



Plaxtol School Association

Minutes of Meeting

4 March 2019

Present: Nayna Ahmed – Meeting Chair (NA), Merran Hilton (MJH), Helen Sinclair (HS), Jo Rolls (JR), Caroline Ward (CW), Anisa Ferguson (AF), Stephen Davis (SD), Marian Hemsted (MH), Victoria Palmer (VP), Claire Rowley - Head Teacher (HT), Mary Olley (MO), Suzy Immer (SI), Tanya Mellor (TM), Holly Smith (HS), Nikki Thomas (NT), Steph Campbell (SC), Angela Shorter (AS), Jenny Johnson (JJ).

Apologies: Ayesha Green, Tony Rolls, Helen Rust, Sian Rickard, Julie Docherty, Caroline Scheuermann, Louise Stiff.

1. Welcome and members present

Meeting started at 09:40. NA welcomed everyone to the (ordinary) PSA meeting, which followed on from the Annual General Meeting.

2. Apologies

Apologies for absence were noted as above.

3. Approval of Minutes from last meeting

Those present approved the Minutes from the last PSA Meeting on 9 January 2019. NA signed the minutes.

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

None.

5. Financial report from Treasurer

VP presented the Treasurer Report (which will be put on the website following the meeting). There was £26,901.97 in the bank account currently.

6. Head Teacher's wish list and spending approvals

Following a discussion with members at the meeting, the Committee approved the following areas of spend:

- Phonics materials £200
- Piano retuning £62
- Masks for class 3 crafts £30
- Young voices £85 for class 4 next year
- Fireworks deposit £300

Work was underway to construct a "Buddy Bench" for the school playground, paid for at-cost through support from someone in the village.

7. Income updates

NA reported that PSA would find out the following day whether it had been successful with the Aviva Grant (£10,000 for new computers). The HT said that if unsuccessful, the School would still need to spend some

money on computers. SD encouraged the School and PSA to consider opportunities for selling the existing iPads.

NA reported that, following discussion at the last PSA meeting, she had secured a £50pa discount on website fees; and the provider had undertaken a free website check with the School.

The HT reported that “Take Pride” had been booked in the summer term to provide a series of cycling proficiency activities for the children. So the PSA did not need to pay, meaning money for cycling remained in the PSA account.

Action 1: NA and HT to ask Mrs Pritchard whether Rabbit Class needed any money for bikes and helmets.

JJ reported that the Rabbit Class cake sale last term had made £130. The PSA thanked JJ and Rabbit Class parents.

Action 2: Class 3 to undertake an Easter Cake Sale.

MH reported at the Humorous Music Evening, organised by the Friends of Plaxtol Church, had raised just over £3000 – so the PSA would get around £1500. The PSA thanked MH and the Friends of Plaxtol Church for their generous contribution.

NA reported that the February Film Night had raised £230, and the children loved it. The PSA thanked LS and CS for their help organising it. 4 new volunteers were needed for a second film night to go ahead. SD said he was happy to help, and it was agreed that the end of May (possibly 17th May) could be a good time to do it.

NA said that a £50 donation had been received from someone in the village, and MJH had sent a thank you letter.

JJ updated the PSA on the Paul Woodcock fundraising – the first 6 letters had been sent to potential funders, and a further batch of letters would go out in a few weeks time.

8. Future events update

NA reported that Sian Rickard was organising a “**Colour Run**” (on the school and cricket fields) on 27th April. This was to be the next big PSA event.

NA said that a **Summer Fair** could take place in June, and she would finalise a date. NA was happy to co-ordinate, as long as PSA members and other parents were willing to help run the stalls.

MH reminded the meeting that the village **Duck Race** was scheduled for 6 May, with an earlier start time. MH also asked that key PSA events be put into the Plaxtol Herald.

AF updated the PSA on her plans for **school tea towels**, and there was discussion on timings. The HT offered to help get the children’s drawings/pictures in via class teachers.

The potential for a **disco** was discussed, and AS and HS offered to help organise it for the end of the summer term – provisionally 19th July 2019 (avoiding a clash with the Year 6 event).

Action 3: AS and HS to start to plan a summer term disco.

JJ and the HT reported that a meeting had been scheduled this term to discuss **Gambian School Twinning** – the HT was keen to get the School Council involved, to ensure the children got something out of a twinning.

JR updated the PSA on plans for **Fireworks** 2019. Fireworks are expensive to put on, but they raise a lot of money for the School. A deposit was now due to the Fireworks provider (approximately £300). JR highlighted the risk of Fairlawne not being able to confirm use of their field until September – those at the meeting agreed to pay the deposit, with associated risk.

Action 4: Jo Rolls to put date in the Plaxtol Herald, and ask HT to sign the deposit form.

NA explained that some work was needed on maintenance of the **swimming pool** – including £120 for a heater (approved by the PSA), and a new cover (already funded). LS and CS were clearing brambles from the area around the pool. SD would bring his trailer to remove remaining rubbish from the site. There was discussion about cleaning the changing rooms, and ensuring lighting was working.

The children’s **Easter Egg Hunt** was discussed, and it was agreed that the PSA would cover the cost of Easter Eggs.

9. Correspondence

None.

10. AOB

NT asked whether the school could give more notice of requests from parents (this was noted by the HT).

NT also asked about use of the PSA Facebook Page, and there was a discussion about the sort of issues that the HT could usefully be alerted to by parents.

11. Date, time and location of next meeting

Next meeting would be scheduled for the summer term, and MJH would check availability prior to arranging a date/time.

Meeting ended at 10:50.

ACTION POINTS FROM 4 MARCH 2019 MEETING	STATUS
<i>Action 1: NA and HT to ask Mrs Pritchard whether Rabbit Class needed any money for bikes and helmets.</i>	
<i>Action 2: Class 3 to undertake an Easter Cake Sale.</i>	
<i>Action 3: AS and HS to start to plan a summer term disco.</i>	
<i>Action 4: Jo Rolls to put date in the Plaxtol Herald, and ask HT to sign the deposit form.</i>	
ACTION POINTS CARRIED FORWARD FROM 9 JANUARY 2019 MEETING	STATUS
<i>Action 1: NA to ask School Office to send out a ParentMail about the Humorous Music Evening.</i>	<i>Completed.</i>
<i>Action 2: LS and CS to help with the raffle for the Humorous Music evening (10-12 prizes needed).</i>	<i>Completed.</i>
<i>Action 3: NA to ask some specific people about helping with the bar on the Humorous Music Evening.</i>	<i>Completed.</i>
<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>	<i>Completed.</i>
<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>	
<i>Action 6: Ask Anisa Ferguson to reapply for Co-op funding this year.</i>	<i>On-going (until applications open)</i>
<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>	<i>Completed.</i>
<i>Action 8: MJH to arrange a slot for 2019 School Christmas Cards.</i>	<i>Completed.</i>
<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>	<i>Completed.</i>
<i>Action 10: PSA to further discuss Fathers Day breakfast fundraiser at the next PSA meeting in March.</i>	<i>Completed.</i>
<i>Action 11: JJ to arrange for Rabbit Class to run a Valentines Day themed cake stall on 15th February.</i>	<i>Completed.</i>

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.	Carry forward – not taken forward yet, as Spoute Recreation Ground climbing frame fundraising is using Hive Lotto currently, PSA will be added later in the year. (15/01/18)
Julie Docherty to speak to James Crawley about first aid training for children.	Carry forward. (15/01/18)
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.	Carry forward. (15/01/18)
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.	Carry forward. (15/01/18)