



## Plaxtol School Association

### Minutes of Meeting

21 January 2020

**Present:** Nayna Ahmed – Meeting Chair (NA), Merran Hilton (MJH), Marian Hemsted (MH), Ayesha Green (AG), Claire Rowley - Head Teacher (HT), Jenny Johnson (JJ), Kim Chubb (KC), Marie Smart (MS).

**Apologies:** Tanya Mellor (TM), Helen Rust (HR), Suzy Immer (SI), Jo Rolls (JR), Helen Homard (HH), Helen Orry (HO), Caroline Ward (CW), Sian Rickard (SR), Louise Stiff (LS).

#### **1. Welcome and members present**

Meeting started at 09:10. NA welcomed everyone.

#### **2. Apologies**

Apologies for absence were noted as above.

#### **3. Approval of Minutes from last meeting**

Minutes from the last PSA Meeting on 29 October 2019 were approved. JJ signed the minutes.

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

Swimming pool – covered under AOB.

#### **6. GDPR and the PSA**

HS was not present, but NA would speak to HS outside the meeting to get an update.

*Action 1: NA to speak to HS regarding GDPR.*

#### **7. Financial report from Treasurer**

VP presented the finance report, highlighting that there was £11,580 available to spend. £2708 had been raised from the Fireworks, and £4800 from the Christmas Fair.

*Action 2: NA to post information about Amazon Smile and Easy Fundraising on the PSA Facebook page.*

#### **8. Spending approvals**

Those at the meeting agreed that PSA Committee trustees (JJ, NA, MJH, VP) could approve spend between meetings, if the need for items / services was urgent. MH asked whether the PSA Constitution allowed this, with no cap [yes].

The following had been approved since the last meeting:

- Diwali Dance Workshop (£43)
- Music lessons (£150)
- Phonics footsteps (£50)
- Sound jigsaws x44 (£30)
- Sentence building tubs (£40)
- Renewed membership for PSA to ParentKind (£110)
- Pantomime (£100)

The following was discussed / approved in the meeting:

- Card Reader to take payments at PSA events – those at the meeting agreed with VP's recommendation to buy a reader via "SumUp" (to be trialled at the Colour Run). This would be alongside a website for online payments for PSA events; and a website for parents to make payments to school.
- Bins for PSA events - £30 approved.
- Renewing Tapestry subscription (for EYFS) - £60 approved.
- Renewing SPAG.COM subscription (for Year 6) - £39 approved.
- Toys for the sandpit (for EYFS) – 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.
- Reading – improving the book corners in the classes - £100 approved for each class.
- Reading – there was discussion about a reward system to encourage children to read at home and for parents to listen to children reading. CR was considering bookmarks, alongside team points and book rewards. PSA funding to be confirmed when ideas were worked up.
- School website - £400 approved.
- Teaching Life Skills Workshop - £500 approved. There was evidence of the positive impact the morning workshop had had on pupils (girls and boys).
- Trees – quotes were being obtained, the PSA may contribute to the cost. PSA funding to be confirmed.
- Parentmail website for parents to make payments to school - £258 set up fee approved (comprising £159 annual fee, plus £99 one-off bank set up). Annual fee (£159) next year subject to PSA approval on an annual basis.
- Pencils / pens - £80 approved.
- Art supplies (charcoals, water colours) and materials for display boards - £200 approved.
- Training credits for teachers – PSA funding may be sought at a future point.
- Book cases for library – PSA funding may be sought at a future point.
- Furniture for Class 2 – CR would follow-up, as PSA had previously discussed Fireworks Money being spent on this.

*Action 3: VP to purchase card reader for PSA events.*

*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.*

*Action 5: CR to follow-up on whether PSA money (from fireworks) was still required for furniture for Class 2).*

## **9. Income and fundraising updates**

NA reported that £2708 had been raised from the 2019 Fireworks. The PSA noted thanks to Jo and Tony Rolls. NA reported that Sian and Dave Rickard had agreed to run the 2020 Fireworks, but that the PSA should get teams together to divide the work up before the summer.

