Plaxtol School Association

Minutes of Meeting

16th January 2017 at 9.00am

Present: Maddie Pritchard (Chair), Nayna Ahmed (Secretary), Ayesha Green (Chair), Julie Docherty, Jo Rolls, Louise Stiff, , Nikki-Lea Garside (Chair), Suzy Immer, Lisa Mansfield

Apologies: Kerry Aston, Aishling Burke, Helen Homard, Mary Olley, Heidi Hollobon, Anisa Gress

1. Welcome – Maddie welcomed everyone and thanked everyone for attending.

2. Apologies for absence- Apologies were received before the meeting from Kerry Aston, Aishling Burke, Helen Homard, Mary Olley, Heidi Hollobon

3. Minutes - The minutes from the previous meeting held on 21st November 2016 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. Lisa to look at the school calendar and to choose the most appropriate date for summer fair- this will be held on Saturday 17th June. NB this needs to go in the Herald.
2. Julie and Kate to agree date for Pamper Night and get this noted in the Herald – this will be held on Thursday 23rd March. Julie and Kate to notify the Herald.
3. Maddie or Ayesha to speak to Alice Dagger to ask her to price up staging blocks- outstanding
4. Nayna to look into purchasing shade sails- outstanding
5. Nayna to speak to Anisa about getting the PSA registered as a cause for the co-op card and Waitrose green token scheme- Anisa is in the process of registering the school for the co-op scheme. Update at next meeting.
6. Heidi to donate £150 to each of the Youth Group and Church Fund- TBC by Heidi
7. Nayna to ask Helen to get a quote for removing the trees by the swimming pool- to be discussed later in this meeting.
8. Lisa to speak to Kate about the bird box scheme to establish whether or not it is the right scheme for school- DONE- agreed the scheme is not right for our school and Kate will look into achieving the same in another more cost effective way.
9. Jo Rolls to look into what bird box system they use at Sevenoaks Prep- DONE (they don't have one).
10. Nikki to try and book a new fireworks supplier for 4 November next year- to be discussed later in this meeting.
11. Jo Rolls to confirm to Marian that the Friends of Plaxtol Church would be very welcome to borrow the school's events shelters whenever needed- DONE
12. Heidi to e-mail all of the Spring Walk information to Aishling and Louise- DONE
13. Maddie to ask Mrs Roll to add her as admin for the school facebook group- DONE

14. Suzy to look into leaving presents for the Class 3 and 4 teachers and arrange a collection in time for the end of term- DONE
15. Lisa to speak to the judo teacher about the possibility of an open judo lesson to enable parents to watch what the children are up to in judo club on Friday mornings- DONE

5. School Facebook Group/Page- it was noted that a PSA page has been set up and that this is useful for publicising PSA events but that since the old Facebook Group had been shut down, there was a need for some way of sending out reminders to parents about events and fundraising, recruiting volunteers, notification about meetings and information sharing between parents. It was agreed that Louise would set up a PSA Closed Group with a notice stating that the Group is for parents and carers of pupils only and is PSA run, not connected to school and that any staff who are members are not expected to respond to queries.

6. Swimming Pool- Anisa has notified the PSA that she is unable to commit to running the pool over the summer this year. She did say that she would be willing to help, but not to be in charge. Ideally there will be a team of people trained to check the water each day so that a rota can be drawn up. Denise will be trained as a back up. Nayna agreed to speak to Anisa to get a full description of what is involved and then the parents who use the pool regularly each summer can be approached. Nayna will also speak to Helen about giving Denise training at the same time.

7. Trees over the swimming pool- Helen Homard has sent quote for HE Evergreen to remove the trees over the pool. The amount is £280. It was agreed that this was reasonable and that Ayesha should ask Helen to arrange the removal, ask Mat to put the woodchips in the wildlife garden and make sure that all necessary consents are obtained.

8. Christmas Fair- Nayna ran through the proceeds of the Christmas Fair which raised £4018. The silent auction was a particular success (£1163). The raffle raised £764, wreath making night £321, secret presents £226, homemade crafts £309 and school crafts £345. The fair was a great success and it was really good to see so many parents volunteering to help on the day.

9. Fireworks- Nayna has a contact who seems to be able to help with providing and setting up the fireworks for 4th November. If this contact falls through Nikki confirmed that our insurance would cover parents volunteers setting off fireworks and it was agreed that this could be a fall back option. There seems to be some interest from some Dads and it would save a lot of money.

Nayna agreed to get a quote for wholesale fireworks.

It was agreed to stick to pallets for the bonfire next year as they burn more slowly. It was also agreed that a build a guy competition might be a good idea. It was agreed to discuss this in the summer.

