



Plaxtol School Association

Minutes of Meeting

5 July 2019

Present: Nayna Ahmed – Meeting Chair (NA), Victoria Palmer (VP), Marie Smart (MS), Jo Rolls (JR), Claire Rowley - Head Teacher (HT), Ayesha Green (AG), Julie Docherty (JD), Marian Hemsted (MH), Angela Shorter (AS), Helen Rust (HR), Jenny Johnson (JJ), Caroline Ward (CW), Merran Hilton (MJH).

Apologies: Suzy Immer (SI), Helen Sinclair (HJS), Anisa Ferguson (AF), Mary Olley (MO), Tanya Mellor (TM).

1. Welcome and members present

Meeting started at 14:00. NA welcomed everyone.

2. Apologies

Apologies for absence were noted as above.

3. Approval of Minutes from last meeting

Those present reviewed actions and approved the Minutes from the last PSA Meeting on 20 May 2019. JJ signed the minutes.

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

None.

5. Financial report from Treasurer

VP reported that there was £20,100 in the PSA current account; and £8,000 in the PSA savings account. Some funding was ring-fenced for particular things. A lot of money had been raised this year, and NA thanked everyone for their hard work. Outside the meeting, NA checked the Treasurer's Report against relevant bank statements and the cashbook.

6. Spending approvals

Laptops and Wi-Fi

Plans for the PSA to purchase laptops and Wi-Fi for the School were discussed. HT explained that new laptops would be used by pupils for coding, research, and typing. The School had very old laptops and there were not enough (currently 8 usable ones). The School Wi-Fi is not substantial enough, and whiteboards are not being used to their full capacity. HT said the aim was to purchase 32 laptops, which would rotate around each classroom on a trolley, replace the classroom PCs used by teachers, two computers in the Office and two in Owls. HT also needs a working laptop to enable her to work from home. ICT investment needed to be done as a whole, with proper installation.

NA reported that quotes had been obtained from 7 different educational IT suppliers for:

- Wi-Fi.
- Laptops (new or reconditioned).
- Classroom PCs.

- Head Teacher laptop.
- Laptop trolley.
- OVS annual licence fee.
- Installation

Each quote had been assessed against criteria, cross-referenced and discounts had been asked for. Total price was looking to be around £18,000. **The need for the School to have appropriate insurance cover for the new laptops was also raised.** HT said she would check what contents provision the School has. The laptop and Wi-Fi spend was approved by a show of hands, subject to NA and HT deciding whether to purchase new or reconditioned laptops. The PSA thanked NA for all her research.

Action 1: NA and HT to finalise supplier of laptops and Wi-Fi, taking into account PSA comments.

Rabbit Class fence

A more open play-space was required for Rabbit Class, to fulfil EYFS requirements. 3 quotes had been obtained for a fence to extend the play-space. A parent had also offered to install the fence at cost (no labour) – this would reduce the cost to £550, meaning some money could be spent on a sandpit within the play-area and other resources for the play-area. The PSA was awaiting the outcomes of a funding request to the Sevenoaks Lions Club, expected within the next week.

Action 2: JJ and CW to take forward installation of new Rabbit Class fence (MJH to chase Lions Club funding).

Other areas of spend

The following areas of spend, requested by the Head Teacher, and were approved by the PSA at the meeting:

- £150 Numicon resources (maths – whole school)
- £17.85 for clay for art projects (class 3)
- £3.62 book for English topic (class 3)
- £4.40 A4 copy card (whole school)
- £112 leavers pen sets for this year and next

7. Income and fundraising updates

Hedgehog Class **cake sale** had made around £40. It was agreed to carry on with class cake sales in the next academic year.

It was agreed that the format of the **Summer Fair** had worked, and organisers are always open to new ideas. Ponies had been booked for next year – Saturday 20th June 2020.

NA reported that the PSA had received feedback on the unsuccessful **Aviva** grant application, where the comment had been that there was not enough evidence that the broker had been sufficiently involved in the bid. AF had put in another application for funding into the Co-Op, the school should hear by the end of October.

JJ reported that work on the **Paul Woodcock** funding agreement was continuing. £2,500 had been donated recently from a Trust in Borough Green. The PSA thanked JJ for her hard work.

