



Plaxtol School Association

Minutes of Meeting

10 September 2019

Present: Nayna Ahmed – Meeting Chair (NA), Merran Hilton (MJH), Marian Hemsted (MH), Ayesha Green (AG), Claire Rowley - Head Teacher (HT), Helen Sinclair (HJS), Jenny Johnson (JJ), Vicky Cheeseman (VC), Caroline Ward (CW), Helen Orry (HO), Angela Shorter (AS), Emma Curley (EC)

Apologies: Tanya Mellor (TM), Helen Rust (HR), Suzy Immer (SI), Caroline Scheuermann (CS), Sam Zarrouk (SZ), Nikki Garside (NG), Julie Docherty (JD), Jo Rolls (JR), Tony Rolls (TR), Victoria Palmer (VP).

1. Welcome and members present

Meeting started at 09:10. NA welcomed everyone, particularly new attendees VC and EC.

2. Apologies

Apologies for absence were noted as above.

3. Approval of Minutes from last meeting

Minutes from the last PSA Meeting on 5 July 2019 were approved. JJ signed the minutes.

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

None.

5. Class reps for this academic year

The following was agreed:

- Rabbit Class – Helen Sinclair.
- Hedgehog Class – Jenny Johnson and Merran Hilton.
- Otter Class – Angela Shorter.
- Badger Class – Suzy Immer.

6. GDPR and the PSA

HS agreed to look at the implications of GDPR on the PSA, and take forward as necessary. NA would speak to HS outside the meeting.

Action 1: HS to look into implications on GDPR on PSA and take forward as necessary.

7. Financial report from Treasurer

VP was unable to attend the meeting, so MJH read out an update from VP. Since the last PSA meeting on 5th July 2019, £834 had received in Gift Aid (from the Colour Run, swimming donations and Badger Class leavers' donation). The School Finance Offer has requested reimbursement for items including laptops and the WiFi upgrade (totalling £18,472.12) - this will be paid shortly. There was £21,131.83 in the current account (reducing to £2659.71 once laptops and WiFi had been paid); and £8,210.82 in the deposit account.

AG reported that the Pool Club over the summer had gone well, there had been no issues and it had been well enjoyed. The PSA formally thanked Jenny Johnson, Sian Rickard and Ayesha Green for their efforts.

Outside the meeting, NA checked the Treasurer's Report against relevant bank statements and the cashbook. VP confirmed that a longer Treasurer report would be provided for the next PSA meeting, covering the whole period since July.

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.

8. Spending approvals

CR outlined Head Teacher spending priorities for the next year, which were:

- Assessment tools
- Online payments for parents
- Classroom furniture
- CCTV outside school

The following was approved by the PSA at the meeting:

- Maths resources: £100 + £45
- Music resources for KS2: £60
- Drying rack for Rabbit Class: £65
- Reading age tracker: £150
- Design and Technology building pack: £30-50
- Oil pastels for Badger Class: £20

The following areas were discussed as areas of potential spend in the coming year:

- Online payment system for parents – up to £800 (annual cost, which the PSA would need to approve each year).
- Online assessment system for the whole school – cost tbc.
- Classroom furniture for Hedgehog Class – around £1700.
- Test materials for years 3,4 and 5 – cost tbc.
- Twinkl subscription - £600 (annual cost, which the PSA would need to approve each year).

Action 3: CR and MH to discuss potential to join up outside CCTV arrangements for School and Village Hall (Marian suggested NAOS system).

JJ read a written update from JR and TR on plans for Fireworks night (9 November 2019). Gates would open at 4.30pm, with display at 5.30pm. There would be no lantern parade this year. JR and TR were seeking lots of volunteers from school, even to help for 30mins on preparation / a stall / clear up. Duncan Stiff would be shadowing the organisation of the night, in case of JR and TR had a family emergency. St Johns Ambulance First Aid cover had been booked and PSA Trustees had approved £144 to be paid from PSA funds in due course. Toilets were also being booked this year. It was agreed that profits from Fireworks could be used to purchase new classroom furniture (tables and chairs) for the school.

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.

AS updated that she was preparing an up to date inventory for second hand uniform sales. The PSA agreed that funds from second hand uniform sales could be used to buy IT learning schemes for the school. It was also agreed that uniform could be sold at the school MacMillan Coffee Morning on Friday 27th September.

Action 5: AS to promote second hand uniform sales as raising money for new IT learning schemes in school. AS to organise second hand uniform sale at School MacMillan Coffee Morning.

Action 6: Everyone to consider if they could volunteer for School MacMillan Coffee Morning on Friday 27th September, and let CR know if they can.

9. Income and fundraising updates

NA reported that Laptops and WiFi were now up and running in School.

