Plaxtol School Association

Minutes of Meeting

18th October 2016 at 9.00am

Present: Maddie Pritchard (Chair), Nayna Ahmed (Secretary), Ayesha Green (Chair), Kerry Aston, Julie Docherty, Jo Rolls, Aishling Burke, Louise Stiff, Mary Olley, Nikki-Lea Garside (Chair)

Apologies: Alice Dagger, Heidi Hollobon, Kate Beynon, Niki Funnell, Suzy Immer

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

2. Apologies for absence- Apologies were received before the meeting from Alice Dagger, Heidi Hollobon, Kate Beynon, Niki Funnell and Suzy Immer

3. Minutes - The minutes from the previous meeting held on 20th September 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. Jo to e-mail Class 3 and 4 asking for volunteers for class reps. DONE – Kerry and Suzy had kindly volunteered.
2. Lisa to source someone to read a story to the younger children at the Halloween disco. SORTED- a friend of Miss Elliman has agreed to do this.
3. Lisa agreed to look at the school calendar and to choose the most appropriate date for summer fair (taking point 4 below into account). OUTSTANDING
4. Ayesha to liaise with Pam Horrell regarding the date of the church fete. DONE- Maddie has spoken to a representative from the Church and confirmed their fete was early in June- date TBC.
5. Ayesha to put the dates for all events into the Herald. DONE- it was agreed that the Spring Walk date should be put in now too.
6. Julie and Kate to agree date for Pamper Night. OUTSTANDING- discussions were underway with various other interested parties
7. Ayesha to speak to the Holder family about the possibility of organising Plaxtolvision this year. DONE- Plaxtolvision will be held on 13th May next year.
8. Nayna to prepare a flyer explaining Easyfundraising set up process to go out in book bags. DONE- this was covered in the PSA newsletter
9. Maddie or Ayesha to speak to Alice Dagger to ask her to price up staging blocks. OUTSTANDING- discussions are underway
10. Ayesha to purchase four events shelters with PSA funds. DONE- six shelters were purchased as the price was so good.

11. Ayesha to make a list of banners and signs for Heidi. DONE- these have already been costed and some have been printed.
12. Heidi to speak to her contact to get a quote for new banners and signs. DONE
13. Nayna to prepare a termly PSA newsletter. DONE- the next newsletter will go out after Fireworks and before the Christmas Fair
14. Nayna to look into purchasing shade sails. OUTSTANDING

5. Co-op card- Anisa Gress had emailed to draw attention to the Co-op loyalty card scheme whereby you can register your cause and, if selected, 1% of spend for a specific period is allocated to that cause. Nayna agreed to ask Anisa to investigate this further, along with the Waitrose green token scheme.

6. E-mail from Chair of Governors- the PSA has received an e-mail from Joan Owen, Chair of Governors, thanking and congratulating the committee for its hard work last year. Joan invited a representative from the PSA to attend the next Governors' meeting on 29th November, to present more details of the PSA's events and plans for this year. Maddie agreed to attend, with Jo and Nayna as back up as they would be attending anyway as Governors.

7. Nayna provided an update on easyfundraising which has raised £42.94 in the last 30 days with 23 supporters. 8 new supporters had signed up since the newsletter went out. It was agreed to post a reminder on the school facebook site and to point out that all family members can register. Nayna confirmed that proceeds from the site would be paid quarterly directly into the PSA's bank account, provided a £15 threshold was met in that quarter.

8. Halloween Disco- Kerry and Julie confirmed that 95 tickets have been sold so far. They have 7 volunteers to help for each of the KS1 and KS2 sections of the evening. They would speak to Lisa about some outstanding queries including signing in sheet format, first aid and risk assessment.

9. Fireworks- Nikki confirmed that everything was in hand. Posters were up and tickets would go on sale from Friday. She needed six volunteers for the bar, refreshments and taking tickets, so would send an e-mail out on Friday.

10. Dads' night- Ayesha confirmed that she would send a parent mail about Dads' night on 25 November to ensure that all Dads are invited. It had been agreed that the evening would be to support a specific cause and Lisa has suggested either Phonics/Grammar books for KS1, or to subsidise the Panto that the children will watch in school. It was agreed to go with the books, as parents are generally happy to pay for the Panto (provided sufficient notice is given).

11. Christmas Fair- Maddie asked if anyone would be willing to take on responsibility for the raffle as this is a distinct task. Louise kindly agreed to do this. Plaxtol Nursery have asked if they may sell gingerbread at the Fair and this was agreed. Jo pointed out that Father Christmas should be booked asap. We discussed inviting outside sellers to have stalls at the Fair as this would provide raffle prizes and offer more variety. Space and competition with school products were the main disadvantages. Nayna and Maddie agreed to look at this during the planning process of the Fair. It was noted that last year was the most successful Christmas Fair so it might be a good idea to stick with that format again. Kerry agreed to check with Claire Murray to see whether she would be willing to host another table arranging evening. Nayna agreed to speak to Marian, as she had mentioned that the WI may like to get involved somehow, although we may have left it a bit late.

12. Finance- Heidi had provided updated financials to Maddie prior to the meeting. The bank balance is currently £11,869.23. £7,500 is allocated for the pool contingency and other promised

payments. £2,000 is allocated for fireworks contingency. £300 is allocated for new signage. This leaves £2,069.23 which can be spent now. Maddie agreed to pass this figure on to Lisa.

Since the last meeting the following items have been purchased: six events shelters, 2 projectors, blinds for 2 classrooms, 5 laptops and 5 desktops.

13. Next meeting- it was agreed that the next meeting would be held on Monday 21st November at 9.00am.

The meeting then closed at 9.50am.

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. Ayesha to put the date for the Spring Walk in the Herald.
4. Maddie or Ayesha to speak to Alice Dagger to ask her to price up staging blocks.
5. Nayna to look into purchasing shade sails.
6. Nayna to speak to Anisa about getting the PSA registered as a cause for the co-op card and Waitrose green token scheme.
7. Kerry to speak to Claire Murray about table arranging evening for Christmas Fair.
8. Nayna to speak to Marian about WI involvement with Christmas Fair.
9. Maddie to pass financial information on to Lisa.