10. Sponsored walk- Louise reported that the route for the Spring Walk on 4th Feb was extremely muddy. After discussing the mud from last year it was agreed that Jo and Suzy would walk the route after the meeting to compare to the mud last year. It was agreed to stick to the original date if possible so that events remain spaced out across the year.

Maddie agreed to speak to James about getting meat.

Ayesha will source baps from Plaxtol Bakery.

Nayna will check the shed for tea, coffee etc and report to Louise.

11. Pamper Night- this will be held on 23 March now so there is no clash with Chance to Dance. Julie reported that the evening will follow the same format and that the starting point is to invite back the therapists from last year.

12. Finance Report- in Heidi's absence, Maddie reported that there is £10,700 available to spend now, not including the amounts ringfenced for the pool and stationary.

13. Headteacher's report- Lisa reported on what has been spent:

- Target maths scheme for KS2
- Nelson Handwriting and Grammar books for whole school
- new reading scheme for KS1 to supplement existing scheme
- blinds and projectors

The intention is to completely finish the refurbishment of the KS2 side of school first. Ipads have been upgraded and are back being used in the classrooms. There are six per class including docking stations, plus 10 in Magpies. There are now 2 laptops in each classroom plus 9 on the trolley. New batteries have been purchased for the older lap tops.

Priorities now are the renovation of the Resources Room. This will be used for small group work, with high tables instead of low desks. These will support learning in art, DT etc. There will also be vinyl flooring and a sink. £3000 minimum will be needed for this.

Tables and chairs also need replacing in classes 3 and 4. This will cost £3000.

Classes 3 and 4 are also creating reading corners in their classrooms and funding is needed for this- approximately £250 per class. Classroom supplies are also running low and the new teachers would like additional supplies. Approximately £200 is needed for this.

The toilet refurbishment will be a summer job, with class 4 a priority. Lisa is currently trying to get KCC to look at the school plumbing which is causing problems.

Nikki agreed to speak to her neighbour and ask him to quote for the renovation work in the Resources Room. Maddie will speak to Heidi about getting quotes from her family contacts.

It was agreed to donate the following:

Up to £4000 for the Resources room (hopefully not all required)
£3000 for new classroom furniture (UPDATE since the meeting KCC refused to pay for plumbing repairs so 8 members of the PSA agreed by unanimous e-mail approval to cover these instead of buying new tables so £3000 was approved for chairs, trays and plumbing- plumbing cost is £1100)
£250-300 for each of Class 3 and 4 for reading corners
£200 for classroom supplies

14. Modern Languages teaching- Lisa said that she would ideally like to get an external teacher in to cover modern languages in the curriculum. This would cost £2500-3000 per year. It was agreed that this was an excellent plan and Lisa agreed to cost this up and provide figures in due course.

15. AOB- the Chairs noted that they will be looking to resign at the next PSA meeting which will the AGM. They will continue to serve until the end of the academic year, having served 2 years which is the standard term. The AGM date was set for March 7th and Maddie and Ayesha agreed to publicise the fact that new Chair(s) will be needed from September.

16. Next meeting- it was agreed that the next meeting which will be the AGM will be held on Tuesday 7th March at 9.00am.

The meeting then closed at 10.15am.

Action points from meeting

1. Nayna to speak to Anisa to get a full description of what is involved with running the pool over the summer.
2. Nayna to speak to Helen about giving Denise swimming pool training at the same time as other volunteers.
3. Maddie or Ayesha to speak to Alice Dagger to ask her to price up staging blocks.
4. Nayna to speak to Anisa about getting the PSA registered as a cause for the co-op card and Waitrose green token scheme- update for next meeting.
5. Heidi to donate £150 to each of the Youth Group and Church loo fund- TBC with Heidi
6. Ayesha to ask Helen to arrange for the removal of the trees by the swimming pool.
7. Nayna to follow up with fireworks contact and try and get a quote for wholesale fireworks.
8. Maddie agreed to speak to James about getting meat for Spring Walk.
9. Ayesha will source baps from Plaxtol Bakery for Spring Walk.
10. Nayna will check the shed for tea, coffee etc and report to Louise.
11. Suzy and Jo to walk Spring Walk route and report back- DONE- agreed to stick to route with shorter route provided for younger children.
12. Nikki to speak to her neighbour to get quote for Resources Room.
13. Maddie to speak to Heidi about getting quotes for work in Resources Room.
14. Lisa to cost up modern language teaching and provide figures in due course.
15. Maddie and Ayesha to advertise the PSA Chair role.

Long term action points

1. Nayna to look into purchasing shade sails.
2. Discuss build a guy competition for fireworks night.