



## Plaxtol School Association

### Minutes of Meeting

18<sup>th</sup> September 2017 at 9.00am

**Present:** Louise Stiff (Chair), Caroline Scheuermann(Chair), Nayna Ahmed (Secretary), Ayesha Green, Jo Rolls, Suzy Immer, Julie Docherty, Tanya Mellor, Merran Hilton, Caroline Dean, Kate Beynon

**Apologies:** Aisling Burke, Mary Olley, Heidi Hollobon, Nikki Garside, Sian Rickard, Kerry Aston, Lisa Mansfield

1. Welcome - Louise welcomed everyone and thanked everyone for attending, especially our new parents from Rabbit Class.

2. Apologies for absence- Apologies were received before the meeting from Aisling Burke, Mary Olley, Heidi Hollobon, Nikki Garside, Sian Rickard and Lisa Mansfield.

3. Minutes - The minutes from the previous meeting held on 17<sup>th</sup> July 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:

- Louise to complete finance form showing breakdown from Summer Fair- outstanding
- Note to remember to apply for licences for events in good time- Louise and Caroline have noted this in the PSA diary going forward
- Year 6 to make donation in return for the left over sweets from the summer fair- DONE Jo provided £20 which had been given to her from year 6 to cover this.
- Suzy to arrange payment of £2000 to school to cover classroom expenditure until Christmas. Lisa will inform us at meetings going forward what these amounts have been spent on so that they may be retrospectively approved if appropriate- DONE

5. Spending Update

As Suzy had to leave at 9.30 she gave a quick update on finance. There is currently £17,563.74 in the bank. This includes the £5k ringfenced for the pool, £4000 allocated for termly classroom spend and £1000 allocated for pool maintenance and chemicals. A fully detailed breakdown of amounts raised last year and what they were spent on are appended to these minutes. There is approximately £11k to spend at present. This will be discussed by Louise and Caroline with Lisa when she is available.

6. Christmas Social Event

Kate has the 15<sup>th</sup> December on hold at the Papermakers Arms for a PSA social event (parents). Kate and Ayesha will organise this. It will be open to all parents and tickets will be sold in advance. It was suggested that having a taxi minibus on standby to do shuttle runs would be a nice service to offer

(cost covered by passengers). Kate and Ayesha can follow this up as part of the organisation of the event.

#### 7. Class reps

Rabbit class have appointed Merran as their class rep. Suzy is in the process of recruiting someone for Class 4. Kate will try and recruit someone from Year 2 for Class 2. Nayna will e-mail Toni and Kerry about finding someone for Class 3.

#### 8. Fire equipment and lighting (spending approval)

Following a safety audit it was noted that the school needs to spend approx. £600 on new fire safety equipment. £400 is also needed for new speciality lightbulbs. A vote was taken and it was agreed that the PSA would cover the cost of these as there is no room in the school budget to cover these

#### 9. PSA survey

It was noted that 22 people had replied to the PSA survey sent out via the PSA facebook group. This was encouraging and there is a good amount of interest for the ideas mentioned there. More discussion on this later in the context of social clubs.

#### 10. Easy fundraising

This was discussed and explained to the new parents. Merran agreed to send out details and instructions to Rabbit class parents.

#### 11. Go Outdoors

Alex Holdstock has provided details of a discount scheme run by the new Go Outdoors shop in Tonbridge. Nayna confirmed that she has registered the PSA and will report back when she has full details of what is on offer.

#### 12. Wish List

The PSA wishlist is posted weekly on the PSA and Parish facebook groups. There has been a really good response so far and this will continue to be updated. Paper and pencils are the most wanted items and people are asked to add in packs of any quality A4 white paper when doing their shopping and dropping these off at school, as so much is needed.

