

PSA Meeting Minutes - 23 February 2026

Present: Cassandra Money, Jenny Johnson (Chair); Claire Rowley (Head Teacher); Helen Chesterton; Merran Hilton; Greg; Lucy Evans; Kate Harris; Christina Donnelley.

1. Welcome, members present, apologies

Apologies received from Emma Curley and Caroline Ward (Secretary).

2. Conflicts of interest

None noted.

3. Approval of minutes of the last meeting (September 2025)

Approved and signed by JJ - copy to be given to CW.

4. Any matters arising

None.

5. Financial report from Treasurer

KH reported that since the last report (31 August 2025), there had been £8330.78 income. Miscellaneous elements were made up of compensation from the bank; plus, some bits from MJH from the Xmas Fair 2025. KH reported that there had been £8710.86 expenditure since last report. £4531.96 worth of expenditure was expected to come.

ACTION: CR/KH to check exact amount required this year for laptops funding (vs. the £5000 allocated in report).

ACTION: KH to send electronic Treasurer's Report to MJH, to put on PSA website.

JJ raised the question of whether PSA should have dual signatories vs dual access to bank accounts.

ACTION: JJ and KH to check options for different bank accounts (including dual signatories) and report back to Trustees. Any change to be aligned to change any future changes of trustees.

Multiple access to PSA SumUp and PayPal was also discussed.

ACTION: KH to check SumUp access for all trustees (and reduce to one main PSA SumUp account).

ACTION: KH to check PayPal access for or JJ and CW.

With regards to the forthcoming PSA AGM, JJ reported that the Independent Examiner was currently working through folders of information which had been sent to her. The Independent Examiner will come back to KH with any questions. There is an aim for JJ, KH and MH to meet the Independent Examiner on/around 6 March (other trustees also welcome

- please ask JJ for details). JJ hopeful to hold AGM within next 6 weeks, bearing in mind 4 week notice period for an AGM. JJ has told Independent Examiner she can come to PSA AGM, but present report to PSA trustees beforehand.

There was discussion about PSA policies, and a reminder that they needed to be reviewed annually (including Reserves level).

ACTION: KH to send MJH final version of Reserves Policy, for placing on PSA website.

ACTION: CW and JJ to note for future PSA Agenda the need for an annual review of PSA policies (either AGM or September meeting).

6. Bank Statement to be checked and signed

JJ confirmed she has checked and signed the latest bank statement.

7. Approvals since last meeting

The following were noted:

- NSPCC Resources - £34.96 – Approved 21/01/2026
- DJ for school disco (30 April) - £225.00 – Approved 03/02/2026
- Charcoal BBQ - £199.99 – Approved 03/02/2026
- Chinese New Year gift - £70.00 – Approved 06/02/2026
- Class 4 trip – £152.00 – Approved 22/02/26
- 12 x KS2 SAT Practice books - £90.00 – Approved 22/02/26
- Uno Extreme - £17.00 – Approved 22/02/26
- Education Group Access Pass National Trust - £63.00 – Approved 22/02/26

MJH asked whether National Trust access pass was annual. CR said she didn't think it applied to other National Trust properties; it was likely to just be Ightham Mote.

8. Approvals to be discussed

CR said there were no future approvals at this point.

MJH said that Waitrose Green Tokens ran until end March. PSA would receive either £1500, £1000 or £500. Remainder of funding for History Timeline would be met by the PSA, subject to final confirmation from CR of amount.

There was a discussion about whether spending needed to be evenly distributed across classes. CR said Class 1 hadn't had a trip yet, but generally spending had naturally distributed across year groups.

9. Housekeeping

The meeting thanked LE for getting the new Approvals Form up and running. Trustees felt the system was working well, and were grateful to LE for her gentle reminders. Trustees felt there were sufficient security checks in place.

ACTION: JJ to check email GDPR issues.

Committee position changes - JJ confirmed she will not be standing as chair at next AGM, after 7 years as a chair. JJ said she would be happy to continue as a trustee, and would consider other roles. Other trustee positions would also need considering, particularly for replacing LE and CW in the next 1-2yrs.

ACTION: Trustees to work together to write an up-beat paragraph about chair role, with co-chair and fixed term opportunities. Publicise in advance of AGM.

10. Future Fundraising

After school sale Friday 27th February - CS organising for Otter Class 3. KH to give CS a float and SumUp link. CS to advertise. Ways to manage risks around cake sales were discussed.

ACTION: LE to write a short information sheet on cake sales to support volunteers (nut allergies, knives etc).

Easter Egg Hunt - MJH confirmed arrangements were in hand, and there were a good number of volunteers.

Colour Run - Saturday 25th April. JJ said that timing on the day needed confirming, and volunteers were needed to help.

ACTION: JJ to speak to Sian regarding preparatory work which needed doing - then either ask for a lead, or break into strands of work.

ACTION: MJH to start to draft a poster advertising the date (adding time when JJ had confirmed).

School Disco - MJH confirmed arrangements were in hand, and a few more volunteers were needed.

Summer Fair 27 June - options for entertainment (nerf, inflatables, water games) were discussed, alongside live music from Emma. Suggestion for perhaps fewer stalls, and more music/entertainment/food focus. Suggested name "Fiesta". Question over how much to charge, and whether £15 for a family might be a little high. Question over external stalls. Include a raffle. A lead to work alongside Emma was required. CS said she might be able to help in partnership with someone else, but needed to check commitments to another school.

Wildflower Seeds - HC offered to run a wildflower fundraiser this year. Proposal was welcomed.

ACTION: HC to plan and run wildflower seeds fundraiser.

Silent Auction - agreement to consider running again at Xmas.

11. Correspondence (if any)

ACTION: JJ to write to Luxury Property Maintenance to thank for Dragon Boat Sponsorship.

12. Any other business (as applicable)

MJH said she now had a paediatric first aid certificate.

ACTION: LE to make a certificate to thank cake sale children, and pass to CR for distribution in assembly.

G said he had some ideas to for funding children's outdoor activities, which he would send to CR.

SUMMARY OF ACTION POINTS (FEB 2026 MEETING)	
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