JJ asked whether a **“thank you” note to parents** would be useful, with a brief summary of fundraising and spending. Those at the meeting agreed. It was also suggested something could be put in the Plaxtol Herald (in September), with reference to new laptops.

Action 3: JJ to draft thank you note to parents.

8. Future activities and events

NA confirmed at the **disco** had been cancelled, as there was too much going on.

Class reps for September were discussed. It was reported that HJS (not present at the meeting) had volunteered to be the new Rabbit Class rep. JJ suggested that class reps could meet termly with HT, which HT was happy to do. MJH commented that other schools do this.

Action 4: Current class reps to put feelers out to see if anyone is interested in being a class rep in 2019/20.

NA reported that AF was putting order forms for **tea towels** in book bags this week. Those at the meeting commented that they hadn't all received a form yet. It was agreed that Year 6 was a priority group before the end of term.

JR updated that lots of school / village help would be needed for **Fireworks 2019**. The PSA would need to have a through discussion about it in September.

Action 5: MJH / JR to put fireworks on September PSA agenda.

NA said that help would be needed for the silent auction / raffle at the **Christmas Fair 2019**. She would raise this again in September.

Action 6: MJH / NA to put Christmas Fair (silent auction) on September PSA agenda.

JJ introduced the idea of a "**100 Club**", with a possible start in September. It was agreed this was a good fundraising ideas, so long as it was timed correctly not to sit alongside other PSA events.

JJ also introduced the idea of a "**Bangers and Bingo**" event, with small prizes. Possibly held in October 2019. It could possibly replace a Halloween Disco or Popcorn Night.

MH reported that the Plaxtol Players were planning some village events, including a Barn Dance (October), and VE Day celebration (maybe a street party). The PSA could let Linda and Patrick know of any ideas.

9. Correspondence

Thank you letters for the Summer Fair were discussed. JJ would send these out.

10. AOB

None.

11. Date, time and location of next meeting

Next meeting would be scheduled for the 2nd week of term in September. MJH would check availability prior to arranging a date/time.

Action 7: MJH to arrange September PSA meeting.

Meeting ended at 15:10.

ACTION POINTS FROM 5 JULY 2019 MEETING	STATUS
<i>Action 1: NA and HT to finalise supplier of laptops and Wi-Fi, taking into account PSA comments.</i>	
<i>Action 2: JJ and CW to take forward installation of new Rabbit Class fence (MJH to chase Lions Club funding).</i>	
<i>Action 3: JJ to draft thank you note to parents.</i>	
<i>Action 4: Current class reps to put feelers out to see if anyone is interested in being a class rep in 2019/20.</i>	
<i>Action 5: MJH / JR to put fireworks on September PSA agenda.</i>	
<i>Action 6: MJH / NA to put Christmas Fair (silent auction) on September PSA agenda.</i>	
<i>Action 7: MJH to arrange September PSA meeting.</i>	
ACTION POINTS FROM 20 MAY 2019 MEETING	STATUS
<i>Action 1: NA to speak to Suzy, Jo and Head Teacher about potential overlap between autograph books and Year Books.</i>	<i>Completed.</i>

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 waiting 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 agenda for 5 July 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.	Completed.
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.
ACTION POINTS CARRIED FORWARD FROM 8 NOVEMBER 2018 MEETING	STATUS
Action 5: Suzy Immer to contact Homebase and/or B&Q about donating a BBQ.	Completed.
ACTION POINTS CARRIED FORWARD FROM 19 SEPTEMBER 2018 MEETING	STATUS
Merran Hilton to list School PSA on Hive Lotto.	Underway – awaiting response from TMBC.
Julie Docherty to speak to James Crawley about first aid training for children.	Closed – the children have first aid through School now.
Caroline Scheuermann to speak to Sam about whether Planet Plants might be interested in sponsoring a flowerbed / pot in front of the school.	Completed.
ACTION POINTS CARRIED FORWARD FROM 19 MAY 2018 MEETING	STATUS
Nayna to draft covenant letter to be sent out in October.	Closed – the approach is now being reviewed by Governors.
ACTION POINTS CARRIED FORWARD FROM 19 MAY 2018 AGM MEETING	STATUS
Suzy/Louise/Caroline to review event form to ensure it meets record keeping requirements outlined by Marian.	Completed.
Nayna to create standard set of documents on KLZ for handing over to new committee members.	Closed – no longer necessary as new committee in place.