



Plaxtol School Association

Minutes of Meeting

8th November 2018 at 09:00

Present: Nayna Ahmed, Victoria Palmer, Caroline Scheuermann, Ayesha Green, Suzy Immer, Emma Louise Elliman (for part of the meeting), Marian Hemsted, Jenny Johnson, Marie Smart, Helen Rust, Steve Davis (for part of the meeting), Helen Orry, Holly Smith.

Apologies: Merran Hilton, Jo Rolls, Tony Rolls, Nikki Garside, Tanya Mellor, Julie Docherty, Kerry Aston, Louise Stiff.

1. Welcome

NA welcomed everyone.

2. Action points from the last meeting

Action points from the 19 September 2018 PSA meeting were reviewed, as follows:

ACTION		STATUS
Action 1	Merran Hilton to ask School to Invoice the PSA for wishlist agreed in meeting, with invoices sent to Victoria Palmer and Suzy Immer (Treasurers).	Complete.
Action 2	Victoria Palmer and Suzy Immer to transfer £150 to Spoute Recreation Ground account.	Carry forward.
Action 3	Kerry Aston to speak to Jo Rolls about sending an email to Badger Class parents; and Julie Docherty to send an email to Otter Class parents (asking for a Class Rep volunteers).	Complete.
Action 4	Nayna Ahmed or Louise Stiff to advertise to parents as a vacant PSA role (National Lottery Application).	Carry forward.
Action 5	Toby Smith to take forward thinking on a Dads Night, Nayna to put Toby in touch with Andrew who had previously organised a dads get together.	Complete – Dad's Night will be after Christmas.
Action 6	Nayna to speak to Jo Rolls to get the Holders' view on whether Plaxtol Vision might run again in 2018/19.	Complete (No Plaxtol Vision, but it may be replaced with something else).
Action 7	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.	Carry forward – may replace disco.
Action 8	Caroline Scheuermann and Louise Stiff arrange a class rota for cake selling on the Hedgerow Stall.	Carry forward.
Action 9	Caroline Scheuermann to put a proposal for Science Week to the Head Teacher and report back.	Complete.
Action 10	Feedback point about bus timings and the Fireworks Street Parade to Tony Rolls.	Complete.

3. School Update

ELE reported there were new government times table tests for Year 4, and that the School needed to buy a new times table programme called "Timestable Rock Stars". It was £50 for a subscription; and £36.50 for an app on all iPads, to be used in school. PSA member at the meeting approved this.

4. Treasurer Update

VP reported that there was £6479 in the PSA current account, and £7260.51 savings. Some is earmarked for Sonic Dash and Rabbit Class, leaving £2000. Anticipated income from fireworks and the Christmas Fair is £8000, leaving the PSA with around £10,000 to spend.

5. Fundraising

JJ updated on the Paul Woodcock fundraising. He is an external fundraiser. There is no charge for his help initially, but beyond £1000 you have to give him 10% of anything he gets through writing applications. JJ will run this, and will send Terms and Conditions to NA.

Action 1: Jenny Johnson to run the Paul Woodcock fundraising agreement, and send his Terms and Conditions to Nayna Ahmed.

The PSA is leading the Aviva funding bid. Voting closes on 20 November 2018. MH has contacted lots of village people. NA has contacted the Chronicle. The more votes we have from the village the better, as one of the judging criteria is village support. MH suggested asking Gigaclear for free WiFi, which they do for the Memorial Hall.

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.

MH reported that on 2nd March 2019, the Friends of the Church are putting on an evening of humorous music, in the School Hall. It usually raises £3000. They will split this with the PSA if the PSA runs the food and bar, and help with the setting up. It is a replacement for Plaxtolvision, and no Royal Wedding. It was last done 5 years ago. The PSA expressed thanks to the Friends of the Church for their generosity in sharing, and agreed to help with the humorous music event bar and raffle.

Action 3: PSA to help with Friend of Plaxtol Church humorous music event in March 2019; and put in the School Calendar as a PSA event.

MH also asked whether the School could put a Parentmail out about Street Carol Singing for the Heart of Kent Hospice. The PSA agreed.

Action 4: Nayna Ahmed to speak to Sara Pengelly about Parentmail for Street Carol Singing.

6. Recent and upcoming events

Sian Rickard is going to put a fitness fundraiser on next term, possibly a colour run.

Fireworks is 10 November 2018 – more helpers are needed to pack away afterwards please can the PSA spread the word.

CS updated on the School Christmas Fair (24th November, 11am-2pm) – jobs have been delegated, but more help is needed packing away and setting up (on the Friday afternoon, 1-3pm). There will be an auction at the fair. Stonepitts have donated a tree to the school to auction. SD and Eric will cook sausages for the Christmas Fair.

MH (Hilton) is sorting Christmas cards, and they are due to be sent to the printers w/c 12th November.

Anisa is postponing the school tea towels until spring, as with the Christmas raffle and Christmas cards there is too much going on. 200 tea towels is the initial order.

