



Plaxtol School Association

Minutes of Meeting

20th September 2016 at 9.00am

Present: Maddie Pritchard (Chair), Heidi Hollobon (Treasurer), Nayna Ahmed (Secretary), Ayesha Green, Kerry Aston, Julie Docherty, Jo Rolls, Niki Funnell, Aishling Burke, Louise Stiff, Mary Olley, Nikki-Lea Garside, Lisa Mansfield (Headteacher)

Apologies: Sally Dollimore, Helen Homard, Kate Beynon

1. Welcome – Maddie welcomed everyone especially new parents and thanked everyone for attending.
2. Apologies for absence- Apologies were received before the meeting from Sally Dollimore, Helen Homard and Kate Beynon.
3. Minutes - The minutes from the previous meeting held on 16th June 2016 had been sent to the Chairs prior to the meeting. Maddie signed these minutes as a true and accurate record of that meeting.
4. Class Reps – Maddie explained the role of class rep to everyone and asked for volunteers. Mary Olley offered to be rep for Class 1. Toni Ringrose had previously agreed to be rep for Class 2. Jo Rolls agreed to e-mail Class 3 and 4 to ask for volunteers.
5. Maddie then ran through the diary of events planned for this academic year:
 - (a) Halloween Disco- this was very successful last year and a DJ has been booked for the last Friday of term, 21st October. It was agreed that there would be no cakes this year, only sweets. Posters and tickets could be re-used from last year. Lisa agreed to think about who could read a story to the younger children as her daughter is not available this year. Julie and Kerry agreed to run this event, with a team available on the night to run the tuck shop, decorate the hall and clear up afterwards.
 - (b) Fireworks- this will be held on 5th November at Brook Fields. Nikki confirmed she will lead the team for this event. Nikki agreed to create a poster and confirmed that a lot of the organising is in hand with people from the village. It was agreed that there will be a portaloo available this year.
 - (c) Christmas Fair- the date for this is set for 26th November. Maddie and Nayna agreed to run this event.
 - (d) Sponsored Spring Walk- Aisling and Louise agreed to run this event. Heidi will help by providing the materials used last year. It was agreed to bring the date forward to term 3, on 4th February, so that events are spread more evenly throughout the year.
 - (e) Duck Race- it was agreed to discuss this nearer the time. We will hopefully have a table at the event to sell crafts made by the children, as per last year.

(f) Summer Fair- this will be held on either 10th or 17th June. It was agreed to bring the date forward as it gets very hectic at the end of the summer term. Lisa agreed to look at the school calendar and to choose the most appropriate date. Louise agreed to help organise but did not want to take it on her own. Ayesha agreed to liaise with Pam Horrell regarding the date of the church fete and also to put the dates for all events planned into the Herald.

(g) Splash Night/Campover- subject to agreement with Lisa, it is proposed to extend Splash Night to include optional camping on the school field. Jo agreed to run this event but hopes to split the organising of Splash Night and the Campover. A discussion was held about the possibility of including story telling, drum workshop and other activities. It was agreed that Jo would e-mail about this and arrange a team nearer the time.

(h) Pamper Night- Julie confirmed that her and Kate would run this event again following the huge success last year. They would however need a team on the night to help with setting up, serving and clearing up. It was agreed to hold this event on 15th or 22nd March to tie in with Mothers' Day.

(i) Plaxtolvision- Maddie explained that this event had to be cancelled last year due to a clash with the Plaxtol Players. As Eurovision falls on a Saturday this year (13th May) it may be possible to hold Plaxtolvision this year. Ayesha agreed to speak to the Holder family as they have previously organised the event. It was suggested that a barn dance or disco for adults could be held if Plaxtolvision does not go ahead.

6. Easyfundraising- Nayna explained that through the Easyfundraising website she had raised money for school very easily over the summer. She suggested that other parents may like to do the same and it was agreed that she would prepare a flyer for book bags to explain the set up process. Louise mentioned that many supermarkets offer funds to schools and it was agreed to consider this next time an appropriate project is needed in school.

