



Plaxtol School Association

Minutes of Meeting

7 April 2020

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

Apologies: n/a

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

1. Welcome and members present

Meeting started at 20:30.

2. Apologies

Not applicable. All 4 PSA Trustees were present.

3. Approval of Minutes from last meeting

Minutes from the last meeting (20 January 2020) had been put on the School website. No comments had been received. JJ would sign the minutes to confirm that they are approved, once lockdown has ended.

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

Contingencies for impact of Coronavirus were discussed (below).

5. GDPR and the PSA

Actions around GDPR were underway as part of wider school approach.

Action 1: NA to look on ParentKind website to see if there was any information which could be given to class reps in future regarding GDPR.

6. Financial report from Treasurer

The finance report from March had been put on the School website. £11k was in the PSA bank account.

7. Swimming pool

Given Coronavirus, it was unclear whether the swimming pool would be used this summer. JJ raised the summer pool club.

Action 2: MH to contact Helen Homard regarding: any maintenance to maintain pool for 2yrs; how quickly pool could be commissioned if needed; and general handover.

8. Spending approvals

The following had been approved since the last meeting:

- Maths and English updated tool kit (whole school) £100
- Reading moderation kit (whole school) £40
- Phonics play (KS1) online subscription £36

- SATs practice books for KS1 and KS2 - £150
- Mothers Day materials Rabbit Class - £20

(Funding for online safety ambassadors was no longer required.)

The following was discussed / approved in the meeting:

- First News Magazine / Science Magazine - £39 – NA to check what School required.
- School membership of National Trust (to be used for better value school trips) - £66 – approved subject to checking with school that National Trust are extending membership.
- Makaton Taster Training (for teachers) - £100 – approved subject to checking whether it is still taking place.
- Target Tracker (online assessment system for children) - £621 – PSA had already approved in October 2019.
- Rising Stars ICT (work scheme for new computers) - £985 – NA would provide more information on what was planned by the school. There was discussion about timing for spend, and whether it should be purchased before the summer or not.
- Online learning platform for use during school closure (Tapestry) - £71 – approved.

Action 3: NA to come back to PSA Trustees with more information on spend requests, as set out above.

9. Income and fundraising going forward

The following was discussed:

- 500 Club or lottery – could be set up as a fundraiser in the village during lockdown. There was discussion about appropriate timing, and practicalities of choosing winning tickets in a transparent manner.
- Amazon Smile and Easy Fundraising – opportunity to promote more, if people are doing more online shopping during lockdown.
- Colour run – agreed to postpone, potentially until the autumn. There was discussion about implications for matched funding, which NA was following up. There was discussion about whether there were alternatives, e.g. socially distanced runs or trails around the village.
- Paul Woodcock – it was agreed to liaise with Paul again, regarding ICT work scheme, playground shelter and Ipads.

Action 4: JJ to look into practicalities of 500 Club or Lottery, and PSA to consider further in 2-3wks.

Action 5: NA to promote Amazon Smile and Easy Fundraising again through PSA Facebook page.

Action 6: PSA to consider colour run alternatives further.

Action 7: JJ to liaise with Paul Woodcock on further funding sources.

11. Correspondence

None.

12. AOB

PSA Trustees discussed level of reserves in the PSA bank account, and the need to prioritise spend in the coming months (as income from events would inevitably reduce).

13. Date, time and location of next meeting

Trustees would meet again (Zoom) in 2-4wks.

Meeting ended at 21:40.

