



Plaxtol Primary Parent School Association Meeting Minutes

*PSA Logo
in design*

Meeting Date:	16th October 2015
Location:	Learning Resources Room, School
Attendees:	PSA Chairs PSA Class Reps & Members (see full list available on request.) Ms Lisa Mansfield, Headteacher
Apologies:	Joan Owen, Head of Governors Heidi Hollobon, PSA Treasurer Kate Hammerton, PSA Secretary Jo Rolls, Class 3 Representative Claire Lean, Class 4 Representative

Agenda Item: Halloween Disco – Thurs 22nd October 2015

<i>Notes:</i>		<i>Actions & Responsibility:</i>
1)	Tickets - If you are selling tickets, please keep a note of attendee for numbers and Health & Safety and send this list to Jo Morgan by evening of Weds 21st October. Pre-schoolers must be accompanied.	All ticket sellers Jo Morgan
2)	At the door - Please provide full class contact lists and check details when child arrives to attend.	Class Reps & Volunteers on the Door
3)	Volunteers to help out at event	<u>KS1 Section 5.30 to 7 pm</u> Toni Ringrose Nayna Ahmed Maddie Pritchard Nikki Lea Garside Julie Minnis



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		Jo Morgan <u>KS 2 Section 7 – 8.30pm</u> Steve Davis Mel Lumsdaine Bex Seaman
4)	Room on the Broom Story Teller	Ms Mansfield's daughter has kindly offered to do this.
5)	Refreshments – request donations of Halloween Themed Cupcakes. Teas and Coffees for adults. Juice and water for children Sweets	Class Reps Nikki G and Jo M to go to Cash & Carry Tuesday to buy outstanding items.
6)	Thanks to Manishya Montague for all her hard work and organization of this event to date, email her to update her on above and offer any further support.	Jo M

Agenda Item: Firework Night – 7th November 2015

Notes:	Actions & Responsibility:
1) <i>Update from Bob Dollimore re logistics of setting up tents & field in advance:</i> Plaxtol Friends have agreed to use of newer marquee covers – Bob will collect He will go to field at 10am on 7th Nov He has reserved a generator at cost of £150 or we could use his own and ask Sam Petter for hers and pay for fuel. Take down – ask Joan Owen if we can use her barn to wipe down and clean marquee covers after event. Need volunteers to do this.	Nikki Lea Garside Mel Lumsdaine Bob Dollimore



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	Bob will collect marquees and return to Marion Hempstead when dry.	
2)	Volunteers to sell tickets at gate on the night	Mel Lumsdaine Vanessa MGill
3)	Trip to Cash & Carry for all outstanding refreshment items needed – ask Tony Rolls & Ben Holder what they need	Nikki Garside Jo Morgan
4)	Thanks to all those organizing & volunteering to date.	

Agenda Item: Fundraiser; Reusable Bags with School Logo

<i>Notes:</i>		<i>Actions & Responsibility:</i>
1)	Thanks to Julie for her work on this. Decide on Lightweight Cotton Bag Class Reps to gauge support and how many people would buy so can order correct amount. Treasurer to authorize cost & organize payment	Julie Minnis Class Reps Heidi Hollobon

Agenda Item: Christmas Fair – 28th November 2015

<i>Notes:</i>		<i>Actions & Responsibility:</i>
1)	Update from Ms Mansfield: She would like each class to have their own stall from which they will sell their own crafts and creations. Some of the clubs will also make things, e.g. Sewing Club and Gardening Club.	Ms Mansfield
2)	PSA establish team to work on event and plan other stalls including traditional games, gifts etc. Tea, coffee and refreshments to be	Maddie Pritchard has kindly offered to be lead PSA contact for this



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	provided from School Kitchen – volunteers needed. Plan out space and number of stalls and activities that can be accommodated.	event.
3)	Invite Tom Hogg to be Father Christmas, he will need a CRB check	Jo Rolls?

Agenda Item: Other Business

<i>Notes:</i>		<i>Actions & Responsibility:</i>
1)	<i>Pudsey Comes to Plaxtol – 11th November</i> Need two volunteers to be Pudsey, Ms Mansfield has the costume. It is also the school open day. Pudsey will visit Plaxtol Nursery School in the morning and School from 11.30am.	Ms Mansfield
2)	<i>Weekly Cake Raffle</i> - consider this as a steady fundraiser in the new year	Jo Bullough Tamara Blenko
3)	<i>PSA Logo</i> Try to create one to help identify all PSA communications going forward.	Jo Morgan Lucie Chivers

Next Meeting:

Tuesday 3rd November 2015, 8pm, Papermakers Arms, Plaxtol.