



Plaxtol School Association

Minutes of Meeting

17th July 2017 at 9.00am

Present: Nayna Ahmed (Secretary), Ayesha Green (Chair), Jo Rolls, Nikki-Lea Garside (Chair), Heidi Hollobon (Treasurer), Suzy Immer, Kerry Aston, Mary Olley, Julie Docherty, Louise Stiff, Caroline Scheuermann

Apologies: Toni Ringrose, Helen Homard

1. Welcome - Ayesha welcomed everyone and thanked everyone for attending.
2. Apologies for absence- Apologies were received before the meeting from Toni Ringrose and Helen Homard.
3. Minutes - The minutes from the previous meeting held on 24th April 2017 had been sent to the attendees prior to the meeting and no comments were received. Ayesha signed these minutes as a true and accurate record of that meeting.
4. Voting in new Committee Posts

The current Chairs and Treasurer would like to resign their posts with effect from the end of this term.

- (a) Chair- Louise and Caroline kindly agreed to stand as joint Chairpersons of the PSA. A vote was taken and they were voted in to position unanimously.
- (b) Treasurer- Suzy kindly agreed to take on the role of PSA Treasurer. A vote was taken and she was voted in unanimously.

Everyone thanks Ayesha, Nikki, Maddie (in her absence) and Heidi for their hard work on behalf of the PSA.

5. Summer Fair

Heidi reported that the total profit from the Summer Fair was £2080. She would circulate the full stall breakdown. Louise agreed to complete the financial breakdown form to keep a full record of the event.

A brief discussion was held about licencing requirements and it was noted that we will put reminders in the PSA calendar to ensure that licences are applied for in time and where possible shared across events.

Jo confirmed that the Year 6 leavers were going to buy the left over sweets from the Fair and make a donation to the PSA.

6. Spend approval (retrospective)

The committee had approved the following spend, by e-mail, since the last meeting:

£75 for binoculars for the Wildlife Garden

£176 to cover the cost of the Year 6 residential for one student.

Approval had been received from at least 8 members of the PSA on e-mail.

7. Spend approval (current)

The Year 6 leavers were contributing £60 to buy a chicken house for the school. A further £68 was required. The house was being sold to us at a big discount and it was agreed unanimously that the PSA should cover the remaining £68.

Everyone present also agreed to cover the cost of a Year 6 Leavers hoodie for one student.

8. Stationary allowance

It was noted that the annual payment of £2000 was now insufficient to cover all classroom needs in school. It had been suggested by Lisa that a termly payment of £2000 would assist greatly in ensuring that the school had cash available to buy items as and when they are needed, rather than having to come and ask for a transfer/approval at a PSA meeting. It was agreed that it was more practical to have the money sitting in the school account, ringfenced for classroom items and that Lisa should report to the PSA at each meeting to account for what the money had been used for since the previous meeting.

Heidi mentioned that there is currently a very healthy bank balance and could see that the logistics of getting the money to spend could possibly be delaying using the money for the purposes intended.

A vote was taken and everyone agreed. Heidi/Suzy will action this payment on a termly basis (at the end of each term so that equipment could be purchased for the following term).

9. Refreshments

Louise confirmed that it had been agreed with Lisa that the PSA would sell ice creams on the drive after prize giving on Friday.

10. Cocktail night at the Papermakers

Julie confirmed that the cocktail night had raised £45 for the school (10% of tickets purchased by people nominating the school when purchasing).

11. Wish List

Louise explained that a weekly wish list had been set up whereby parents could buy items that school had run out of and drop into a green bin by the gate. The list would be updated weekly and posted on the PSA facebook group.

12. Welcome Pack

Louise and Caroline will arrange welcome packs for new parents with tea bags, kit kats and an invitation to the first PSA meeting of the year. These will go out in the book bags of the new children on their first day.

13. Next meeting- it was agreed that the next meeting will be held on Monday 18th September at 9.00am.

The meeting then closed at 9.30am.