



Plaxtol School Association

Minutes of Meeting

26th January 2018 at 2pm

Present: Louise Stiff (Chair), Caroline Scheuermann (Chair), Julie Docherty (Secretary), Ayesha Green, Kerry Aston, Jo Rolls, Suzy Immer (Treasurer), Nikki Garside, Tanya Mellor, Mr Humphreys (Class 4 Teacher)

Apologies: Nayna Ahmed, Dan Rudgley, Merran Hilton, Ashy Burke

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.

3. Minutes - The minutes from the previous meeting held on 11th December 2017 had been sent to the attendees prior to the meeting and no comments were received. Louise and Caroline signed these minutes as a true and accurate record of that meeting.

4. Action points from last meeting:

1. Louise to complete finance form showing breakdown from Summer Fair – REMAINS OPEN
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 will get a list of positions for parent volunteers that school would find useful and this can be posted on KLZ so that parents can sign up if they can help. REMAINS OPEN, MR HUMPHREYS OFFERED TO RAISE THIS AT THE TEACHERS WEEKLY MEETING AND GET A LIST OF REQUIREMENTS.
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
5. Nayna to speak to Hayden P-J about the school anniversary. DONE – A SPECIAL ASSEMBLY IS BEING ARRANGED
6. Nikki and Jo to arrange for quotes for the office redevelopment. IN PROGRESS - 1 QUOTE RECEIVED, FURTHER QUOTES TO BE OBTAINED. NEED TO AGREE IF STILL A PRIORITY.
7. Suzy to transfer £2610 for approved donations. DONE – A BREAKDOWN OF HOW SCHOOLS SUPPLY MONEY IS SPENT IS TO BE REQUESTED.
8. Jo to check whether Youth Group did say they did not need a donation from the fireworks proceeds. Donation amount to playground project contingent on this. DONE – DONATION NOT REQUIRED BY YOUTH GROUP. AGREED THAT DONATION WOULD BE OFFERED TO THE SPOUTE PROJECT INSTEAD.
9. Jo to revert on maths spending after her maths monitoring visit in her capacity as school governor. IN PROGRESS – MR HUMPHREYS ADVISED THAT DETAILS OF PROGRAMMES HAVE BEEN REQUESTED FROM SEVERAL COMPANIES FOR REVIEW

10. Julie to look into acoustic tiling for the ceiling of Class 3 and arrange for a quote to be given. IN PROGRESS – ALICE HAS ARRANGED FOR A SURVEY TO BE DONE, QUOTE TO FOLLOW. COST COMPARISON TO THEN BE SOUGHT.
11. Louise and Caroline to contact Marian and The Herald to provisionally book in an event around the Royal Wedding next year. Football World Cup as a back up event. IN PROGRESS – DISCUSSED WITH MARION, HERALD AD STILL TO DO. ALSO NEED TO CHECK RE ANY OTHER VILLAGE EVENTS THAT MAY BE HAPPENING AND THEN DISCUSS EVENT.

5. Visualiser / Document Camera

Mr Humphrey explained that he had carried out extensive research into the Visualiser products on the market and had shortlisted to 2 products; Optoma DC350 & Optoma DC450. The functionality of the 2 versions were discussed and it was agreed that the DC450 was the one to purchase as it offered the best solution i.e. it could show 2 A4 pages (or 1 A3 at a time) and had a higher resolution camera.

Quotes had been received and A V Parts Master offered the best price at £265 per unit (includes CD demos)

It was agreed that all classes would benefit from having their own Visualiser and the total cost of £1060 was approved in principle. Suzy to confirm this was a priority with Mr Sherhod.

6. Spending

Louise asked if we could look into using Manga High as a maths resource following its demo period. Mr Humphreys advised that the demo has been extended to the end of February. Costs being obtained.

Louise advised that 'soft balls' have been requested for break time. Louise to check if sports funding would be available to cover this.

Louise advised that Kate Hammerton has requested a Polytunnel – funding is to be requested from Tesco.

7. Playground

The request is firstly to replace the surface under the existing play equipment so that it is safe for use for more of the year and secondly for more play equipment.

Costs estimated as £5k for shredded rubber or Astro Turf flooring and £20-£25K for new play equipment. Louise to obtain quotes for the flooring surface, requirements and quotes for the new play equipment.

Louise advised that funding requests have been made to Waitrose, Tonbridge Rotary & the Lottery.

8. Shade Canopies

The money being raised from the Co-op fundraising campaign is being specifically targeted to the new shade canopies. There are different physical solutions available which need to be reviewed for suitability. We need to discuss what to do with the shade canopies already here but not used. Louise to obtain quotes as part of request for quotes for playground.

9. Fundraising Events

Superhero Stomp – Date set as 25th Sunday March. Louise and Ashy are organising this event.

Easter Fair – Date set as Thursday 29th March, 3:15pm. Louise is organising this event to follow the school Easter egg hunt.

Duck Race – Date set as Monday 7th May. It was noted that the PSA may need to undertake a greater role in organising our stall for the Duck Race this year.

Royal Wedding – Saturday 19th May. Caroline is arranging a separate meeting to discuss the details

Pamper Night – Julie commented that as the Royal Wedding event would take place around the same time as proposed for pamper night, it may be best to hold off on this until the next school year.

Summer Fair - Date set as Saturday 16th June

9. Next meeting- the date for the next meeting was set as Friday 23rd February after half term

The meeting then closed at 3pm.

Action points from meeting

1. Louise to complete finance form showing breakdown from Summer Fair
2. First Aid- Louise to arrange attendance on relevant course.
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.
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.
5. Nikki and Jo to arrange for further quotes for the office redevelopment.
6. Suzy to request a breakdown of the spending of the class donation.
7. Suzy to donate the earmarked Youth Club donation to the Spoute project.
8. Mr Humphreys to provide an update on the Maths programmes once details received and reviewed.
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.
11. Suzy to confirm spending priorities with Mr Sherhod and action spending for Visualisers if confirmed as priority.
12. Louise to follow up with Mr Humphreys re costs to continue with Manga High.
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.
15. Louise to obtain quotes for Shade Canopies as part of the request for quotes for the new playground.