MJH reported that the Lions Club had given the School £1000 over the summer for a Rabbit Class fence and play area. A representative from the Lions Club was due to visit the School shortly, to see the impact of their funding. The School Finance Officer would be sending copies of the invoices to the Lions Club soon. CR said that £600 had been spent on wood; and £150 on sand; and mud kitchen had been ordered. The PSA recorded their thanks to Shaun Gould (of Logs Direct Sevenoaks) for his installation of the new fence and sandpit. MJH was arranging a plaque for the fence.

NA updated that the tea-towel printing had broken even, and that another push on selling them was needed (aim to sell another 50).

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.

10. Fundraising for the next academic year

NA summarised that four big events were planned:

- Fireworks (9 November) – this had already been discussed in the meeting.
- Christmas Fair – it was agreed to hold this on 7 December (11am-2pm). NA said she would be happy to oversee the fair, with individuals taking responsibility for stalls. She requested help with securing prizes for the Silent Auction and raffle, which Graham Francis would run on the day – JJ, MJH, EC and VC offered to help.
- Colour Run – Sian Rickard and Helen Rust had indicated they would be happy to organise the event again. Potentially late spring.
- Summer Fair

Action 8: NA to update the middle pages of the Plaxtol Herald with dates for PSA events.

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.

AF was pursuing Co-Op funding again this year.

CR reported that Louise Stiff had been successful in securing a £4000 science grant for School. HS offered to ask the “Rochester Bridge Trust” whether their Engineering and Education Grant funding could help the school purchase science supplies.

Action 10: CR and HS to liaise regarding “Rochester Bridge Trust” Engineering and Education Grant funding.

The PSA discussed the potential to make more use of Easy Fundraising and Smile Amazon. Other sources of cash-back money were also suggested (e.g. QuidCo and Top Cash). MJH agreed draw up a list of opportunities and promote it to parents and Plaxtol village.

Action 11: MJH to look into cash-back schemes for the PSA/School, and promote more.

JJ outlined ideas for a “Bangers and Bingo” evening for the School children. She had secured some prizes, and had got hold of some resources. The PSA agreed it could be held in February.

The PSA agreed a cinema night for the School children would also be good – one Friday before Christmas. CR agreed the School Council could choose the films.

NA said that any other ideas for fundraising this year would be very welcome.

MH updated on emerging Parish Council plans for VE Day (8-10 May 2020). The Parish Council was keen for the whole village to do things, including the School. CR said she was happy to run something on the School field (although mindful of the timing of SATs). CR would attend the next Parish Council meeting to discuss.

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.

MH also said the Friends of Plaxtol Church were holding a Barn Dance on 5 October – everyone welcome to buy tickets.

MH asked about the Paul Woodcock Funding Agreement. JJ updated that £3000 had been raised so far, although work had been paused a little over the summer holidays.

11. Correspondence

It was agreed to send thank you letters to the Sevenoaks Lion Club, and to Shaun Gould (Logs Direct Sevenoaks), for their support with the Rabbit Class fence and play area.

Action 13: MJH to draft thank you letters to Sevenoaks Lions Club, and to Shaun Gould, for Rabbit Class fence and play area.

12. AOB

CR passed to MJH a Christmas Card design pack she had received from "Art Projects for Schools". MJH said she was also looking into Cauliflower Christmas Cards, who were used last year.

13. Date, time and location of next meeting

Next PSA meeting would be scheduled for the first week back after October half-term, ideally Tues-Thurs (and before Fireworks Night).

Action 14: MJH to arrange next PSA meeting in late October 2019.

Action 15: MJH to schedule AGM for March 2020.

Meeting ended at 10:20.

ACTION POINTS FROM 10 SEPTEMBER 2019 MEETING	STATUS
<i>Action 1: HS to look into implications on GDPR on PSA and take forward as necessary.</i>	
<i>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.</i>	
<i>Action 3: CR and MH to discuss potential to join up outside CCTV arrangements for School and Village Hall (Marian suggested NAOs system).</i>	
<i>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.</i>	
<i>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.</i>	
<i>Action 6: Everyone to consider if they could volunteer for School MacMillan Coffee Morning on Friday 27th September, and let CR know if they can.</i>	
<i>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.</i>	
<i>Action 8: NA to update the middle pages of the Plaxtol Herald with dates for PSA events.</i>	
<i>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.</i>	
<i>Action 10: CR and HS to liaise regarding "Rochester Bridge Trust" Engineering and Education Grant funding.</i>	
<i>Action 11: MJH to look into cash-back schemes for the PSA/School, and promote more.</i>	
<i>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.</i>	

Action 13: MJH to draft thank you letters to Sevenoaks Lions Club, and to Shaun Gould, for Rabbit Class fence and play area.	
Action 14: MJH to arrange next PSA meeting in late October 2019.	
Action 15: MJH to schedule AGM for March 2020.	
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.	On-going – Victoria Palmer (Treasurer) will be reviewing banking arrangements, including whether card payments might be possible.
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.	On-going (until applications open)
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 17 th January.	Completed.