*Action 6: PSA Committee (NA, JJ, VP, MJH) to identify teams before the summer to help Sian and Dave with Fireworks 2020.*

NA reported that the Christmas Fair had raised £4800. The PSA noted thanks to Nayna for organising the fair. Ideas for next year are welcome – it was suggested the fair might also use the village hall, and that there could perhaps be an even bigger Santa's Grotto / more elves etc.

MJH reported that Cauliflower Cards had raised around £90 (amount tbc). The process had gone well. It was suggested the process could start earlier next year, so parents received the cards earlier.

AG updated the PSA on plans for village VE Day celebrations on Friday 8<sup>th</sup> May. There was discussion about what might happen at school, for example a BBQ and wartime games for the children. It was suggested money raised via the PSA might be spent on history resources for the school. MH offered to share information from summer fair about ordering BBQ supplies.

## **10. Income and fundraising going forward**

The following was discussed:

- Cake sale – NA and JJ would remind Angela that Otter Class is running the sale in February.
- Bangers and Bingo – JJ had some ideas, but someone needed to be identified to run it. It was agreed to investigate running the even later in the year.
- Popcorn Night – VP volunteered to co-ordinate.
- Colour Run – NA reported that Sian was speaking to the Cricket Club to find a date for after Easter. It was noted that the School Summer Fair was 19 June 2020, and Church Fair was 6 June 2020.
- Co-op Funding – application had been unsuccessful.
- Rochester Bridge Funding – CR reported that HS had put an email bid in on behalf of the PSA.
- Paul Woodcock Funding Agreement – JJ reported that most generic grant giving funding channels had been exhausted, if there was something specific the School needed them Paul Woodcock could look into it.
- National Lottery – NA reported that Louise Stiff was looking into it again, with CR.
- Diggerland – NA would chase progress.

*Action 7: NA to chase progress with Diggerland "Charity of the Week".*

## **11. Correspondence**

None.

## **12. AOB**

NA reported that HH had been in touch regarding the School Swimming Pool. A new pool team would be required next year (they could shadow / learn from Helen this year). There were three issues that need to be sorted to make the pool viable for this coming year:

- The water level in the pool was dropping more than normal this year. This may be due to a leak in the pipes in the pump room. HH will keep the PSA updated.
- The roller for the pool cover has stopped rolling. One of the bolts has come loose and it may be fixable. HH will keep the PSA updated.
- The pool liner will need a really good scrub to get it ready for this year. HH could do with a team of people to help.

There was discussion about how the pool contingency money in the PSA budget should be planned for in the longer-term.

*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.*

## **13. Date, time and location of next meeting**

Next PSA meeting would be scheduled for March, and will also be the AGM.

*Action 9: MJH to arrange next PSA meeting and AGM for March.*

Meeting ended at 10:20.

*Footnote: After the meeting, KC suggested the PSA run a pancake fundraising sale on Shrove Tuesday, after School – she is taking this forward, with support from JJ.*

| <b>ACTION POINTS FROM 21 JANUARY 2020 MEETING</b>                                                                                                                                                                                         | <b>STATUS</b>                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Action 1: NA to speak to HS regarding GDPR.                                                                                                                                                                                               |                                          |
| 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.                                                                                                                                                                                      |                                          |
| 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.                                                                     |                                          |
| 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.                                                                                                                  |                                          |
| 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. |                                          |
| Action 9: MJH to arrange next PSA meeting and AGM for March.                                                                                                                                                                              |                                          |
| <b>ACTION POINTS FROM 29 OCTOBER 2019 MEETING</b>                                                                                                                                                                                         | <b>STATUS</b>                            |
| 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.                                |
| <b>ACTION POINTS FROM 10 SEPTEMBER 2019 MEETING</b>                                                                                                                                                                                       | <b>STATUS</b>                            |
| 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 <sup>th</sup> 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.                                                              |
| <b>ACTION POINTS FROM 5 JULY 2019 MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                   | <b>STATUS</b>                                                                                              |
| 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.                                                                                                 |
| <b>ACTION POINTS FROM 20 MAY 2019 MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                   | <b>STATUS</b>                                                                                              |
| 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: <ul style="list-style-type: none"> <li>Email NA with any additional ideas for stalls – everyone.</li> <li>Explore whether Ambulance Service could attend – HS.</li> <li>Explore whether a tractor could attend – NA and MJH.</li> <li>Order BBQ food, using list from NA – MJH.</li> <li>Follow-up contact for pony rides – HO.</li> <li>Book Limes Farm ponies for next year – MJH.</li> </ul> | 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                                                                                          |

