

PTFA Annual General Meeting Minutes

Monday 14 September 2026

1. Attendance

Committee attendees: Jo Vitiv, Laura Acland, Kerry Randall, Amy James, Carly Symes, Sam Bennett, Laura Warner, Richard Pleydell, Alix Rutland, Chloe Couchman, Claire Webb, Hannah O'Farrell, Kat Henley and Helen Roberts.

2. Minutes of the Previous Meeting and Outstanding Matters

Otfest feedback

Only 10 responses were received to the anonymous survey; however, the overall feedback was extremely positive. Respondents particularly enjoyed the festival atmosphere and music.

Suggestions for next year included more fairground-style games, greater promotion of the raffle, the possibility of selling tickets on the day, additional shade and the purchase of new gazebos.

Actions: Sam Bennett will speak to a contact at The Chequers about its new outdoor gazebo and stage arrangements, including the possibility of using a trailer. The existing stage worked well, but a more effective cover is needed. Sam will also consider contacting Stuart at Otford United to establish whether its stage and cover could be borrowed

DBS checks

All core committee members have now completed DBS checks, providing a sufficient number of cleared volunteers.

First aid

More committee members should receive first-aid training. A group course will be considered.

Actions: Carly Symes will research group training options with St John Ambulance.

3. Chairs' Report

Laura Acland and Jo Vitiv reflected that 2025/26 had been a significant learning year, with all six core members having joined at the start of the academic year. The new team brought fresh ideas, introduced new events and learned valuable lessons from the year's programme.

The Christmas Village Fête will not be repeated in 2026/27 because it required considerable effort and generated limited income, partly due to poor weather. The committee will instead focus on the Christmas Bazaar held on the school site, which achieved stronger results and was more centred on the pupils.

Cake sales were highlighted as a highly successful fundraiser, combining low effort with strong returns. The £1 price point helped increase income, and ice-lolly sales worked particularly well in hot weather.

Otfest was a major success. Special thanks were recorded to Jo and her team for coordinating the event. The committee expects future planning to be easier now that a template and practical experience are in place. The community atmosphere and performances by the school bands were particular highlights.

The committee recorded its thanks to Stacey, Lianne and Sarah, who are stepping down after making a longstanding contribution to the PTFA. Stacey has kindly agreed to continue coordinating pre-loved uniform.

The Chairs thanked the school community and all committee members for their support and contribution during the year and looked forward to 2026/27.

4. Treasurer's Report and Finance

Amy James presented the final accounts for the year ended 31 August 2026, the August 2026 profit and loss overview, and the Otfest profit reconciliation.

Financial highlights

Cake sales generated £1,412, an excellent result supported by donated cakes and parent contributions.

Otfest generated total income of £9,512.24 and total expenses of £3,002.34, resulting in a profit of £6,509.90. Next year, takings will be recorded in greater detail so that the contribution from each stall, game, food outlet and drinks activity can be assessed.

Otfest financial summary

Income	Amount
Sponsorship	£800.00
External stallholder income	£35.00
Cash takings on the day	£2,412.00
Card takings on the day	£3,274.00
Tuck shop proceeds	£147.00
Silent auction proceeds	£1,001.24
Raffle proceeds	£395.00
Pre-booked ticket sales	£1,448.00
Total income	£9,512.24

Expenses	Amount
Banners and decorations	£135.55
Food and drink purchases	£1,146.80
Festival shop purchases	£286.77
Tombola purchases	£52.84
Licence and Stripe fees	£180.38
Inflatables	£1,000.00
Toilet hire	£200.00
Total expenses	£3,002.34
Total profit	£6,509.90

Non-event fundraising generated £2,157. The committee would like to review this area in greater detail during 2026/27 and identify opportunities to increase income. Claire Webb, who works in fundraising, may be able to advise on how this activity could be developed.

Purchases made during the year were reviewed, with an overall net position of £941 noted.

Cash position and proposed investment

The cash balance was reported as £28,558, of which approximately £25,000 is available to spend or invest. In view of the exceptionally hot summer and longer-term climate concerns, the committee agreed to explore funding air conditioning for the school.

Mrs Roberts and school staff will obtain quotations. The anticipated cost and ongoing running expenses may require installation in stages. The committee indicated that it would be prepared to allocate approximately £15,000–£20,000 and continue targeted fundraising during 2026/27, with clear communication to parents about the purpose of the campaign.

Mrs Roberts will identify priority rooms and areas and consider using the former Year 6 buildings, which already have air conditioning, where appropriate. The PTFA will also ask parents and the wider community whether anyone working in the sector can provide a quotation. Alix Rutland will arrange for Alison's son, who works in the industry, to contact the school.

Other funding proposals

Proposal	Discussion / outcome
New school hall curtains	Estimated cost: £2,100.

