Plaxtol School Association

Minutes of Meeting

20th APRIL 2018 at 2pm

Present: Louise Stiff (Chair), Caroline Scheuermann (Chair), Julie Docherty (Minutes), Suzy Immer (Treasurer), Steve Davis

Apologies: Nayna Ahmed, Dan Rudgley, Merran Hilton, Ashy Burke, Ayesha Green, Kerry Aston, Jo Rolls, Nikki Garside, Tanya Mellor

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

2. Apologies for absence- apologies were received before the meeting from Nayna Ahmed, Dan Rudgley, Merran Hilton, Ashy Burke, Ayesha Green, Kerry Aston, Jo Rolls, Nikki Garside, Tanya Mellor

3. Minutes – Julie apologised for not having had time to type up & circulate the previous meetings minutes (23rd Feb'18) these minutes include the action points and status updates from both meetings.

4. Action points from last meeting:

1. Louise to complete finance form showing breakdown from Summer Fair . DONE
2. First Aid- Louise to arrange attendance on relevant course. CPR COURSE NOW COMPLETE, OTHER TRAINING TO BE REVIEWED IN A FEW MONTHS TIME.
3. Louise and Caroline to follow up with the list of provided teacher requirements for volunteers and post on KLZ so that parents can sign up if they can help. DONE - PARENT MAIL SENT OUT
4. Caroline Dean to look into JPM scheme so that we can explore whether other employers offer a similar thing. This can then be communicated to parents. DONE – NAYNA TO LOOK AT NEXT STEPS
5. Nikki and Jo to arrange for further quotes for the office redevelopment. ACTION CLOSED – RESOLVED AS SARA IS NOW IN THE OFFICE
6. Suzy to request a breakdown of the spending of the class donation. DONE – REQUEST MADE THAT FUTURE SPEND, FROM EASTER IS TRACKED.
7. Suzy to donate the earmarked Youth Club donation to the Spoute project. THE AMOUNT IS £150, SPEND APPROVAL REQUIRED.
8. Mr Humphreys to provide an update on the Maths programmes once details received and reviewed. DONE – PROGRAMME APPROVED & THE ADDITIONAL £1.5K REQUIRED HAS BEEN APPROVED.
9. Alice to provide an update on the progress of the survey & quote for acoustic tiling for the ceiling of Class 3. Julie then to arrange a comparable quote.
10. Caroline to arrange a separate meeting to discuss the Royal Wedding event and find out if other village events are scheduled. DONE
11. Suzy to confirm spending priorities with Mr Sherhod and action spending for Visualisers if confirmed as priority. DONE
12. Louise to follow up with Mr Humphreys re costs to continue with Manga High. DONE – THIS IS £232/YEAR
13. Louise to provide update on funding request from Tesco (re the Polytunnel)
14. Louise to obtain quotes for the new flooring surface in the playground plus requirements and quotes for the new play equipment. IN PROGRESS – 2 QUOTES RECEIVED TO DATE (£36K & £12K), DONATIONS OF £1.5K RECEIVED. NEXT STEPS TO OBTAIN FUNDING – HOPING FOR A LOTTERY GRANT.
15. Louise to obtain quotes for Shade Canopies as part of the request for quotes for the new playground. IN PROGRESS

5. Spending

Kitchen Shutters – New fireproofed shutters are required between the kitchen and hall (current wooden shutters found to be dangerous as part of a recent fire safety review and there is no capital budget available to replace them). Quotes received. £2471 spend approval obtained via email.

Lighting – spend approval obtained via email for £335 required for new LED Panels and strip lights to replace obsolete lighting panels.

Year 6 Residential Trip - £350 requested as contingency for PGL school residential where the family are struggling to cover costs for one child in class 4. Spend approval obtained via email**.**

Maths Programme – An additional £1.5K required for the new whole school Maths Scheme including purchase of text books etc.

Total Approved Spend = £4,656. This has now been transferred to school.

Open Items

Fire Safety Equipment – Mr Sherhod has highlighted that £3-£4k will be required for fire safety equipment for which there is no school budget. Louise to obtain more details to allow this to be discussed further.

Classroom Smartboards – Mr Sherhod has requested that each classroom receives a new Smartboard as the current ones are no longer performing as well as they should be. The initial request is for 2; with a cost of £2k each spend approval is sought for £4k. Steve to discuss with Mr Sherhod & follow up alternate quotes.

Swimming Pool – Helen has advised that £1.5K is required for general maintenance; however as it is hoped that some of this can be covered by the incoming 'Lesson Payment' we need to confirm the actual amount required.

Ducks - £150 is sought by Victoria Palmer for duck eggs, once hatched some of the ducks will be rehomed. Approval required.

Skip – Denise has requested a skip to facilitate a tidy up, quotes required. Louise to follow up

6. Fundraising Events

Easter Fair – First time of trying this after school event. It took place on the 29th March. Costs being finalised but looks to have raised just under £100!

Duck Race – Date set as Monday 7th May. Each class is organising a stall at the Duck Race this year so that the school can be more involved.

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. Caroline is looking into creating a Programme this year which will contain vouchers from local companies and will be put on sale. Louise suggested that we put on some displays from the school clubs and also look into other new ideas for entertainment.

7. Covenant

Caroline suggested that we run a second questionnaire to gain feedback regarding the role of the PSA, events run etc. and to gauge feedback on the introduction of a direct debit system per family. This could be monthly with varying or fixed amount donation. This could then either supplement the current level of fundraising events or perhaps replace some events if parents are unable to support them (see point 8 below).

We discussed that £18k was raised last year by PTA events & fundraising and that £10K had been spent YTD, although it was noted that there had been more demands for higher value items this year. However this highlights that it continues to be crucial for money to be raised to support the school.

8. PSA Meeting Attendance

It was discussed that recent attendance to PSA meetings has been low and as a result progress has slowed somewhat plus spend approval has not been possible without the minimum 8 approvals required.

It was suggested that perhaps it'd be helpful to set a framework where meetings required a Governor and also each Class Rep (or nominated other) to attend. This would ensure good representation from each area of the school, generate support to move ideas forward & allow spend requests to be discussed. We also need to make sure plenty of notice is given and that meetings are added to the school calendar. To be discussed further prior to the next school year.

9. PSA Team succession

The PSA roles are up for reassignment for the next school year.

10. Next meeting- the next meeting will be our AGM and is set as Friday 18th May at 2pm.

The meeting then closed at 3pm.

Action points from meeting

1. First Aid- Louise to look into further training following the CPR training. ON HOLD FOR NOW
2. JPM / Company schemes – Nayna to pick up on the initial feedback from Caroline Dean to see if this is something we can tap into
3. Suzy to donate the earmarked Youth Club donation to the Spoute project. THE AMOUNT IS £150 (FROM FIREWORKS), APPROVAL REQUIRED.
4. Alice to provide an update on the progress of the survey & quote for acoustic tiling for the ceiling of Class 3. Julie then to arrange a comparable quote.
5. Louise to provide update on funding request from Tesco (re the Polytunnel)
6. Louise to look into funding for the new flooring surface in the playground and new play equipment.
7. Louise to obtain quotes for Shade Canopies as part of the request for quotes for the new playground. IN PROGRESS
8. Louise 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.
9. Steve to discuss the Classroom Smartboards with Mr Sherhod and follow up alternate quotes prior to approval of the £2k spend for each required.
10. Helen to confirm the actual amount required for this years maintenance spend on the swimming pool.
11. Louise to request approval for £150 for the Duck eggs
12. Louise to request quotes for skip hire as requested by Denise for a general tidy up