Minutes - PSA meeting
2nd October 2026 @ 2pm

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

1. **Welcome and members present, apologies**
   1.1. Apologies from Sarah Blundell (SB) and Cass Money (CM)

2. **Conflicts of Interest**
   2.1. None

3. **Outstanding actions from previous minutes (10th July 2026)**
   3.1. Income from wildflower seeds in Plaxtol shop not accounted for – Completed
   3.2. Laptops for school – Approximately £4500 will be required in September/October 2026 Laptops to be ordered and paid for before Christmas 2026. Third group of laptops required in September/October 2027.
   Action – CR to send photos once laptops are bought
   3.3. Clothes recycling – CW has researched. **Action – CW to find most suitable one to test around Feb 2027 and trustees to ask parents if anyone wants to organise**
   3.4. Monthly Donations. Draft document sent by MH. **Action – carry forward to next PSA meeting**
   3.5. SB to send some more information on office contributions payroll giving and test with MH **Action – carry forward to next PSA meeting**
   3.6. SB to investigate Net zero air con grants – to be reviewed by CR and SB
   CR noted there is a climate action plan on the school website
   Actions - CR to review KCC grants for regarding heating
   NV to assist CR/SB on any building upgrades that could be made – sub group to report back to trustees at next PSA meeting
   3.7. Discussion about swimming at Tonbridge School Gym – **Action - CR to review transport to swimming. May need to borrow bus from another school**
   3.8. PSA have 3 Facebook accounts - to be consolidated CD to consolidate – stay on agenda – **Action - CD noted it was in hand between JJ and CD and will be completed carry. forward to next PSA meeting**

4. **Financial report from Treasurer**
   See Treasurer's report
   4.1. Year end accounts
   KH noted that the Dragon boat race income will be kept as traditional accounting in terms of submission of accounts
   4.2. Reserves – Majority agreement to reduce to £5k. **Action – KH to update reserves policy and circulate to trustees. NV to upload updated policy on website**
   4.3. Independent examination: governance for future – Agreed to not have an independent examiner for the 2027 AGM
   4.4. Bank Statements to be checked and signed
   Action - KH to forward to NV to upload to the google drive that all trustees have access too. NV will review bank statements for 6 moths and trustees can take it in turns.
   4.5. Trustees to focus on events sheet at PSA meetings
   Action - KH to update finance policy and NV to upload updated policy on website

Action - KH conformed she will close down PayPal account as it does not get used

4.6. Details for Katy Nunn for a payment of £25 **Action - KH to chase for details**

5. Approvals since last meeting (10th July 2026))

04/09/26	Shed Key Safe	£ 15.99
08/09/26	Outdoor Stage Rebuild Costs (Aylesford Timber & Labour)	£ 1500.00
08/09/26	Staff minibus training	£ 490.50
08/09/26	White Rose Maths Books - 26/27	£ 900.00
09/09/26	Science workshops	£ 680.00
21/09/26	School Disco – DJ and snack	£ 300.00

6. Approvals to be discussed

6.1. PANTO EM FORSTER THEATRE "CINDERELLA" DEC 26 - £1440 tbc. CR to conform panto bus requirements and final amounts.

6.2. Amazon Wishlist has been updated – **Action - MH /CD to combine promotion of the wishlist with cake sale**

7. Future Fundraising – events and activities

7.1. Disco – Friday November 6th 2026
Action - MH to work with Becky and Cass to recruit volunteers

7.2. Christmas cards
In progress – CR noted that small prizes were purchased for each year group for best card

7.3. Fireworks stall
Action - LE to issue an approval amount for spend

7.4. Wreath making
This will run on 1st December as Potterati, not a school event and percentage of profit goes to the PSA

7.5. Christmas fair
MH gave an update. Confirmation on what are it will be raising money for needs to be reviewed – potentially first aid course and/or panto transport.
Action – LM to investigate matched funding for Christmas Fair.

7.6. Happy School Bags - clothes recycling – covered under item 3.

7.7. CR noted about a school First aid training that would be £380 and be completed in term 3. All trustees agreed that PSA will fund event, potentially using Christmas fair fundraising.

7.8. Suggestion of a paid version for adults after school with a Wheely fun club fundraiser led by CD. **Action – CR, MH & CD to review**

7.9. Plaxmas – organised by the cricket club – **Action - LE to check what entertainment they have not to be the same as the Christmas fair**

8. Pre-Event Planning

8.1. Review of event planning documents **Action - MH and LM to send out to some previous helpers to road test**

8.2. JJ has offered to help guide risk assessments

9. Future Fundraising – Funding/Sponsorship

9.1. Regular donations – **Action – MH to be reviewed at next meeting**

10. Social Media

10.1. None

11. Communications

11.1. CD suggested to Give costs per child that have been raised and spend on each child

11.2. **Action – KH to confirm final figure of dragon boat rase**

11.3. At the October uniform sale – Comms on how much raised from previous events – **Action – CD/KH**

11.4. **Action - LE to list PSA email address on "contacts" page of Paxtol Herald.**

12. Housekeeping

12.1. PSA Policies - https://www.plaxtol.kent.sch.uk/psa-policies
JJ suggested Allocating one per meeting to review – **Action – NV to organise and circulate prior to meeting**

13. Any other business

13.1. PSA assets. **Action – List of assets required when shed is cleared out and items to be marked where it is ok for the community to borrow. Trustee in charge TBC**

13.2. Gazebo was agreed not be lent out

13.3. Fencing lighting were agreed to be lent out to Plaxmas. Signs could be given to Plaxmas

13.4. JJ suggested purchase of new banner for communications – Agreed that can we investigate reuse notice board and school will find another location for community book library.

13.5. Big gift – **Action – KH to explore and update trustees**