Anti-bullying workshops for Years 3–6	Cost: £680. Mrs Roberts emphasised the value of role play in helping pupils understand bullying and online safety.
Handwriting and spelling resources	Mrs Smith requested additional pens, pencils and related resources used successfully last year, as stocks are running low. Spend last year £157
Diwali dance workshop for Reception–Year 2	Cost: £319. An external provider would teach pupils about Diwali through dance and storytelling.
Orienteering course	No further action at present. Mr Grobel will lead improvements to the Forest School area during 2026/27.
Allotment	No further action. A previous allotment was not maintained and the area has since become a Forest School fire-pit space focused on outdoor skills.
Pond area	No significant expenditure is required; the area needs maintenance. Committee members will arrange a volunteer pond clean-up to help revitalise it.
Christmas magic show	To be explored as an alternative to the 2026 Christmas pantomime, subject to confirmation of DBS certification. Approximate cost: £400.

Action: Carly Symes will confirm dates and times with the magician and liaise regarding the proposed Christmas magic show.

Carly Symes will send all fund raising proposals to committee members to agree.

5. Election of Officers and Trustees for 2026/27

Role	Appointee(s) / position
Chairs	Jo Vitiv and Laura Acland to continue.
Secretaries	Sam Bennett and Carly Symes to continue.
Treasurers	Amy James and Kerry Randall to continue. Additional support will be sought by approaching parents with a clearer description of the help required.
Class representative liaison and social media	Chloe Couchman.
Events website coordinator	To sit within the Secretary role.
Pre-loved uniform	Stacey Hardy to continue
GDPR	To sit within the Secretary role.

Risk assessor	Claire Webb.
Shed and stock auditor	To be confirmed.
Grants officer	Lisa Simmonds
Raffles and sponsorship officers	Hannah O'Farrell and Jess Edwards.

6. Class Representatives 2026/27

The class representative arrangements were agreed. A class representative meeting will be held on 9 October 2026. The committee will agree an agenda and decide whether the meeting should be held in person or whether the information should be circulated electronically.

7. Event Plan and Working Parties for 2026/27

Event	Date	Lead(s) and notes
Class representative meeting	9 October 2026	Format and agenda to be confirmed.
Christmas cards	Autumn term	Alix Rutland will deliver materials to the school on 15 September and collect them the following Friday to secure the maximum commission.
Christmas magic show	16 December 2026, afternoon, subject to school confirmation	Rob Pound; separate KS1 and KS2 shows, two hours in total, estimated cost £400. Mrs Roberts to confirm.
Christmas Bazaar	4 December 2026	Core working group: Sam Bennett, Carly Symes, Claire Webb and Chloe Couchman.
School disco	5 February 2027	Core working group: Carly Symes, Richard Pleydell, Sam Bennett and Kat Henley. A robust safeguarding plan must address previous issues. The group will consider teacher support, ticket sales and cut-off dates, entertainment versus a DJ, different approaches for KS1 and KS2, pricing and profitability. Snacks, but no meal, will be provided.
Easter Egg Hut	24 March 2027	Core working group: Kat Henley and Laura Warner.
Colour Run	21 May 2027	Core working group: Claire Webb, Alix Rutland and Carly Symes. Mrs Roberts reiterated the

		need for a robust risk assessment and careful consideration of pupil safety.
Otfest	26 June 2027, to be confirmed	Core working group: Jo Vitiv, Hannah O'Farrell, Chloe Couchman and Richard Pleydell.

8. Any Other Business

New Committee Member

We would like to share a warm welcome to Claire Webb, who has joined reception this year and would like to become a committee member helping plan events this coming year.

World Book Day

For World Book Day on 4 March 2027, the committee will consider holding a book sale using books remaining from the book hunt held in previous years.

Sports Day

Sports Day may again take place over two mornings to reduce the impact of hot weather. The committee will decide whether the PTFA should provide drinks or leave arrangements with the school.

Year 6 leavers' party

The committee discussed increasing its contribution to the Year 6 leavers' party, as the amount has not changed for some time. The Year 6 production allocation had already increased from £200 to £350, although the full amount was not spent.

9. Action Summary

Action	Owner
Explore gazebo, stage-cover and trailer options with The Chequers and Otford United.	Sam Bennett
Research group first-aid training through St John Ambulance.	Carly Symes
Obtain and assess air-conditioning quotations, identify priority areas and consider a staged installation.	Mrs Roberts and school staff
Arrange contact with Alison's son regarding an air-conditioning quotation.	Alix Rutland
Organise a volunteer pond clean-up.	Committee
Confirm the Christmas magic-show date, timings and DBS certification with the magician.	Carly Symes and Mrs Roberts

Seek additional support for the Treasurer function by approaching parents with details of the help required.	Amy James and Kerry Randall
Agree the class representative meeting agenda and format.	Committee
Prepare a safeguarding plan for the school disco.	Disco working group
Decide whether to hold a World Book Day book sale, support Sports Day refreshments and increase funding for the Year 6 leavers' party.	Committee

Next meeting: Monday 9th November 2026