ACTION POINTS FROM 7 APRIL 2020 MEETING	STATUS
Action 1: NA to look on ParentKind website to see if there was any information which could be given to class reps in future regarding GDPR.	
Action 2: MH to contact Helen Homard regarding: any maintenance to maintain pool for 2yrs; how quickly pool could be commissioned if needed; and general handover.	
Action 3: NA to come back to PSA Trustees with more information on spend requests, as set out above.	
Action 4: JJ to look into practicalities of 500 Club or Lottery, and PSA to consider further in 2-3wks.	
Action 5: NA to promote Amazon Smile and Easy Fundraising again through PSA Facebook page.	
Action 6: PSA to consider colour run alternatives further.	
Action 7: JJ to liaise with Paul Woodcock on further funding sources.	
ACTION POINTS FROM 21 JANUARY 2020 MEETING	STATUS
Action 1: NA to speak to HS regarding GDPR.	Complete.
Action 2: NA to post information about Amazon Smile and Easy Fundraising on the PSA Facebook page.	Complete.
Action 3: VP to purchase card reader for PSA events.	Complete.
Action 4: CR would check whether there was any money remaining from the Lions Club funding, and also liaise with Toyin / MH to send final receipts to the Lions Club.	Complete.
Action 5: CR to follow-up on whether PSA money (from fireworks) was still required for furniture for Class 2).	
Action 6: PSA Committee (NA, JJ, VP, MJH) to identify teams before the summer to help Sian and Dave with Fireworks 2020.	No longer applicable.
Action 7: NA to chase progress with Diggerland "Charity of the Week".	Complete (no funding available).
Action 8: HH to provide PSA with any requests for funding, once further investigations had taken place into leak and pool cover roller. PSA to request volunteers to help scrub the pool, and consider at AGM who could form a pool team.	No longer applicable.
Action 9: MJH to arrange next PSA meeting and AGM for March.	Complete.
ACTION POINTS FROM 29 OCTOBER 2019 MEETING	STATUS
Action 1: CR to get quotes for playground shelter (PSA have approx. £2700 put aside for it).	Complete.
Action 2: Sell remaining tea towels at fireworks, Christmas Fair and in the shop.	Complete.
Action 3: Fireworks proceeds to be put towards buying new classroom furniture.	Complete - discussed at January meeting.
Action 4: Next cake sale will be in Feb 2020, run by Class 3 (Otter Class).	Complete - discussed at January meeting.
Action 5: NA to apply to Diggerland to be their charity of the month.	Complete.
Action 6: Next popcorn night needs an organiser, and will be held next year (2020).	Complete.
ACTION POINTS FROM 10 SEPTEMBER 2019 MEETING	STATUS
Action 1: HS to look into implications on GDPR on PSA and take forward as necessary.	Complete - discussed at January meeting.
Action 2: VP to update on review of banking arrangements, including options for card payments. JJ to separately ask Holly Smith (HS) where she got to with looking into card payments.	Complete.
Action 3: CR and MH to discuss potential to join up outside CCTV arrangements for School and Village Hall (Marian suggested NAOS system).	Complete.

Action 4: JR to send round a volunteer rota for Fireworks night, everyone on PSA to consider what time they might be able to offer. JR and TR to promote Fireworks night as raising money for new classroom furniture in School.	Complete.
Action 5: AS to promote second hand uniform sales as raising money for new IT learning schemes in school. AS to organised second hand uniform sale at School MacMillan Coffee Morning.	Complete.
Action 6: Everyone to consider if they could volunteer for School MacMillan Coffee Morning on Friday 27 th September, and let CR know if they can.	Completed.
Action 7: JJ to liaise with AF about selling remaining tea towels at the MacMillan Coffee Morning, the School Christmas Fair, and via Plaxtol Village Facebook page.	Complete.
Action 8: NA to update the middle pages of the Plaxtol Herald with dates for PSA events.	Complete.
Action 9: NA to liaise with JJ, MJH, EC and VC on securing prizes for the Silent Auction and raffle at Christmas Fair, start asking companies / individuals straight away.	Complete.
Action 10: CR and HS to liaise regarding "Rochester Bridge Trust" Engineering and Education Grant funding.	Complete - discussed at January meeting.
Action 11: MJH to look into cash-back schemes for the PSA/School, and promote more.	Underway.
Action 12: CR to attend next Parish Council meeting to discuss VE Day celebrations, and report back to next PSA meeting to options for a School event could be considered further.	Complete.
Action 13: MJH to draft thank you letters to Sevenoaks Lions Club, and to Shaun Gould, for Rabbit Class fence and play area.	Complete – sign has been made, and Lions Club have visited head teacher.
Action 14: MJH to arrange next PSA meeting in late October 2019.	Completed.
Action 15: MJH to schedule AGM for March 2020.	Roll forward to January meeting action point.
ACTION POINTS FROM 5 JULY 2019 MEETING	STATUS
Action 1: NA and HT to finalise supplier of laptops and Wi-Fi, taking into account PSA comments.	Completed.
Action 2: JJ and CW to take forward installation of new Rabbit Class fence (MJH to chase Lions Club funding).	Completed.
Action 3: JJ to draft thank you note to parents.	Completed.
Action 4: Current class reps to put feelers out to see if anyone is interested in being a class rep in 2019/20.	Completed.
Action 5: MJH / JR to put fireworks on September PSA agenda.	Completed.
Action 6: MJH / NA to put Christmas Fair (silent auction) on September PSA agenda.	Completed.
Action 7: MJH to arrange September PSA meeting.	Completed.
ACTION POINTS FROM 20 MAY 2019 MEETING	STATUS
Action 1: NA to speak to Suzy, Jo and Head Teacher about potential overlap between autograph books and Year Books.	Completed.
Action 2: NA to ask LS if she could put out a call from the PSA for donations of reams of A4 white paper.	On-going – LS has a put a bid into Tesco for another stationary grant, so awaiting to see outcome of that.
Action 3: MH to write a letter to thank Sam and Leyla Zarrouk and for their Slime Stall at the Duck Race.	Completed.
Action 4: JJ to investigate whether a PSA banner can be made for use at future village events.	Completed.
Action 5: HS to investigate further what ParentKind offers on card machines, addressing the points raised in the meeting, and report back (via email) so something might be put in place before the Christmas Fair.	Rolled forward to next meeting (Action point 2, September meeting).
Action 6: VP to see if we can start using BACS payments for some PSA activities / events.	Completed.

