: JJ to organise Virtual Balloon Race.

Action 8: NA to take forward thinking on Virtual Christmas Fair, including Barclays matched funding. HT to advise on Tina’s reindeers.

Action 9: JJ to speak to Katie about Christmas wreath making.

Action 10: LE to look into getting a recycling clothes bin for outside school.

9. Swimming pool

NA advised that Helen Homard had provided a handover note for the swimming pool. Pool was in a suitable state for the winter.

10. Correspondence

Thank you letters to Suzy; Denise and Ruth; and cake baking team were noted. It was also agreed PSA should write to the Friends of Plaxtol Church to thank them for loan of the marquees.

Action 11: MJH to draft thank you letter to Friends of Plaxtol Church.

11. AOB

PSA agreed to produce a summary bullet point list of meeting discussions and decisions. This would be shared on PSA and Plaxtol Facebook pages.

Action 12: MJH to produce summary of PSA meeting for Facebook.

12. Date, time and location of next meeting

Next PSA meeting is likely to be before Christmas, and will be scheduled subject to Coronavirus situation.

Meeting ended at 10:15.

ACTION POINTS FROM 21 SEPTEMBER 2020 MEETING	STATUS
<i>Action 1: NA to investigate mud kitchen for Rabbit Class.</i>	
<i>Action 2: HT to consider whether Rabbit Class needed any more helmets for bikes and scooters.</i>	
<i>Action 3: HT to advise MJH on Cauliflower Christmas Cards.</i>	
<i>Action 4: JR to set up Your School Lottery, and explore licensing requirements.</i>	
<i>Action 5: JJ and MJH to organise Witches and Wizards Halloween Trail.</i>	
<i>Action 6: LS and NA to organised virtual Halloween pumpkin competition.</i>	
<i>Action 7: JJ to organise Virtual Balloon Race.</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>	
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