7. Key fundraising priorities for school- Lisa thanked the PSA for all their hard work last year. She particularly highlighted the newly refurbished Magpies room, which is now being used as a teaching space. Lisa explained that the money that the PSA raises is vital for the school due to its size. Lisa explained the following priorities for school this year, for which PSA funds will be gratefully received:

(a) the resources room needs to be refurbished this year so that all rooms in the school can be fully utilised as teaching areas. It is proposed that a sink is put in the room so that it can be used for Food Tech, which is an extremely popular club and is now being run by Kate Hammerton.

(b) Class 4 toilets need refurbishing. An initial quote for £9k had been received although this also included work on other toilets in the school which are a lower priority at present.

(c) Early Years need new ride ons as they can't rely on donations of older items.

(d) Staging and lighting – the school production had been a success, having been held in school for the first time. However going forward a solution for staging would need to be found as this had been kindly provided by a parent, whose daughter is in Class 4 so would not be at the school in a few years. It was pointed out that Alice Dagger's company provides staging so she could be asked to price up what would be needed.

It was discussed that it would be very helpful to know what businesses are linked to the school via parents, so that we know who to ask for help.

(e) Events shelters- it would be useful for the school to own four of these rather than relying on parents to provide them. It was agreed that Ayesha would purchase four events shelters with PSA funds as they are on special offer at the moment at Go Outdoors for £110 each.

(f) Banners and signs- it was agreed that the PSA should spend some money on purchasing better signs to advertise events. Heidi mentioned that she knows someone who could provide these and Ayesha agreed to make a list of what is needed.

(g) Shade sails- these are needed as there are no shady areas in the playground. Nayna agreed to look into purchasing these and Jo has sent her an e-mail about possible grants available.

8. Newsletter- It was agreed that Nayna would prepare a PSA newsletter to go out once a term. It should include fundraising priorities, a fundraising meter, details of what was bought the previous term, dates for future events, easyfundraising details and details of how to make donations to school.

9. Finance- Heidi confirmed that over £20k was raised by the PSA last year. There was one private donation that bumped this figure up but we should aim to raise £15k this year. There is £17.5k in the bank at the moment. After deducting our annual financial commitments to the school, this leaves £12k to spend now.

10. Outside stage- a discussion was held about the outside stage which is unsafe in its current location. A quote had been received for £1000 to lay down hardstanding and to move the stage to a more appropriate position. It was agreed that a Dad's night could be held to raise funds for this but that other options should also be explored.

11. i-pads- PSA funds had been used several years ago to purchase i-pads for school. School currently has approximately 35 i-pads which is too many. The curriculum does not lend itself to work on i-pads, and lap tops would be much more useful. Lisa suggested that the best i-pads are retained but that surplus ones could be sold and the proceeds used to buy new lap tops. This was agreed.

12. Music- Lisa has met with Dan Clews and discussed the possibility of his music school providing choir, music lessons and workshops in school. They would also be able to offer private lessons. Lisa explained that to make this sustainable there would need to be a cost of £2 per child for group lessons. Everyone agreed that this was acceptable and that having music back in school would be great.

13. Next meeting- it was agreed that the next meeting would be held on Tuesday 18th October at 9.00am.

The meeting then closed at 10.00am.

Action points from meeting

1. Jo to e-mail Class 3 and 4 asking for volunteers for class reps.
2. Lisa to source someone to read a story to the younger children at the Halloween disco.
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).
4. Ayesha to liaise with Pam Horrell regarding the date of the church fete.
5. Ayesha to put the dates for all events into the Herald.
6. Julie and Kate to agree date for Pamper Night.
7. Ayesha to speak to the Holder family about the possibility of organising Plaxtolvision this year.

8. Nayna to prepare a flyer explaining Easyfundraising set up process to go out in book bags.
9. Maddie or Ayesha to speak to Alice Dagger to ask her to price up staging blocks.
10. Ayesha to purchase four events shelters with PSA funds.
11. Ayesha to make a list of banners and signs for Heidi.
12. Heidi to speak to her contact to get a quote for new banners and signs.
13. Nayna to prepare a termly PSA newsletter.
14. Nayna to look into purchasing shade sails.