



Plaxtol School Association

Minutes of Meeting

21st November 2016 at 9.00am

Present: Maddie Pritchard (Chair), Nayna Ahmed (Secretary), Ayesha Green (Chair), Julie Docherty, Jo Rolls, , Louise Stiff, Mary Olley, Nikki-Lea Garside (Chair), Heidi Hollobon, Kate Beynon, , Suzy Immer, Kate Rudgely, Lisa Mansfield

Apologies: Kerry Aston, Aishling Burke, Niki Funnell, Helen Homard, Toni Ringrose

1. Welcome – Maddie welcomed everyone especially new parents and thanked everyone for attending.

2. Apologies for absence- Apologies were received before the meeting Kerry Aston, Aishling Burke, Niki Funnell, Helen Homard and Toni Ringrose

3. Minutes - The minutes from the previous meeting held on 18th October 2016 had been sent to the attendees prior to the meeting. 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- outstanding
2. Julie and Kate to agree date for Pamper Night and get this noted in the Herald - outstanding
3. Ayesha to put the date for the Spring Walk in the Herald- DONE
4. Maddie or Ayesha to speak to Alice Dagger to ask her to price up staging blocks- outstanding
5. Nayna to look into purchasing shade sails- outstanding
6. Nayna to speak to Anisa about getting the PSA registered as a cause for the co-op card and Waitrose green token scheme- DONE. Update at next meeting.
7. Kerry to speak to Claire Murray about table arranging evening for Christmas Fair- DONE
8. Nayna to speak to Marian about WI involvement with Christmas Fair- DONE
9. Maddie to pass financial information on to Lisa- DONE

5. Halloween Disco- the Halloween disco raised £479.60 which is a big increase on last year. Well done Julie and Kerry.

6. Fireworks- the fireworks raised £3070 (last year was) £2,145. Extra costs this year also included the portaloo (£144) plus extra expenses for the fireworks and the new signage. Well done Nikki and team. Heidi suggested we make donations to the Youth Group and the Church loo fund by way of thanks for the help the rest of the village gave both on the night and in preparation. It was agreed that £150 would be given to each of the organisations. Heidi will arrange this.

7. Dads' Beer Night will be on Friday 25 November and proceeds will go towards Grammar and Phonics books.

8. Christmas Fair- Nayna confirmed that plans are in good shape for the end of the week and the rota is filling up.

9. Nayna provided an update on easyfundraising which has raised £212.10 at the time of writing and has 40 supporters. It was agreed that we will continue to promote this scheme on the facebook page and PSA newsletter and that other family members and neighbours should be encouraged to sign up. It was also noted that gift aid can be claimed on the amounts raised.

10. Printer ink cartridges- there is a bin by Tina's desk where empty ink cartridges can be left for recycling. The school can make up to £1 per cartridge. Nayna has found a company to take these and will monitor the bin and arrange collection when it is full. It was agreed that this would be publicised on the next PSA newsletter.

11. Trees over the swimming pool- Helen Homard has sent an e-mail noting that there are two trees overhanging the swimming pool which make cleaning the pool difficult. It was agreed that they should be removed if possible and replaced with new trees which would not drop into the pool, in better positions. Nayna agreed to ask Helen to get an estimate for removing the trees and once we have this we will investigate further.

12. Camera/bird box scheme- Kate Hammerton has sent an e-mail asking if the PSA could fund the purchase and annual subscription of a bird box with a camera in it. The initial cost for the equipment would be in the region of £125 and the annual subscription cost would be £149. It was thought that this sounded quite a lot for the subscription and queries were raised as to what we got for this amount. Several member have these boxes in their gardens and mentioned that they are easy to set up. Lisa agreed to speak to Kate about the scheme and Jo Rolls agreed to look into what system they use at Sevenoaks Prep.

13. ipads- Lisa confirmed that all ipads have been reset to factory settings and were now being used in each class. After looking into it, it was decided that the ipads were not worth enough to justify the effort to sell them, so they will be used more extensively in class. Each classroom also has six laptops and there are enough laptops on the trolley for pupils to share 1 between 2.

14. Finance- Heidi confirmed that there is £13,993 in the bank. £2000 is allocated for classroom spend, £1000 for classroom costs and £5000 for a contingency fund for the pool. Using conservative estimates for income for the Christmas and Summer fairs of £1500 each and with swimming pool contributions from families in line with last year (£2,300) there is currently £11,293 available for the school to spend.

