



Plaxtol School Association

Minutes of Meeting

9th January 2019 at 09:00

Present: Nayna Ahmed (NA), Louise Stiff (LS), Merran Hilton (MJH), Marian Hemsted (MH), Caroline Scheuermann (CS), Helen Rust (HR), Helen Orry (HO), Jenny Johnson (JJ), Steve Davis (SD).

Apologies: Julie Docherty, Victoria Palmer, Suzy Immer, Ayesha Green, Jo Rolls, Marie Smart, Kerry Aston.

1. Welcome

NA welcomed everyone and explained that she would be chairing the meeting (but that she wasn't the PSA chair, a position which remains vacant).

2. Approval of Minutes from last meeting

Those present approved the Minutes from the last PSA Meeting on 8 November 2018, which had also been circulated by email. LS and CS signed the minutes.

3. Action points from the last meeting

Action points from the 8 November 2018 PSA Meeting were reviewed, as follows:

ACTION POINTS FROM 8 NOVEMBER MEETING	STATUS
Action 1: Jenny Johnson to run the Paul Woodcock fundraising agreement, and send his Terms and Conditions to Nayna Ahmed.	Completed – on agenda for this meeting.
Action 2: Nayna Ahmed to speak to Sara Pengelly to establish if the School has Gigaclear, and Marian Hempsted will provide a Gigaclear contact if needed.	Completed – Gigaclear not currently used, but school is looking into potential cost savings and Marian offered continued support.
Action 3: PSA to help with Friends of Plaxtol Church humorous music event in March 2019; and put in the School Calendar as a PSA event.	Completed – on agenda for this meeting.
Action 4: Nayna Ahmed to speak to Sara Pengelly about Parentmail for Street Carol Singing.	Completed.
Action 5: Suzy Immer to contact Homebase and/or B&Q about donating a BBQ.	<i>Carry forward</i> – Suzy reported via correspondence that there have been few or no responses.
Action 6: Merran Hilton to schedule AGM for February.	Completed – AGM will be part of March meeting.
The following actions from previous meetings were also carried forward: 19 September 2018 PSA Meeting: - Victoria Palmer and Suzy Immer to transfer £150 to Spoute Recreation Ground account. Completed. - Nayna Ahmed or Louise Stiff to advertise to parents as a vacant PSA role (National Lottery Application). Closed – application has been done. - Caroline Scheuermann and Louise Stiff to discuss kids cinema with Head Teacher; and Julie Docherty to speak to Victoria Palmer about the technicalities of whether tickets can be sold for film viewing. Completed – on agenda for this meeting. - Caroline Scheuermann and Louise Stiff arrange a class rota for cake selling on the Hedgerow Stall. Completed – Rabbit Class will do end February cake stall.	

- Merran Hilton to list School PSA on Hive Lotto. <i>Carry forward</i> – not taken forward yet, as Spoute Recreation Ground climbing frame fundraising is using Hive Lotto currently, PSA will be added later in the year. - Julie Docherty to speak to James Crawley about first aid training for children. <i>Carry forward.</i> - Nayna to explore whether cycling proficiency could be offered to children (£1000 EPIC Rides). Completed – on agenda for this meeting. - Caroline Scheuermann to speak to Sam about whether Planet Plants might be interested in sponsoring a flowerbed / pot in front of the school. <i>Carry forward.</i> 19th May 2018 PSA Meeting: - Nayna to draft covenant letter to be sent out in October. CARRIED FORWARD – New Head Teacher is considering. <i>Carry forward.</i> 19th May 2018 PSA AGM: - Suzy/Louise/Caroline to review event form to ensure it meets record keeping requirements outlined by Marian. CARRIED FORWARD – Victoria Palmer to consider and report back. <i>Carry forward</i> – Merran to remind Victoria in advance of AGM in March. - Nayna to create standard set of documents on KLZ for handing over to new committee members. CARRIED FORWARD – Nayna to report back. <i>Carry forward.</i>	
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4. Treasurer Update

NA reported an update from VP, who was unable to attend the meeting. There was £15,300 in the PSA current account, and £10,600 in the savings account. At the time of the PSA Meeting, the Christmas Fair profit was stood at £3,818 plus £1,700 from the silent auction. (Note: since the meeting, VP has provided final figures as follows: £5634.07 profit, including £2,077 from the auction.) The PSA thanked stallholders for their efforts at the Christmas Fair.

5. Humorous Music Evening

(Moved up the agenda as MH needed to leave before the end of the meeting.) MH talked people through the Humorous Music Evening, scheduled for 2 March 2019. MH was keen to promote to school parents, as 60/100 tickets had already been sold. NH had already put the advert on the PSA Facebook page.