The School disco is being re-organised (potentially involving fancy dress as well). The PSA is looking for someone to organise it. It was suggested a cinema night in pyjamas could be held.

There will be no Super Hero stomp next year, but a colour run instead.

A Dad's Night will be organised for after Christmas, potentially to raise money for a new BBQ. HS will speak to her partner (Toby) about raising money for a specific item. It was suggested the PSA could ask Homebase / B&Q for donation.

Action 5: Suzy Immer to contact Homebase and/or B&Q about donating a BBQ.

MH said she was planning an event to say thank you to Sally Shewell in January. MH will speak to Sian Rickard and Suzanne Lacey at Nursery, to co-ordinate how parents will be involved.

7. Gambian School Twinning

JJ reported that some parents were involved in a charity in Gambia, which was looking for a twinned school. There would be a high level of interaction with the twinned school (letters, Facetime etc). Mrs Rowley is on board, but PSA approval was sought as some fundraising my need to be diverted to the Gambian school. Everyone at the meeting agreed it was a great idea and would be important for the children.

8. Spending approvals

The following was approved by PSA members at the meeting:

- Xmas play KS1 - £43.20
- Spag .com for Year 6 - £45 (annual)
- Phonics books and CDs Class 2 - £100
- Music lessons Year 4/5 - £150
- DT – £57 whole school
- Literacy shed plus - £45 (annual)
- Reading inference - £20
- Out of the ark assembly songs - £42.95

These totalled £503.15.

In addition, the request from ELE for £86.50 for “Timestable Rock Stars” was approved.

This list was subsequently amended – see below “(10) Issues Covered outside the meeting in correspondence”.

9. AOB

CS and LS said they were standing down as Chairs of the PSA. Those at the meeting thanked CS and LS. The Chair role will be kept as an open position, but activities will be managed as a team for now. CS and LS are happy to continue to write grant applications.

An AGM needs to be organised for February.

Action 6: Merran Hilton to schedule AGM for February.

10. Issues covered outside the meeting in correspondence

After the meeting, NA emailed about the following, which included one item for approval:

- Co-op money - AF did a great job registering the School as a cause with the Co-op and it has brought in £3500, which is earmarked for an all weather shelter. AF is looking into getting us registered again.
- The PSA received a donation from a member of the Parish towards the laptops, which will be extremely helpful. The PSA is very grateful and will express thanks to the individual in a letter.
- Swimming pool - a new cover is needed and HH is getting a quote (possibly around £300).
- Playground appeal - LS has done a great job working with a playground company who are going to try and get us a £10,000 grant towards new playground equipment (climbing frame style). There is a bit of a shortfall, which we need to agree to make up at this stage, should the grant be successful. £4,747.00 is needed to be funded by the PSA. We have already raised £2,250, which is ringfenced for this. There is at least another £1000 coming from Tesco, possibly more. Which leaves a shortfall of £1497 (max). LS has proposed that we use the money the Co-op is paying us to cover this in the short term and continue to fundraise to cover this amount for the shelter. NS asked for approval from the PSA for this proposal. The proposal was approved by more than 8 PSA members via email, with the proviso that NS checks the funding conditions of the Co-op funding.

MH (Hilton) emailed on 14/11/18: “I have been informed that Mrs Rowley no longer needs PSA money for "Out of the ark assembly songs - £42.95", which was approved in the 8 November meeting. However, the Tapestry the online assessment system for Reception needs renewing at £64.00; plus the school needs £6.95 for a class 3 topic book.” This change in spending was approved by 8 people (KA, LS, SI, JJ, AG, CS, JR, NA) via email.

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.	
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.	
Action 3: PSA to help with Friend of Plaxtol Church humorous music event in March 2019; and put in the School Calendar as a PSA event.	
Action 4: Nayna Ahmed to speak to Sara Pengelly about Parentmail for Street Carol Singing.	
Action 5: Suzy Immer to contact Homebase and/or B&Q about donating a BBQ.	
Action 6: Merran Hilton to schedule AGM for February.	
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. - Nayna Ahmed or Louise Stiff to advertise to parents as a vacant PSA role (National Lottery Application). - 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. - Caroline Scheuermann and Louise Stiff arrange a class rota for cake selling on the Hedgerow Stall. - Merran Hilton to list School PSA on Hive Lotto. - Julie Docherty to speak to James Crawley about first aid training for children. - Nayna to explore whether cycling proficiency could be offered to children (£1000 EPIC Rides). - Caroline Scheuermann to speak to Sam about whether Planet Plants might be interested in sponsoring a flowerbed / pot in front of the school. 19th May 2018 PSA Meeting: - Nayna to draft covenant letter to be sent out in October. CARRIED FORWARD – New Head Teacher is considering. 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. - Nayna to create standard set of documents on KLZ for handing over to new committee members. CARRIED FORWARD – Nayna to report back.	