Action 7: JJ and NA to put a proposal and example noticeboard to the HT, the PSA would need to pay for it.	Completed.
Action 8: HS to organise swimming pool volunteer rota.	Completed.
Action 9: Summer Fair planning: - Email NA with any additional ideas for stalls – everyone. - Explore whether Ambulance Service could attend – HS. - Explore whether a tractor could attend – NA and MJH. - Order BBQ food, using list from NA – MJH. - Follow-up contact for pony rides – HO. - Book Limes Farm ponies for next year – MJH.	Completed.
Action 10: NA to feedback PSA views on printing school tea towels to AF.	Completed.
Action 11: MJH to set up school name labels fundraiser and promote to parents, including new Rabbit Class parents.	Completed.
Action 12: AS to take on second hand uniform going forwards, with VP doing a handover between now and September.	Completed.
Action 13: HA and AS to get other DJ price quotes, and also speak to KA who had run the disco previously.	Completed - disco postponed.
Action 14: JJ to send thank you letters for Buddy Bench to Penny Court, Oliver Hoad and Tim Whitfield.	Completed.
Action 15: MJH to arrange July PSA meeting.	Completed.
ACTION POINTS FROM 4 MARCH 2019 MEETING	STATUS
Action 1: NA and HT to ask Mrs Pritchard whether Rabbit Class needed any money for bikes and helmets.	Completed – bikes purchased and in use.
Action 2: Class 3 to undertake an Easter Cake Sale.	Completed.
Action 3: AS and HS to start to plan a summer term disco.	Completed.
Action 4: [Fireworks] Jo Rolls to put date in the Plaxtol Herald, and ask HT to sign the deposit form.	Completed.
ACTION POINTS CARRIED FORWARD FROM 9 JANUARY 2019 MEETING	STATUS
Action 1: NA to ask School Office to send out a ParentMail about the Humorous Music Evening.	Completed.
Action 2: LS and CS to help with the raffle for the Humorous Music evening (10-12 prizes needed).	Completed.
Action 3: NA to ask some specific people about helping with the bar on the Humorous Music Evening.	Completed.
Action 4: NH to speak to School and website provider over whether any further value for money (on costs of school website) could be obtained.	Completed.
Action 5: VP to speak to School Finance Officer (Louise) to draw up a list of regular contributions the PSA may be asked for, taking into account the point that the PSA cannot commit to annual spend.	Closed – no longer required
Action 6: Ask Anisa Ferguson to reapply for Co-op funding this year.	Complete.
Action 7: LS to work with JJ to collate a list of funding priorities for Paul Woodcock to advise on potential funders, and speak to the Head teacher.	Completed.
Action 8: MJH to arrange a slot for 2019 School Christmas Cards.	Completed.
Action 9: HR to speak to SR to see if she had any dates in mind for the Colour Run fundraiser, and to liaise with Ayesha and Jolie also.	Completed.
Action 10: PSA to further discuss Fathers Day breakfast fundraiser at the next PSA meeting in March.	Completed.
Action 11: JJ to arrange for Rabbit Class to run a Valentines Day themed cake stall on 15 th February.	Completed.
Action 12: LS to help run a “film night” on 8 th February (LS can only do this one due to work commitments).	Completed.
Action 13: NA to request volunteers to come forward to run Second Hand Uniform sales.	Completed.
Action 14: NA to send job specification for PSA Chair(s) to class reps for circulation.	Completed.

Action 15: NA to purchase card, and class reps to circulate among their class parents before Thursday 17th January.

Completed.