

Minutes of PSA meeting held in Magpies Room on Tuesday 29/10/19

In attendance:

Claire Rowley (CR)

Nayna Ahmed (NA)

Jenny Johnson (JJ) (first half only)

Vic Palmer (VP)

Helen Rust (HR)

Ayesha Green (AG) (first half only)

Helen Orry (HO)

Angela Shorter (AS)

Emma Curley (EC) (first half only)

Apologies: Merran Hilton, Julie Docherty, Nikki Garside, Jo Rolls, Suzy Immer, Helen Sinclair, Vicky Cheeseman, Caroline Ward.

Treasurer's Report

- VP delivered the treasurer's report. We spent £18,772.12 on laptops and associated equipment last half-term, and there have not been any major fundraisers, so there is only £6,163.23 available to spend (after taking account of £5k pool contingency).
- However, fireworks and the Christmas fair are both coming up this half-term, both of which historically raise a lot.
- NA queried whether CR still wants a shelter for the playground, as we have approx. £2700 put aside for it. CR confirmed she does and will get quotes – **ACTION POINT**.
- The Badger Class cake sale before Oct half-term was thought to have raised about £66, to be confirmed.
- Tea towels sales are ongoing, they will be sold at the fireworks and Xmas fair, and maybe in the shop. NA to ask at the shop if this is possible - **ACTION POINT**.

Spending Approvals

- Various spending approvals were given:
 - Target tracker assessments - £380 for the year plus £195 for a day's staff training
 - Test Base assessments for KS2 - £360 for 2 years
 - Literacy Shed online resource - £60 for the year
 - ISEE Problem Solving for KS2 - £50
 - New atlases for school x 15 - £TBC
 - Well-being assembly provided by West Kent Mind - £100
 - Phonics resources for Hedgehog Class outside area - £150 approx.
 - Christmas play fee - £50

- National Elf Service Christmas Assembly (books for the children) - £100 (NB this has already been paid by VP – it was actually £139.50)
- Membership of Sevenoaks Schools Partnership - £6.50 per pupil (£617 total) – will be paid by the PSA this year only, thereafter to come out of school's budget.

Christmas Fair

- JJ and team are working on securing auction and raffle prizes, they have 30 so far. They will ask on the Parish Facebook page for further donations.
- Raffle tickets are to be distributed by JJ.
- JJ to speak to Caroline Scheuermann about obtaining a donated tree again, which can be auctioned at the fair. (Fairlawne kindly give a tree to the school for the school's own use)
- CR requested that all the activities at the fair be inside this year.
- Holly Jackson has kindly agreed to sell Christmas scented gifts made by her mum again this year, and donate the proceeds to school.
- NA is working on a rota for the stalls.

Fireworks

- Fireworks proceeds are to be put towards buying new classroom furniture - **ACTION POINT.**
- NA / Jo Rolls to put a list of jobs that still need volunteers on the Parish FB page.
- Class reps are to advertise that tickets are available, and CR will put it in the newsletter.

AOB

- AS will put together a list of the second hand uniform she has for sale, so people can contact her directly if they want to buy something. Proceeds are to go to an IT scheme.
- The next cake sale will be in Feb 2020, run by Class 3 (Otters) - **ACTION POINT.**
- CR has agreed the parish council can use the school grounds for a VE Day street party on the early May Bank holiday next year (Fri 8th May).
- NA is applying to Diggerland to be their charity of the month - **ACTION POINT.**
- The Colour Run will take place again in spring next year.
- Bangers and bingo night to be held in February.
- Next popcorn night needs an organiser, and will be held next year - **ACTION POINT.**
- VP to take on contact with Paul Woodcock (applying for grants).