

## PSA meeting Minutes

10<sup>th</sup> July 2026 @ 2pm

**Attendees:** Lucy Evans (LE) Chair, Kate Harris (KH) - Treasurer, Nisha Vekaria (NV) - Secretary, Claire Rowley (CR) - Headteacher, Merran Hilton (MH), Sarah Blundell (SB), Jenny Johnson (JJ), Caroline Ward (CW), Cristina Donnelly (CD), Lizzie May (LM), Cass Money (CM)



### **Actions in Red**

#### **1. Welcome and members present, apologies**

- 1.1. Apologies from Emma Curley (EC)

#### **2. Conflicts of Interest**

- 2.1. None

#### **3. Actions from previous minutes (24th April 2026)**

- 3.1. CR to email costs of outside stage and shade and if it will be ready for Summer fair - **To be completed by CR. Priced by the end of term and work to be completed in September 2026**
- 3.2. CR to email costs of minibus training for Mrs Lan **To be completed by CR.**
- 3.3. JJ to email new date for afterschool sale to CR - **Completed**
- 3.4. JJ to advertise on Facebook for sponsors for the Dragon Boat Race - **Completed**
- 3.5. CW to organise a separate meeting on PSA Roles - **Completed - approved and roles agreed to start in September 2026**

#### **4. Financial report from Treasurer**

- 4.1. Balance is £19,536.57. Income since last report (April 2024) £5,654.81. Expenditure since last report £1,240.73. Approved/committed expenditure not yet spent £6,917.20
- 4.2. MH is holding £40 float and £40 cash in addition to reported figures
- 4.3. Outstanding payment for summer fair expenses – Katy Nunn. **MH to chase for bank details**
- 4.4. KH requested a bill from school for anything outstanding (timeline, Swimming transport, Nick Sharrat, NT pass, IWM trip, transport trip class 1) – **Completed 13<sup>th</sup> July 2026**
- 4.5. Income from wildflower seeds in Plaxtol shop not accounted for – **KH/MH to send QR code for payments.**

#### **5. Approvals since last meeting (24th April 2026)**

|          |                                              |            |
|----------|----------------------------------------------|------------|
| 13/05/26 | 10 ft inflatable slide – Summer Fair         | £ 170.00   |
| 01/06/26 | Printing raffle tickets for Summer Fair      | £ 42.00    |
| 15/06/26 | Online Visits   Nick Sharratt                | £ 240.00   |
| 15/06/26 | KS2 Swimming & Outbound Coach Terms 5&6      | £ 2,360.00 |
| 15/06/26 | Reptile Kin (Band) - Summer Fair             | £ 80.00    |
| 01/07/26 | Ice lollies for School Sports Day            | £ 16.68    |
| 01/07/26 | Heat Wave Ice Pop Refreshers 24 & 25 June 26 | £ 31.57    |

#### **6. Approvals to be discussed**

- 6.1. Laptops for school – Approximately £4500 will be required in September/October 2026 and then September/October 2027. **CR to confirm costs for the Autumn 2026 purchase**

#### **7. Future Fundraising – events and activities**

- 7.1. Review of Events Plan for 26/27
- 7.2. LM and MH are not the event organisers, they are a supporting role. To be explained and clarified in September when the update is made **LE to update**
- 7.3. September welcome back event agreed to be at 3.15pm in the park next to school. Bring your own picnic – **JJ to put together poster and MH to confirm date**
- 7.4. Clothes recycling – **CW to research and come back with update at the next meeting. LE to send email to CW**
- 7.5. Feedback from Summer Fair – change date to earlier in year – May time. TBC
- 7.6. Fireworks – 14<sup>th</sup> November – **MH to add to list of events with a target of £500**
- 7.7. Memory Brick – Draft document sent by MH. **MH to discuss with KH about gift aid**
- 7.8. MH to ask for sample of brick**
- 7.9. Monthly Donations. Draft document sent by MH. **MH to re-word document to make it more open**
- 7.10. SB to send some more information on office contributions payroll giving and test with MH**
- 7.11. Dragon race – sponsorship – **CD to upload poster to FB and Instagram.**  
Possibly doner - Johnnathan Hall – has previously sponsored
- 7.12. Colour Run – MH to ask Sian about assiting with the colour run. If not, Lucy to ask Natalie/Slade Fitness Another option would be to contact Rebbeca Pickard.
- 7.13. Uniform second hand shop – **CW to set up form for orders and CW will collage order and school with distribute**
- 7.14. Shop to be open once a month – regular day or alongside events. Last Friday of every month
- 7.15. CR to add a request for donations of sports tops in Newsletter.- **Completed 13 July 2026**

## **8. Future Fundraising – Funding/Sponsorship**

- 8.1. SB to investigate Net zero air con grants**
- 8.2. Opportunities to fundrase for Shading around boundary, Swimming, laptops,
- 8.3. Benefactors in the village – SB to collate a list of potential people
- 8.4. Discussion about a joint event with the History society and alumni
- 8.5. Discussion about swimming at Tonbridge School Gym – SB to investigate if there is an option to reduce costs**

## **9. Social Media**

- 9.1. PSA have 3 Facebook accounts - to be consolidated **CD to consolidate**

## **10. Communications**

- 10.1. September 2026 Back to school PSA update – to discuss sending a parent/carers wide mail updating on new structure and a general reminder about the PSA. **LE to circulate draft**

## **11. Housekeeping**

- 11.1. Chair (JJ) and Secretary (CW) have emailed their official resignation on 8<sup>th</sup> and 9<sup>th</sup> June 2026 respectively
- 11.2. Independent examination: governance for future – **To be discussed at next meeting – NV to add to adgenda**

## **12. Bank Statements to be checked and signed**

- 12.1.** NV to sign off bank statements monthly alongside KH. **KH/NV to agree process**

## **13. Any other business**

- 13.1. Parish Council would like to contribute £2k to the £8k fence upgrade. **KH to review mechanism, ie PSA to make grant application to the Parish Council.**