|                                                                                                                                                                                                         |                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
|                                                                                                                                                                                                         | <i>postponed.</i>                              |
| Action 14: JJ to send thank you letters for Buddy Bench to Penny Court, Oliver Hoad and Tim Whitfield.                                                                                                  | <i>Completed.</i>                              |
| Action 15: MJH to arrange July PSA meeting.                                                                                                                                                             | <i>Completed.</i>                              |
| <b>ACTION POINTS FROM 4 MARCH 2019 MEETING</b>                                                                                                                                                          | <b>STATUS</b>                                  |
| Action 1: NA and HT to ask Mrs Pritchard whether Rabbit Class needed any money for bikes and helmets.                                                                                                   | <i>Completed – bikes purchased and in use.</i> |
| Action 2: Class 3 to undertake an Easter Cake Sale.                                                                                                                                                     | <i>Completed.</i>                              |
| Action 3: AS and HS to start to plan a summer term disco.                                                                                                                                               | <i>Completed.</i>                              |
| Action 4: [Fireworks] Jo Rolls to put date in the Plaxtol Herald, and ask HT to sign the deposit form.                                                                                                  | <i>Completed.</i>                              |
| <b>ACTION POINTS CARRIED FORWARD FROM 9 JANUARY 2019 MEETING</b>                                                                                                                                        | <b>STATUS</b>                                  |
| Action 1: NA to ask School Office to send out a ParentMail about the Humorous Music Evening.                                                                                                            | <i>Completed.</i>                              |
| Action 2: LS and CS to help with the raffle for the Humorous Music evening (10-12 prizes needed).                                                                                                       | <i>Completed.</i>                              |
| Action 3: NA to ask some specific people about helping with the bar on the Humorous Music Evening.                                                                                                      | <i>Completed.</i>                              |
| 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.                                                           | <i>Completed.</i>                              |
| 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. | <i>Closed – no longer required</i>             |
| Action 6: Ask Anisa Ferguson to reapply for Co-op funding this year.                                                                                                                                    | <i>Complete.</i>                               |
| 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.                                                   | <i>Completed.</i>                              |
| Action 8: MJH to arrange a slot for 2019 School Christmas Cards.                                                                                                                                        | <i>Completed.</i>                              |
| 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.                                                                | <i>Completed.</i>                              |
| Action 10: PSA to further discuss Fathers Day breakfast fundraiser at the next PSA meeting in March.                                                                                                    | <i>Completed.</i>                              |
| Action 11: JJ to arrange for Rabbit Class to run a Valentines Day themed cake stall on 15 <sup>th</sup> February.                                                                                       | <i>Completed.</i>                              |
| Action 12: LS to help run a “film night” on 8 <sup>th</sup> February (LS can only do this one due to work commitments).                                                                                 | <i>Completed.</i>                              |
| Action 13: NA to request volunteers to come forward to run Second Hand Uniform sales.                                                                                                                   | <i>Completed.</i>                              |
| Action 14: NA to send job specification for PSA Chair(s) to class reps for circulation.                                                                                                                 | <i>Completed.</i>                              |
| Action 15: NA to purchase card, and class reps to circulate among their class parents before Thursday 17 <sup>th</sup> January.                                                                         | <i>Completed.</i>                              |