



Plaxtol Primary Parent School Association Meeting Minutes

*PSA Logo
in design*

Meeting Date:	3rd November 2015
Location:	The Papermakers Arms, Plaxtol
Attendees:	PSA Chairs (Ayesha Green, Maddie Pritchard, Nikki Garside) Ms Lisa Mansfield, Headteacher Alice Dagger, Joanna Tawse, Kate Beynon, Jo Rolls, Tony Rolls, Bob Dollimore, Ben Holder, Marion Hempstead, Steve Davis
Apologies:	Julie Docherty, Mary Olley, Helen Homard, Lorraine Vinson

Agenda Item: Fireworks night – 7 November 2015		
<i>Notes:</i>		<i>Actions & Responsibility:</i>
1)	TR & BD – organizing the marque/ flood lights.	All ticket sellers Jo Morgan
2)	Generator being delivered	Bob
3)	Strip lighting – Bob to ask Chris	Bob
4)	Tony Rolls in charge of alcohol purchase. 120 cans of strong bow have been donated. Marion suggest having a wine glass at the bar to measure (prove) that quantities are correct due to cup being oversized. Jo Rolls organizing mulled wine	Tony Rolls/Jo Rolls
5)	Ben Holder organizing BBQ stall – suggestion from Marren to buy sliced onions from Bookers and cook in oven	Ask Dan Minnis to transport BBQ to site
6)	Sara Crane organising cake stand and hot chocolate	Sara Crane
7)	Tables/stakes/speaker transported to site	Chris Pritchard



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8)	Take bucket/cloths/sponges/spray to the event	PSA chairs
9)	Extension leads	Tony Roll
10)	Ben Holder suggested to take marques down on the night if weather permits and transport to Joan's barn. Use tar palling to help with dismantle.	Nikki to check with Joan about access to barn on Saturday night and Sunday afternoon

Agenda Item: Christmas Fair – 28 November 2015

<i>Notes:</i>		<i>Actions & Responsibility:</i>
1)	Maddie ran through Christmas Fair plan to date.	
2)	Request class reps to ask for volunteers	PSA Chairs
3)	Donation Friday to start 13 Nov – requesting over 3 weeks: Chocolate / presents for Adults / filled jam jars for kids	Maddie to send parent mail and class rep
4)	Food – suggestion of lunch boxes for kids as less messy. Other food hot hand food – sausage rolls?	
5)	Ms Mansfield to talk to kitchen staff about using the school kitchen.	Ms Mansfield
6)	Table layout practice suggested to help confirm spacing	Ms Mansfield & PSA Chairs
7)	Crafts: Kate Beynon Nikki & Maddie making crafts to sell – bunting – snow globes – book angels. Suggestion from Marion next year to speak to Sandra Furness about crafts.	



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8)	Marion will help promote the fair to the other parts of the village	
9)	Kate spoke to Claire Murrey and she is going to do a mini wreath workshop for 10 people on 26 Nov to make wreaths to sell at the fair. Foraging to be done for this on 25 nov	Kate to organize (Ben Holder has lots of holly/ivy)
10)	Cake stall – ask Sara Crane if she wanted to make cakes for the Christmas fair before asking others	PSA Chairs
11)	Father Christmas: Jo Rolls to speak with Tom Hogg regarding DBS check. Graham Shewell to lend his father Christmas costume to Tom. Ask Sam Petta/Sally Dollimore if they would be Santa's helper	

Agenda Item: Fundraiser; Reusable Bags with School Logo

<i>Notes:</i>		<i>Actions & Responsibility:</i>
1)	Update from Julie: 100 bags ordered as discussed (lead time $\frac{3}{4}$ weeks plus 1 week proof time. Hopefully have before end of Nov. Payment on dispatch. Good response from Class Rep Helen – quite a few people requesting 3 bags	Julie Minnis

Agenda Item: School uniform

<i>Notes:</i>		<i>Actions & Responsibility:</i>
1)	Ms Mansfield showed us some samples of Slade schools uniform. The quality of the uniform was agreed by all present as much better quality to the Tesco's uniform and it has been agreed to go to the next step of sampling.	Ms Mansfield



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Agenda Item: Parents Evening 12 November

<i>Notes:</i>	<i>Actions & Responsibility:</i>
1) Ms Mansfield is hoping to implement a new way of booking a parents evening slot via an online log in. Lisa discussed a progress report which will be sent prior to the evening and this will be the basis of discussion in the 10 minute slot given on the night. Recommended was a letter instructing parents of the procedure of the evening would be useful	Ms Mansfield

Agenda Item: Stage

<i>Notes:</i>	<i>Actions & Responsibility:</i>
2) Ms Mansfield had someone in to try and move the outdoor stage but unfortunately this cannot be moved without a forklift and the weather condition isn't suitable for this as the playing field would be left in too muddy a state. The stage is now unsafe and cannot be moved. Suggestion to dispose of this was raised. Steve has agreed to investigate the cost of moving this before further discussion of disposal	Ms Mansfield / Steve

Agenda Item: Folk Night

<i>Notes:</i>	<i>Actions & Responsibility:</i>
3) Tony Werneke is hosting Martin Simpson Concert in Plaxtol and has kindly said that the PSA can run the bar with proceeds going to the PSA as they did last year.	Tony & Jo Rolls



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	Tony & Jo Rolls have agreed to run this event. An Alcohol license is needed for this.	
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Agenda Item: Future Events

<i>Notes:</i>		<i>Actions & Responsibility:</i>
4)	Auction of promises usually a very successful night if done well. Usually money is raised for a certain item/need	
5)	Plaxtolvision – Ben Holden mentioned this was a good passed event held at the school	
6)	Marion has asked for us to send future event dates to the herald as soon as possible so it doesn't clash with other village events	

Next Meeting: TBC