13. A number of new social clubs have been proposed by Caroline and Louise. These are intended less to be fundraising vehicles but resources will be filtered down to school e.g gardening club will grow produce to be sold at the summer fair. Plaxtol Pantry will be set up to create products from produce grown in the wildlife garden. Caroline will speak to the pub about using our products on their menu. More volunteers are needed to help run the social groups. An annual membership fee for the clubs was also discussed. There were mixed feelings about this. On one hand many parents would be happy to pay, but there are a lot of things to pay out for and it might put people off. To be discussed further.

#### 14. First Aid

There has been a lot of interest in holding a first aid course for parents. Louise has received costings for these. They should lead to a first aid qualification as there is a shortage of first aiders at PSA events and generally school would find it helpful if a few more people were qualified. Nayna will

Speak to James Crawley to see if this is something he could offer for free. Alternatively Julie knows someone who might be able to offer this for less.

#### 15. Volunteering

It was very helpful for school if more parents were able to volunteer to help out at clubs and supporting classroom learning. Louise and Caroline will get a list of positions that school would find more useful and this can be posted on KLZ and people can sign up if they can help.

#### 16. Swimming Pool Committee

There was a discussion about opening the pool up to the community and developing it as an asset for the school. There are grants available but someone is needed to lead this focus group. It was pointed out that private swimming lessons over the summer would be very popular, and that Colette the swimming teacher has indicated that she would hire the pool out year round if it had a roof etc. Caroline agreed to follow this up 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.

#### 17. School Covenant

The PSA survey asked parents if they would be interested in making regular payments to school by way of direct debit via the PSA (to maximise gift aid). There was a good level of interest. It was noted that all local schools do ask for this and there appears to be a good uptake. Louise has put a letter together. Nayna will also have a look.

Caroline mentioned that JPM run a scheme whereby employees can make regular payments to charities of their choice via JPM themselves, which gives employees a tax deduction. Caroline agreed to find out more about this.

#### 18. School Anniversary

The school will be 170 years old this year. It would be nice to mark this in some way. Nayna agreed to speak to Hayden P-J to see if the History Society might be interested in leading something.

#### 19. Halloween Disco- 19<sup>th</sup> October

This is the next event in the diary. Kerry has kindly agreed to run this. Volunteers will be needed to help on the night. These can be sourced nearer the time as lots of people have to figure out logistics.

#### 20. Other events

Dates need to be set for these asap. It was noted that there are a lot of events proposed and that we need to be careful not to saturate people's diaries as this will have a detrimental effect on attendance. Louise and Caroline will work on setting dates in conjunction with Lisa, before the next meeting.

#### 21. Xmas Fair

Nayna is unable to run the Xmas Fair this year due to governor commitments. She is happy to provide full details of how everything was run last year and help out in the run up and on the day. It is not a huge job and most of the event looks after itself. It just needs someone to co-ordinate. Caroline, Louise and Nayna to look to find someone to take on this role. The date will be set for the

last Saturday in November. Timing worked well last year so we should stick to that. Nayna will see about getting an advert in the Herald.

## 22. Inter-meeting spending limits

Nayna will look at whether these need amending.

## 23. Next meeting- it was agreed that the next meeting will be held on Friday 13<sup>th</sup> October at 2pm.

The meeting then closed at 10.15am.

### **Action points from meeting**

1. Kate and Ayesha to lead on Christmas social event on 15<sup>th</sup> December.
2. Class reps- Kate/Suzy/Kerry/Toni to recruit new class reps asap.
3. Suzy to arrange for funds to cover fire safety equipment and lightbulbs to be transferred to school.
4. Merran to send out details and instructions for easyfundraising to Rabbit class parents.
5. 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.
6. 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.
7. 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.
8. Nayna to review Covenant Scheme letter.
9. 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.
10. 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.
11. Louise and Caroline will work on setting dates for the events planned this year, in conjunction with Lisa, before the next meeting.
12. Caroline, Louise and Nayna to look to find someone to take on organising the Xmas Fair. Nayna will see about getting an advert in the Herald.
13. Nayna to review inter-meeting spending limits in constitution.