



Plaxtol School Association
Minutes of Meeting
19th September 2018 at 09:00

Present: Louise Stiff (Chair), Merran Hilton (Minutes), Nayna Ahmed, Julie Docherty, Kerry Aston, Holly Smith, Toby Smith, Caroline Scheuermann, Victoria Palmer, Jenny Johnson, Helen Orry, Steve Davies.

Apologies: Sian Rickard, Jo Rolls, Tony Rolls, Ayesha Green, Suzy Immer, Mary Olley.

1. Welcome

Louise Stiff welcomed everyone, particularly new Rabbit Class parents.

2. Governors Update

Nayna Ahmed provided a verbal update from the Governing Body. She also wanted to record thanks to Geoff Taylor, for helping with works to the playground next to Rabbit Class.

3. Treasurer Update

Victoria Palmer reported that there was £3921 in the PSA account currently (to spend), with an additional £5000 for the School Pool Contingency Fund and £2600 for the playground/canopy.

4. Wish List from Head Teacher

Louise Stiff outlined areas of spend where the Head Teacher had asked for PSA support. The following were approved by a show of hands at the meeting:

- Guided Reading Resources - £94
- Subscription to First News - £36
- Staff Photo Board - £86
- Leaflet Dispenser - £66
- Eurostars (French) - £260
- Jolly Phonics - £114
- Out of the Ark - £209
- Whiteboards - £100
- *TOTAL - £965*

Action 1: Merran Hilton to ask School to Invoice the PSA for the above, with invoices sent to Victoria Palmer and Suzy Immer (Treasurers).

The following spend, from the last academic year, was also approved by a show of hands at the meeting:

- Maths Resources - £560
- Camera top-up (Year 6 Leaving Gift) - £250 (minus leavers donations)
- Contribution to Spoute Playground - £150 (From Fireworks 2017)
- *TOTAL - £960*

Action 2: Victoria Palmer and Suzy Immer to transfer £150 to Spoute Recreation Ground account.

5. PSA roles for 2018/19

The meeting recapped on the PSA Committee for the coming year:

- Chair – Caroline Scheuermann / Louise Stiff
- Treasurer – Victoria Palmer
- Secretary – Merran Hilton

Class Reps were discussed. Jenny Johnson volunteered to be Rabbit Class Rep. Merran Hilton volunteered to be Hedgehog Class Rep. Class Reps for Otter and Badger Classes were not yet identified.

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).

6. Fundraising

A volunteer was needed to help with a National Lottery Application (for money for the Playground). Nayna was pursuing an Aviva Application (for money for laptops). Louise was pursuing Asda/Waitrose/Tesco, and other local companies. Anisa was pursuing Co-Cop.

Action 4: Nayna Ahmed or Louise Stiff to advertise to parents as a vacant PSA role (National Lottery Application).

7. Events

The schedule of PSA events for the coming year was reviewed. It was agreed that the Pamper Night would be removed for now. A Dad's Night was discussed, and Toby Smith agreed to take it forward. An event around May was also discussed, to replace Plaxtol Vision and the Royal Wedding that had happened in 2017/18. It was agreed that it would be worth exploring whether another Plaxtol Vision would be possible, or something with an international twist. The idea of cinema nights for children was discussed – people thought it was a lovely idea and should be discussed further with the Head Teacher, including whether the children could shortlist and vote on which films possibly via the School Council (different films may be needed for KS1 and KS2 children). Cake selling after school was discussed and it was agreed that classes should take it in turns to sell cakes at the Hedgerow Stall on the last day of each term (actioned and publicised via class reps).

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.

Action 6: Nayna to speak to Jo Rolls to get the Holders' view on whether Plaxtol Vision might run again in 2018/19.

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.

Action 8: Caroline Scheuermann and Louise Stiff arrange a class rota for cake selling on the Hedgerow Stall.

8. Special Interest events

Science Week (March) was discussed, Caroline Scheuermann had some learning from how other schools had done it.

Action 9: Caroline Scheuermann to put a proposal for Science Week to the Head Teacher and report back.

