



Plaxtol School Association

Minutes of Meeting

18th MAY 2018 at 2.30pm

Present: Nayna Ahmed (Chair), Caroline Scheuermann, Louise Stiff (Secretary), Julie Docherty, Suzy Immer (Treasurer), Merran Hilton, Marian Hemsted, Victoria Palmer, Ayesha Green, Kerry Aston, Sian Rickard, Liza Patterson.

Apologies: Heidi Hollobon, Tanya Mellor, Mary Olley, Toni Ringrose, Ashy Burke, Jo Rolls.

1. Welcome - Nayna welcomed everyone and thanked everyone for attending.

2. Apologies for absence- apologies were received before the meeting from Heidi Hollobon, Mary Olley, Toni Ringrose, Ashy Burke and Jo Rolls.

3. Minutes from PSA last meeting – The minutes from the last PSA meeting on 20th April were circulated as well as the minutes from the previous meeting on 23rd February. No comments were received and Louise signed both sets of minutes as a true and accurate record of those meetings.

4. Action points from previous meetings- these were reviewed as follows:

1. Louise to obtain quotes for Shade Canopies as part of the request for quotes for the new playground. COMPLETE
2. Nayna to obtain more details regarding the Fire Safety Equipment required and a breakdown of the requested £3-4K spend request to allow this to be discussed further. COMPLETE
3. Louise to discuss the Classroom Smartboards with Mr Sherhod and follow up alternate quotes prior to approval of the £2k spend for each required. COMPLETE - £2k figure is based on quotes obtained for Ightham last year, plus cost of brackets to install them.
4. Helen to confirm the actual amount required for this year's maintenance spend on the swimming pool. COMPLETE - £30 for handrail, plus usual maintenance costs for chemicals etc.
5. Louise to request approval for £150 for the Duck enclosure. IN PROGRESS – Victoria to confirm if money/materials are still required for duck enclosure.
6. Louise to request quotes for skip hire as requested by Denise for a general tidy up. IN PROGRESS – Louise to follow up with Steve/Fairlawn.

5. Process for providing funds to school going forward

A new procedure has been agreed with school for providing funds going forward:

- School will request money towards an item.
- PSA will vote as to whether we want to approve helping to pay for the relevant item.
- If we agree, school will purchase item and then invoice us for the required donation to help the school purchase the required item. Funds will then be transferred to their account.

6. Outstanding Spending Requests (£6,250 available)

It was agreed that we should provide a donation to school to help with the purchase of two smartboards for the classrooms at a cost of £4,000 and for the acoustics in Class 3, which are being provided at a substantial discount by Sono Solutions and Black Cat for £1,150. We aim to have more funds by the end of term to buy a third and possibly a fourth smartboard, depending on the success of the events that are still coming up.

The following questions were raised:

- Which classrooms will receive the first smartboards and why?
- Will the staff receive training on how to use the new boards so they can be used to their full potential?
- What software will the staff be using on the new boards and how much will this cost?

- Last year the PSA donated £5k for projectors (and blinds) for classes 3 and 4. We know the blinds were purchased. What about the projectors- are these needed with smartboards? Were they bought?

Note: Answers to these questions received following the meeting are as follows:

- *The first two boards will go into Early Years and Class 2 simply because these are the oldest boards and therefore those with the least functionality.*
- *As soon as the funds are available, the boards for Classes 3 and 4 will be purchased. This is hopefully going to be before the start of next academic year (if Saturday night went well and the Fair also does well- plus the refreshments events).*
- *The staff will be using Purple Mash software on the smartboards, as well as the new maths scheme (Power Maths, from September). They will need some training on both of these to use them to the full capacity, so while there won't be further expenditure for the software (already paid for or in the budget), there may be some training costs to cover either by school or the PSA.*
- *Further software can be requested in future by staff.*
- *The projectors that were purchased last year for classes 3 and 4 were needed as the smartboards in those classrooms were so old they did not have the built in projection facility that the new ones have. Although we donated £5000 in total the majority of this was spent on the blinds for both classrooms. Once the new smartboards for those classrooms are bought, we could sell the projectors to cover some additional software, or training. We need to remember to do this!*

7. Recent/Upcoming Events

Duck Race – We made a profit of £267, which was fantastic. A big thank you to the class reps and everyone who helped!

Royal Wedding – Saturday 19th May. Caroline confirmed that tickets are selling well and that everything is in hand.

Summer Fair - Date now changed to Saturday 23rd June. Nayna has already organised the first meeting to discuss. All is going well.

Summer Refreshments – Kerry and Ayesha have very kindly agreed to take this on for this year.

7. AOB

Covenant - Agreed we should send out a letter in October to let people know they can donate to school via direct debit on a monthly basis, as we would very much appreciate any additional financial support. Nayna very kindly agreed to draft.

Tournament Sports Kit – Agreed it would be nice to have a tournament sports kit, for use by all our sports teams when playing competitive matches, or it was suggested we could use our school PE kit. Louise to speak to Miss Turner about what would be best. This might be a good gift for Year 6 leavers to purchase, as they have asked if there is anything they could buy, or they might prefer to buy something which would be used more widely by all pupils in the school.

Next meeting- date will be confirmed.

The meeting then closed at 3pm.

Action points from meeting

1. Nayna to draft covenant letter to be sent out in October.
2. Louise to ask Miss Turner about tournament sports kit.
3. Victoria to confirm if money/materials are still required for duck enclosure.
4. Louise to follow up with Steve/Fairlawn with regard to skip hire as requested by Denise for a general tidy up.
5. Organise sale of projectors once new smartboards are in place.