



## Plaxtol School Association

### Minutes of Meeting

24<sup>th</sup> April 2017 at 9.00am

**Present:** Maddie Pritchard (Chair), Nayna Ahmed (Secretary), Ayesha Green (Chair), Jo Rolls, Nikki-Lea Garside (Chair), Anisa Gress, Heidi Hollobon (Treasurer), Ben Holder, Lisa Mansfield, Suzy Immer, Kerry Aston, Mary Olley

**Apologies:** Julie Docherty, Aishling Burke, Louise Stiff

1. Welcome – Maddie welcomed everyone and thanked everyone for attending.
2. Apologies for absence- Apologies were received before the meeting from Julie Docherty, Aishling Burke and Louise Stiff
3. Minutes - The minutes from the previous meeting held on 7<sup>th</sup> March 2017 had been sent to the attendees prior to the meeting and no comments were received. Maddie signed these minutes as a true and accurate record of that meeting.
4. Action points- Maddie ran through the action points from the previous meeting and current status was noted:
  1. Jo and Viv to enquire about matched funding for Plaxtolvision with Ben and Tony - *outstanding*
  2. Maddie or Ayesha to speak to Alice Dagger to ask her to price up staging blocks- *to be discussed later in meeting*
  3. Nayna to speak to Anisa for update on registering the PSA registered as a cause for the co-op card- *Anisa confirmed that there was a window for applying for this in September only and that she would endeavour to remember to do so*
  4. Maddie and Ayesha to draw up job description for Chair role, to be sent out on Parentmail and advertised on FB site. Co-ordinate with Heidi for Lisa to send out on Parentmail- *outstanding*
  5. Heidi to draw up job description for Treasurer role, to be sent out on Parentmail and advertised on FB site- *outstanding*
  6. Nikki and Kate Hammerton to cost up items needed for the library and liaise with Lisa regarding purchase of these- *to be discussed later in meeting*
  7. Nayna and Kate to cost up items needed for the lower school breakout area and liaise with Lisa regarding purchase of these- *done*
  8. Jo to flag to Viv that it had been agreed that proceeds of Plaxtolvision would be used to fund language teaching, so it would be good to raise awareness of this on the night- *done*
  9. Jo agreed to subscribe to Grants4Schools to look for possible funding for science and languages- *outstanding*
  10. Heidi to provide funds for finishing the resources room (£987) and for iXL, number shark and word shark (£1450)- *done*

11. Jo to speak to Helen about splash night- *finding a weekend to hold this event will be difficult so it was agreed that if pool club runs over the summer we could look at holding Splash night in September*
12. Ayesha to bring Summer Fair schedule to next meeting- *done*

### **Long term action points**

1. Nayna to look into purchasing shade sails. *Louise is looking at grants for this. Formal estimate has been received from Able Canopies in region of £12k. Other quotes to be sought.*
5. Staging- Alice Dagger has confirmed that her family's business can provide the school with half price staging. She will provide more details regarding measurements, type of staging and pricing. It was agreed that it would be good if the staging could be obtained before the summer production. Maddie and Ayesha agreed to follow up on this.
6. Summer Pool Club- Anisa explained that most of the organisation for the summer pool club takes place in June and July. She had sent an e-mail to all previous pool users asking for a volunteer to run this but there had been no takers. The next step was to send out a parent mail to include the job description and ask for volunteers. There were usually 8 volunteers across the summer consisting of two families per week. The pool is usually open from 10.30 or 11 until 5. Anisa agreed to sort out sending the parent mail out.  
  
It was confirmed that Helen Homard had agreed to prepare a report on the state of the pool.  
UPDATE SINCE MEETING: Helen confirmed that the pool heater was not working on first inspection. Authorisation was given by committee members over e-mail to spend £110 to get the heater serviced. Further updates to follow.
7. Pamper Night raised £1394. Well done and big thank you to Kate and Julie.
8. New reading books for Class 3. Class 3 have a lovely new book corner but they need new books and a newspaper subscription. Lisa will cost this up and report back.
9. Dads' Night raised £160 plus gift aid.
10. Library refurb- Nikki reported that there were some costs involved with the making of a giant bookworm for the library. Suzy is making the worm but £20 was needed for fabric and stuffing plus £40 for other items. It was agreed to donate £60 for costs for the bookworm. Heidi will arrange.
11. Duck Race- the duck race has crept up on us and is less than two weeks away. School will make duck items for sale. Nayna agreed to ask for chocolate donations and to arrange a rota for volunteers to help on the stall.
12. Plaxtolvision- 11 tables have been booked already although not all money has been paid. Jo will be collecting on the drive.  
  
The hall capacity is 120. The organisers would be grateful for any volunteers to help set up on Saturday night. The alcohol licence has been obtained. Lisa would speak to Rachel about obtaining the TV licence. Jo Rolls will compile a list of raffle prizes.
13. Summer Fair- current volunteers to run their own stalls and everything associated with them:

Tombola - Kerry Aston

Cake stall - Julie Doherty and Alice Dagger

Jam jars - Nayna Ahmed

Beat the goalie/hockey - The Holders  
Hook a duck/lucky dip - Maddie Pritchard  
Uniform stall - Louise Stiff  
Face painting/braiding - Nikki Garside  
Pony rides - Steve Davis  
Tuck shop - Jo Rolls  
School stall/Gardening/I'm a celeb – Kate Hammerton/Staff  
Photo booth - Suzy Immer

We need volunteers to run the BBQ, the entrance, the coconut shy. We also would like to race remote controlled boats across a large paddling pool. Does anyone have remote controlled boats that they can loan us? If this game goes ahead then someone needs to run this too.

E-mails will be sent out to ask for volunteers where there are gaps.

13. Next meeting- it was agreed that the next meeting will be held on Tuesday 16<sup>th</sup> May at 9.00am.

The meeting then closed at 11am.

#### **Action points from meeting**

1. Maddie/Ayesha/Heidi to speak to Lisa regarding sending out parent mail for Chair and Treasurer posts.
  2. Maddie/Ayesha to get more details from Alice regarding the half price staging on offer.
  3. Anisa to put together an email to go out on parentmail regarding summer pool club. Will arrange for this e-mail to go out after the various other parent mails.
  4. Lisa to cost up new reading books needed for Class 3.
  5. Heidi to provide money to Nikki for giant bookworm for library.
  6. Nayna and Maddie arrange for chocolate donations and volunteers for the duck race.
  7. Lisa/Rachel to arrange for TV licence for Plaxtolvision.
  8. Jo to compile list of raffle prizes for Plaxtolvision.
  9. Ayesha/Jo to procure raffle ticket books for Plaxtolvision.
  10. Jo to ask Sally if it is possible to have a Chance to Dance performance at the Summer Fair.
  11. Nayna to ask Nathan if it is possible to have a judo showcase at the Summer Fair.
  12. Jo to see if Jaws and Claws would be interested in coming to Summer Fair.
  13. Jo to get list of sports equipment needed and fill in requisition forms.
  14. Splash Night- potentially to be held in September if Pool Club runs over the summer.
- Otherwise there are no suitable dates for holding it this year.