



Plaxtol School Association

Minutes of Meeting

20 May 2019

Present: Nayna Ahmed – Meeting Chair (NA), Merran Hilton (MJH), Marian Hemsted (MH), Helen Rust (HR), Jenny Johnson (JJ), Caroline Scheuermann (CS), Ayesha Green (AG), Julie Docherty (JD), Victoria Palmer (VP), Helen Orry (HO), Angela Shorter (AS), Helen Sinclair (HS), Holly Smith (HS).

Apologies: Suzy Immer (SI), Tanya Mellor (TM), Claire Rowley - Head Teacher (HT), Jo Rolls (JR), Anisa Ferguson (AF), Mary Olley (MO), Kerry Aston (KA).

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

Those present reviewed actions and approved the Minutes from the last PSA Meeting on 4 March 2019. JJ signed the minutes.

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

The School Covenant was discussed briefly. NA reported that Governors were now driving thinking, and it was important the PSA approved any letter first (because the letter was likely to come from the PSA). There was discussion about follow up messages from class reps, reiterating that it was a voluntary contribution.

5. Financial report from Treasurer

VP presented the Treasurer Report (to be put on the website). There was £26,204.07 in the bank account currently and the balance was in a good state. NA noted that the invoice for repairs to the School roof was still outstanding. The Duck Race had made £187.69, and Otter Class Cake Sale had made £61.00. MJH checked the Treasurer's Report against relevant bank statements provided by VP.

6. Head Teacher's wish list and spending approvals

The following areas of spend had been approved via correspondence before the meeting (3-4 April 2019):

- Class 4 SATS revision books: £95
- TV licence: £150
- First aid course: £50 (Miss Turner)
- EYFS Ofsted grab bag: £45
- Times Fables - maths times tables teaching aid: £7.99
- A read write phonic poster: £11.50
- Collins KS1 SATS revision books: £62.40
- Repairs to class 1 and 2 roof: £1136

There were three new requests from the Head Teacher:

- £110 for stationary (pencils, handwriting pens, whiteboard pens). This was approved at the meeting.

- £235 for paper and laminating pouches. This was approved at the meeting. It was also suggested there could be another PSA call for reams of paper, as this had been successful in the past.
- Money towards gifts (an autograph book and pen) for Year 6 Leavers. AG and JD asked whether the Year Book would act as an autograph book too. The pens were approved at the meeting.

Action 1: NA to speak to Suzy, Jo and Head Teacher about potential overlap between autograph books and Year Books.

Action 2: NA to ask LS if she could put out a call from the PSA for donations of reams of A4 white paper.

7. Income and fundraising updates

The **Duck Race** had made £187.69 for the School. JJ reported that the PSA stall had been busy and the “hook a duck” game particularly popular. JJ said it would have been useful to have a PSA banner to go with the stall. The PSA noted their thanks to Sam and Leyla Zarrouk for running a slime stall in aid of the PSA.

Action 3: MH to write a letter to thank Sam and Leyla Zarrouk and for their Slime Stall at the Duck Race and the Colour Run.

Action 4: JJ to investigate whether a PSA banner can be made for use at future village events.

The **Colour Run** had been a big success, with people attending from the village too. The PSA noted thanks to Helen, Holly and Sian. Some remaining sponsorship money was still outstanding before a final amount raised could be confirmed, and matched funding from Barclays would be used. There was already demand for next year, and the addition BBQ/food was suggested. NA was writing a report for local press and the Plaxtol Herald.

The **Film Night** had made about £220, with 56 children attending. There were some reflections on the choice and length of films for next time. It was agreed to do 2 film nights a year going forward.

Lots of letters had been sent out under the **Paul Woodcock funding agreement**. There had been one early success from the Clemence Charitable Trust, and more responses were awaited.

8. Future activities and events

HS reported that she had been investigating **use of a PSA card machine**, some offers were available via ParentKind. The following was raised in discussion: signal, fees, data security. MJH also asked whether payments to the PSA could be made via BACS, and MH emphasised the importance of getting payment references right (e.g. using an acronym for each event).

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.

Action 6: VP to see if we can start using BACS payments for some PSA activities / events.

JJ asked about a **PSA noticeboard** for the playground wall, where information could be displayed so we don't just rely on Facebook / emails. Others agreed this was a great idea.