Lisa confirmed that priority items for spending at present are Class 4 toilets, maths resources for greater depth teaching and a new EYFS reading scheme. School priorities this year are writing across the school and greater depth teaching. The resources room is also ready for refurbishment but teaching improvements are taking priority at the moment.

15. AOB

- Nikki confirmed that we would need a new fireworks supplier for next year, as the current supplier let us down in terms of the quality of the display and are also not responding to e-mails. Nikki agreed to find out who Tonbridge Angels used as well as Seal and Kemsing schools. Lots of suppliers get booked up annually in advance and we would want the display to be on 4th November next year. Phoenix Fireworks supplied Wrotham apparently. It was agreed that setting the date and locating a new supplier would be a priority.

- Marian Hemsted has asked if the school would be willing to lend our events shelters to the Friends of Plaxtol Church for the Duck Race and other events. It was agreed that Jo Rolls would confirm that of course they would be very welcome to borrow them whenever needed.

- Lisa thanked everyone for all of their efforts, in particular Nikki for the fireworks and all of the Pudsey helpers. School would be sending Pudsey photos home in book bags with a request for a donation for Children in Need.

- Lisa mentioned that last year the PSA funded Christmas presents for each pupil. These were books carefully selected by the class teacher so as to be appropriate for the relevant child. It was agreed that the PSA would be happy to fund this again this year.

- Heidi agreed to e-mail all of the Spring Walk information to Aishling and Louise, as planning is underway.

- Louise mentioned that lots of charities and other schools have Amazon wish lists set up, whereby the school can add items to the list and anyone can directly purchase from the list. Louise agreed to look into this further.

- It was decided that the school facebook group would be converted into a PSA group once Mrs Roll had left. Maddie agreed to ask Mrs Roll to add her as admin for the group. Ayesha and Louise also mentioned that a facebook page would be useful as it enables users to share upcoming events. This page could be linked to the PSA group. Louise agreed to set up a school page.

- Suzy agreed to look into leaving presents for the Class 3 and 4 teachers. It was agreed that these would be kept separate from Christmas presents. Nikki mentioned that previously everyone has donated £1 per teacher.

- An external company was booked to come and perform a pantomime as in previous years. Usually parents are asked to donate £5 to cover the cost of this. Lisa mentioned that parents are being asked for a lot of money at the moment. The PSA agreed to pay half of the costs so that parents would only be asked to donate £2.50 per child. The exact amount needed would not be known until donations were received from parents.

- Ayesha asked about ukulele lessons and Lisa confirmed that individual lessons were in the process of starting up. Group lessons would be looked into in the future.

- Ayesha asked if it would be possible to have an open judo lesson to enable parents to watch what the children are up to in judo club on Friday mornings. Lisa agreed to speak to the judo teacher about this. There was also a suggestion that perhaps an open morning could be held to show parents all of the extra-curricular activities that the children have been doing.

- Lisa confirmed that the open mornings for prospective parents had been very well attended but that there seemed to be a concern on the part of these parents that they would not get into Plaxtol School due to the small class size. These parents were therefore playing safe and choosing other schools instead, even if Plaxtol is their preferred school.

16. Next meeting- it was agreed that the next meeting would be held on Monday 16th January at 9.00am.

The meeting then closed at 10.10am.

Action points from meeting

1. Lisa to look at the school calendar and to choose the most appropriate date for summer fair.
2. Julie and Kate to agree date for Pamper Night and get this noted in the Herald.
3. Maddie or Ayesha to speak to Alice Dagger to ask her to price up staging blocks.
4. Nayna to look into purchasing shade sails.
5. 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.
6. Heidi to donate £150 to each of the Youth Group and Church loo fund.
7. Nayna to ask Helen to get a quote for removing the trees by the swimming pool.
8. Lisa to speak to Kate about the bird box scheme to establish whether or not it is the right scheme for school.
9. Jo Rolls to look into what bird box system they use at Sevenoaks Prep.
10. Nikki to try and book a new fireworks supplier for 4 November next year. This is a priority.
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.
12. Heidi to e-mail all of the Spring Walk information to Aishling and Louise.
13. Maddie to ask Mrs Roll to add her as admin for the school facebook group.
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.
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.