



Plaxtol School Association

Minutes of Meeting

13th October 2017 at 2.00pm

Present: Louise Stiff (Chair), Caroline Scheuermann(Chair), Nayna Ahmed (Secretary), Ayesha Green, Jo Rolls, Suzy Immer (Treasurer), Merran Hilton, Maddie Pritchard, Lisa Mansfield (Headteacher)

Apologies: Aisling Burke, Julie Docherty, Mary Olley, Nikki Garside, Kerry Aston

1. Welcome - Louise welcomed everyone and thanked everyone for attending.
2. Apologies for absence- apologies were received before the meeting from Aisling Burke, Julie Docherty, Mary Olley, Nikki Garside and Kerry Aston.
3. Minutes - The minutes from the previous meeting held on 18th September 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- outstanding
 2. Kate and Ayesha to lead on Christmas social event on 15th December- update to follow
 3. Class reps- Kate/Suzy/Kerry/Toni to recruit new class reps asap. Merran, Victoria Palmer, Kerry Aston and Eliza Patterson have been appointed. Thanks to them for taking on these roles.
 4. Suzy to arrange for funds to cover fire safety equipment and lightbulbs to be transferred to school- DONE
 5. Merran to send out details and instructions for easyfundraising to Rabbit class parents- DONE
 6. Nayna to speak to James Crawley about offering a first aid qualification to parents. If he can't help, Julie will speak to a contact she has- update to follow
 7. 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- outstanding
 8. Caroline to follow up Swimming Pool Committee with Nikki, Helen and Anisa to see if they have any capacity to help. She would also speak to Patrick Thomas and Marian to see if they felt there would be interest from the Parish in using the pool- update to follow
 9. Nayna to review Covenant Scheme letter- DONE
 10. Caroline to look into JPM scheme so that we can explore whether other employers offer a similar thing. This can then be communicated to parents- outstanding
 11. Nayna to speak to Hayden P-J to see if the History Society might be interested in leading something to commemorate 170 years of the school this year- further discussion to follow
 12. Louise and Caroline will work on setting dates for the events planned this year, in conjunction with Lisa, before the next meeting- in progress
 13. Caroline, Louise and Nayna to look to find someone to take on organising the Xmas Fair - in progress

14. Nayna to review inter-meeting spending limits in constitution- Nayna advised that amounts of up to £500 can be spent in between meetings with approval of 3 members of the Committee. We can also occasionally approve larger specific amounts between meetings with the approval of the majority of the Committee, where this approval is given by e-mail. The Committee currently has 16 members and is therefore rather big. Nayna suggested that the number of Committee members is reduced at the next AGM. Spending at meetings just needs to be agreed by members, so a majority at the meeting. There is actually no quorum other than for the AGM.

5. Inter-meeting spending approval

It was noted that 8 members of the Committee had approved (by e-mail) the spending of £140 for materials for the repair of the piping around the water fountain in the playground. Lee Molloy had kindly agreed to carry out these repairs.

6. Christmas Social Event

Ayesha reported that holding a social event at the Papermakers on 15th December was not financially viable if any funds were to be diverted to the PSA. It is a prime night for the pub and they cannot charge less than £20 per ticket which would cover a band and a small amount of food. It was felt that this was a lot to charge and then expect people to donate funds to the PSA as well. It was decided to hold a more informal drinks in the pub in the last week of term.

7. School anniversary

Jo suggested that it would be good for the children to learn a little about the history of the Plaxtol Minerva which is on the school badge. Apparently the statue is in the Maidstone Museum and available to bring to school on request. Nayna agreed to approach Haydn P-J about involving the History Society,

8. Fireworks

Nikki had previously asked Nayna to pass on that everything is under control for the forthcoming Fireworks Night on 11th November.

9. Hedgerow Stall

Caroline explained that her husband has constructed a covered stall to be positioned by the side gate to school. This would be used to sell cakes, veg, school eggs, second hand uniform for suggested donations. There would be a secure box for donations. The stall would be a permanent fixture but there must always be something on it. The first thing would be a "Guess the Weight of the Pumpkin" using pumpkins donated by a member of the Parish.

10. First Aid course

No cheaper solutions had been found so the current best price was £30pp for 12 people or £40pp. Louise agreed to check with Rachel as to whether this qualification would cover school trips. It was agreed that it was worth offering the course to members of the PSA regardless as the qualification would be sufficient to cover PSA events.

11. Swimming Pool

Louise and Caroline have submitted a bid for a grant from Aviva. They also need to speak to the neighbours to discuss plans to cover the pool.

12. Playground Equipment

Lisa explained that there are lottery grants available for more permanent play equipment for the playground and that she is looking into these. There may also be sports funds available for this. It was agreed to link up with the Spoute regeneration team to ensure there is no repetition with the equipment.

13. School Covenant

The wording of a letter explaining the School Covenant was reviewed but Lisa felt that it was still not the right time to request this of the school parents. It was agreed to park this for now.

14. Spending approval

Lisa explained that the following amounts were needed:

Reading Comprehension Scheme £600

Lower School Breakout Area £1200

Class 4 reading area (previous funds had been used for Class 3 only) £600

Maths resources £2500

Early Years Equipment £1500

Everyone approved these amounts. Suzy will arrange for a total of £6400 to be transferred to school.

15. Xmas Fair

No-one wants to take on overall organisation of the Fair. Nayna, Louise, Caroline and Ayesha will meet separately to go over what needs doing. Jo agreed to run the grotto and will book FC.

16. Stationary appeal

Lisa reiterated that the school continually needs paper, laminating pouches and pritt sticks and any donations of these are ALWAYS welcome.

17. Next meeting- the date for the next meeting will be confirmed in due course.

The meeting then closed at 3pm.

Action points from meeting

1. Louise to complete finance form showing breakdown from Summer Fair
2. Set date for informal Christmas drinks in the pub (in last week of term)
3. First Aid- Louise agreed to check with Rachel as to whether the qualification on offer would cover school trips.
4. 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.
5. Caroline to look into JPM scheme so that we can explore whether other employers offer a similar thing. This can then be communicated to parents.
6. Nayna to speak to Hayden P-J about the school anniversary.
7. Louise and Caroline will work on setting dates for the events planned this year, in conjunction with Lisa, before the next meeting.
8. Jo to book FC for the Xmas fair.
9. Nayna to arrange for the number of Committee Members to be reduced to 3 (not including Chairs, Treasurer, Secretary or Headteacher) at the next AGM.