Action 7: JJ and NA to put a proposal and example noticeboard to the HT, the PSA would need to pay for it.

NA said that letters about **swimming** had gone out, and a timetable of volunteer parents was being drawn up – there were still some gaps. HS offered to help finalise the rota. NA was working with Helen Homard on a list of jobs to get the pool ready, including cleaning equipment for the changing rooms. CS raised the £80k quote for a new covered pool and it was agreed a separate discussion was required.

Action 8: HS to organise swimming pool volunteer rota.

Hedgehog Class were organising a **cake sale** for Friday 24th May. If the weather is wet the School Hall can be used. VP would provide a small cash float to MH or TM.

NA updated the meeting on plans for the **Summer Fair** (22 June). Tombola collections would start this week, in return for children wearing crazy socks/hair/hats etc.

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.

NA gave an update on AF work on printing **School tea towels**. There was discussion on the best way to sell them, and it was agreed to order 200. It was felt very strongly that the tea towels should be sold via letters in book bags, rather than at the Summer Fair so that people don't use their cash on those instead of other stalls at the Fair.

Action 10: NA to feedback PSA views on printing school tea towels to AF.

NA said that quotes were being obtained for new **laptops**, which the PSA had committed to funding.

NA said that the PSA "**Greets Shoots and Leaves**" project was in Asda Kingshill over the summer, and encouraged people to vote if they were there.

JJ said that **200 Club Fundraising opportunity** could be discussed in the next PSA meeting.

MJH outlined a fundraising opportunity through **school name labels** (via ParentKind). It was agreed to take this forward.

Action 11: MJH to set up school name labels fundraiser and promote to parents, including new Rabbit Class parents.

VP updated on **second hand uniform** sales – it was agreed to sell it at the new Rabbit Class open day and the Summer Fair.

Action 12: AS to take on second hand uniform going forwards, with VP doing a handover between now and September.

HS and AS said they were obtaining quotes for a **school disco**, likely to be on Friday 19th July. There was discussion about whether a cheaper DJ price could be secured if the disco was held on a Monday or a Thursday. MH offered remaining soft drinks and sweets (from Friends of Plaxtol Church) to the disco or Summer Fair.

Action 13: HA and AS to get other DJ price quotes, and also speak to KA who had run the disco previously.

9. Correspondence

MJH had sent a letter to the Friends of Plaxtol Church, to thank them for money from the **Humorous Music Evening**.

NA said that the Governing Body had thanked the PSA for the **playground equipment**.

The PSA noted their thanks to Penny Court, Tim Whitfield and Oliver Hoad for supporting the playground **Buddy Bench**.

Action 14: JJ to send thank you letters for Buddy Bench to Penny Court, Oliver Hoad and Tim Whitfield.

10. AOB

None.

11. Date, time and location of next meeting

Next meeting would be scheduled for early July, where laptops would be on the agenda. MJH would check availability prior to arranging a date/time.

Action 15: MJH to arrange July PSA meeting.

Meeting ended at 10:30.

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.	
Action 2: NA to ask LS if she could put out a call from the PSA for donations of reams of A4 white paper.	
Action 3: MH to write a letter to thank Sam and Leyla Zarrouk and for their Slime Stall at the Duck Race.	
Action 4: JJ to investigate whether a PSA banner can be made for use at future village events.	
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.	
Action 6: VP to see if we can start using BACS payments for some PSA activities / events.	
Action 7: JJ and NA to put a proposal and example noticeboard to the HT, the PSA would need to pay for it.	
Action 8: HS to organise swimming pool volunteer rota.	
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.	
Action 10: NA to feedback PSA views on printing school tea towels to AF.	
Action 11: MJH to set up school name labels fundraiser and promote to parents, including new Rabbit Class parents.	
Action 12: AS to take on second hand uniform going forwards, with VP doing a handover between now and September.	
Action 13: HA and AS to get other DJ price quotes, and also speak to KA who had run the disco previously.	
Action 14: JJ to send thank you letters for Buddy Bench to Penny Court, Oliver Hoad and Tim Whitfield.	
Action 15: MJH to arrange July PSA meeting.	
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.	Underway – discussed in 20 May meeting.
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.
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.