9. Upcoming events

Kerry Aston said Halloween Disco was scheduled for Thurs 18th October. Start times were discussed and it was suggested EYFS and KS1 start earlier. Different entrance/exit was also being discussed. Steve Davis offered to help.

Organisation was underway for Fireworks on Saturday 11th November (Nikki Garside, Jo and Tony Rolls). There will be a parade down the Street again, with a guy. Wristbands were being considered for this year. An issue was raised about whether the street parade could block a bus, and whether an arrangement needed to be put in place.

Action 10: Feedback point about bus timings and the Fireworks Street Parade to Tony Rolls.

The Christmas Fair would be held on Saturday 24th November (Caroline Scheuermann). Helen Orry from Rabbit Class agreed to do the craft and face painting stall.

10. Schedule for next meeting(s)

It was agreed that future meetings would be once a term (6 a year), the second week of full term.

11. AOB

Hive Lotto – it was agreed that Merran Hilton should list the School PSA as a good cause on the Tonbridge and Malling Hive Lotto.

First Aid – Julie Docherty volunteered to speak to James Crawley about whether any first aid training was available for children, either through CFR or another provider (and if so cost).

EPIC Rides – Nayna agreed to see whether cycling proficiency courses could be purchased for children, to use £1000 from EPIC rides.

Greets, Shoots & Leaves – the flower beds and pots in front of the school were discussed, and whether a local company or college could assist (e.g. Hadlow College or Planet Plants).

Action 11: Merran Hilton to list School PSA on Hive Lotto.

Action 12: Julie Docherty to speak to James Crawley about first aid training for children.

Action 13: Nayna to explore whether cycling proficiency could be offered to children (£1000 EPIC Rides).

Action 14: Caroline Scheuermann to speak to Sam about whether Planet Plants might be interested in sponsoring a flower bed / pot in front of the school.

12. Action Points from the last meetings

19th May 2018 PSA Meeting:

1. Nayna to draft covenant letter to be sent out in October. CARRIED FORWARD – New Head Teacher is considering.
2. Louise to ask Miss Turner about tournament sports kit. CLOSED – Louise confirmed no longer required.
3. Victoria to confirm if money/materials are still required for duck enclosure. COMPLETED – Nayna confirmed that money was no longer needed.
4. Louise to follow up with Steve/Fairlawn with regard to skip hire as requested by Denise for a general tidy up. PARTIALLY COMPLETED – Rubbish has been removed by Steve Davis, crash mat still remaining and Steve will collect.

19th May 2018 PSA AGM:

1. 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.
2. Nayna to create standard set of documents on KLZ for handing over to new committee members. CARRIED FORWARD – Nayna to report back.
3. Suzy to handover treasurer role to Victoria. COMPLETE.
4. Julie to handover secretary role to Merran. COMPLETE.
5. Louise/Caroline/Nayna to create list of roles required for next year ready for first meeting in September. COMPLETE.

ACTION POINTS FROM THIS MEETING (19th SEPTEMBER):

Action 1	<i>Merran Hilton to ask School to Invoice the PSA for the above, with invoices sent to Victoria Palmer and Suzy Immer (Treasurers).</i>
Action 2	<i>Victoria Palmer and Suzy Immer to transfer £150 to Spoute Recreation Ground account.</i>
Action 3	<i>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).</i>
Action 4	<i>Nayna Ahmed or Louise Stiff to advertise to parents as a vacant PSA role (National Lottery Application).</i>
Action 5	<i>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.</i>
Action 6	<i>Nayna to speak to Jo Rolls to get the Holders' view on whether Plaxtol Vision might run again in 2018/19.</i>
Action 7	<i>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.</i>
Action 8	<i>Caroline Scheuermann and Louise Stiff arrange a class rota for cake selling on the Hedgerow Stall.</i>
Action 9	<i>Caroline Scheuermann to put a proposal for Science Week to the Head Teacher and report back.</i>
Action 10	<i>Feedback point about bus timings and the Fireworks Street Parade to Tony Rolls.</i>

Plus carry forward actions (1) and (4) above from 19 May meeting, and actions (1) and (2) from PSA AGM.