Action 1: NA to ask School Office to send out a ParentMail about the Humorous Music Evening.

Action 2: LS and CS to help with the raffle for the Humorous Music evening (10-12 prizes needed).

Action 3: NA to ask some specific people about helping with the bar on the Humorous Music Evening.

6. Spending

The following **spend was approved** by a show of hands at the meeting:

- £100 on Christmas Books. Feedback had been positive on the books.
- £1000 for Training Credits for school staff. There was some discussion over whether staff training was an appropriate area for PSA spending, but all acknowledged financial challenges faced by schools.
- £499 website fee. There was some discussion over value for money from the current provider.

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.

It was agreed that the PSA should have a list of **regular contributions** the PSA may be asked to pay for. MH advised that in financial terms, the PSA needed to be wary of committing to annual things.

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.

The school has £1000 from EPIC rides for **cycling proficiency** – LS said she has told the Head teacher.

7. Income

LS updated the PSA on the successful **Lottery application**, which would fund a new climbing frame for the School playground. The PSA agreed to use the Co-op money to top up the remaining money required for the climbing frame (LS confirmed this was permitted under the terms of the Co-op funding).

Action 6: Ask Anisa Ferguson to reapply for Co-op funding this year.

The PSA recorded their formal thanks to an **anonymous donor** for a £1850 donation to the PSA, of which half was to be used on maintenance.

JJ updated the PSA on work with **Paul Woodcock**, to further fundraise. LS had signed a Fundraising Agreement, and the Governing Body had approved the work.

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.

NA updated the PSA on the **Aviva funding** application – the School had got through to the final, with lots of support from the village and beyond. The final stage would be judged on community involvement, and we will find out on 24 March. The PSA thanked NA for all her hard work.

8. Recent events

MJH reported feedback from JR that **Plaxtol Fireworks 2018** had raised £3,700, which was £800 more than the previous year. JR thanked the PSA for their support.

MJH reported that the **Cauliflower Christmas Cards** project had raised £97 for the PSA (income of 478, expenditure of 381). MH reflected that next year, when there was more time allowed, it would be worth exploring the option of parents paying online, to reduce the amount of administration for the PSA and School Office.

Action 8: MJH to arrange a slot for 2019 School Christmas Cards.

9. Upcoming events

NA reported that Sian Rickard had offered to help with a “**Colour Run**” fundraiser, although SR wasn’t present at the meeting. The PSA thought it could perhaps happen before or after Easter, and that matched funding (via LS’ husband) could be used. Matched funding via Richard could be used for the Christmas Fair.

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.

JJ updated on **Gambian school twinning** – Karen from the charity was due to meet the Head teacher and do a presentation to the whole school. It was important to be clear about what the School was committing to.

CS outlined her idea about a **Fathers Day breakfast** fundraiser. There was discussion about which day of the week to hold it on, and also how to make it fully inclusive to different family forms.

Action 10: PSA to further discuss Fathers Day breakfast fundraiser at the next PSA meeting in March.

The PSA discussed the success of the Halloween Cake Stall, and agreed to do another **cake stall** at the end of this term.

Action 11: JJ to arrange for Rabbit Class to run a Valentines Day themed cake stall on 15th February.

NA said she had talked to AG about a **School disco**. Helen offered to help if it was a shared responsibility among a number of people. The PSA noted that the Stocks Green School approach was worth looking at.

The PSA discussed the idea of termly “**film nights**” for the School pupils - possibly split by KS1/KS2; straight after school on a Friday; and with popcorn available to purchase.

Action 12: LS to help run a “film night” on 8th February (LS can only do this one due to work commitments).

10. Second Hand Uniform

NA reported that VP had been working hard with Second Hand Uniform sales (and the PSA thanked her for her work, including a new spread sheet log of stock), but given new PSA Treasurer responsibilities VP needed to hand it over to another parent volunteer.

Action 13: NA to request volunteers to come forward to run Second Hand Uniform sales.

11. PSA Chair(s) position

The PSA noted that the position of PSA Chair(s) remained vacant. A group of parents could do it together, as has happened in the past. JJ asked about attendance levels at PSA meetings.

Action 14: NA to send job specification for PSA Chair(s) to class reps for circulation.

12. AOB

The PSA agreed to arrange a leaving card for Mrs Pengelley, for parents to sign.

Action 15: NA to purchase card, and class reps to circulate among their class parents before Thursday 17th January.

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