

PTFA Meeting Minutes | 27th April 2026

Attendees:

Sam Bennett, Carly Symes, Laura Acland, Jo Vitiv, Hannah O'Farrell, Richard Playdell, Steph Playdell, Amy James

Minutes of the last meeting

- Shed - to be checked in coming weeks now that the weather is better
- Gym Equipment - Still £481 to be paid, subject to snagging issues.

Feedback on Recent Events:

- **Easter Hunt:** Positive feedback on the event itself, perhaps dial down cake sale as not many sold. Limit to donuts and hot/cold drinks? Profit £561
- **Y3 Cake sale** (24th April): Profit not yet calculated

Finance and Proposed New Expenditure

- Funding Projects:
 - iPads: Purchased by school. PTFA to reimburse
 - Orienteering - Tesco Grant has been applied for
 - Lisa will look into funding for growing vegetables.
 - Could we have a school allotment and potentially a revamp to the pond area to make it more usable for pupils?
 - Pergola - Not discussed, roll over to the next meeting.

Upcoming Events

- Y4 Cake Sale - 15th May - CS has sent round the poster to advertise and asked class reps to manage.
- Otfest:
Tickets:
 - £2 per adult, Kids Free.
 - Inflatables wristbands = U5 £5, Over 5s £10 (pre-sale) and £12.50 after.
 - Tickets to be sold in advance (online, at Otford Fete and at cake sales?) and on the day. Printed off poster and put around the village and surrounding.

- Collection of wristbands was discussed at length, potentially from office day before the event, distributed to classes or on Sports Day. Need to be mindful that all collected wristbands need to be checked off to avoid duplicate bands being handed out, and also consideration for on the day pick up as this event is public and not limited to the OPS. Potential charge of £1 for replacement wrist band
- Tickets due to go on sale 8th May (TBC)
- Laura to create a poster for the ticket sales

Raffle:

- £5 per strip, £10 x3 strips
- To be sold in advance and on the day.
- Laura to create a poster for the raffle.

Stage:

- Jo to explore using the school stage - :Possibly stored behind the Pavillion - but this has no roof and the bands require cover (not a gazebo
- Alternatively, Rich has some connections and will share the quotes
- Current Stage Line up
 - 1-1.30: Kasia
 - 1.40-2.10: The Bends
 - 2.15-2.45: Anything and Everything
 - 2.55-3.20: Fusion performance
 - 3.30-4.30: Headliners - Never Too Late
 - 4:35-5: Mrs Browns school bands

Field layout:

- Jo to create and share based on what was discussed.

BBQ:

- BBQ to be purchased however Rich will also enquire with an acquaintance at Polhill to see if can get any deals there. Food needed: Buns, GF buns, Brioche buns, burgers, Sausages, veggie burgers, cheese, lettuce, onions - ask claire on ordering and numbers.

Bar:

- To be held in the outdoor classroom
- Drinks to be purchased - stick to tins for easy clean up and less need for ice/plastic cups etc.
- Drinks list to be defined by working group (guinness, beer, ale, G&T, Pimms, White wine and or Rose. soft drinks.

Donations for tombola and fancy dress: Must choose a date.

- Bottles of Alcohol to be donated by KS2 parents
- Wrapped Sweets to be donated by KS1 parents (these will be used in a lucky dip)

- Fancy dress to be donated by all year groups
- Working Group to check we have the lucky dip box in the shed

Festival Shop:

- Ask for teacher volunteers
- Items for the shop will need to be purchased

Face Paint:

- Laura is talking to a contact to make a plan

Inflatables:

- Age limit for inflatables
- Capacity for inflatables - need a clicker
- Number of volunteers for inflatables
- Use of power - consider location of cables

Volunteers:

- Number of volunteers to be decided by the working group - Jo looking at Stacey's doc to share
- -Ideally assign by year group/ class
- SB/CS to ask teachers to volunteer

Misc:

- Toilets are situated prior to the entrance gate so need to be able to identify ticket holders - Use a stamp for re-entry?
- Small gate on to field to be used for entry/exit - bigger entrance by the office to be a restricted area for stall holders.
- Account details have been shared for sponsorship payments.
- Look at buying bins or borrowing from school.
- Ask PTFA to lend out coolers

AOB

- Stacey sent an update to remind us that the uniform rails have now been updated to Summer uniform - Thank you Stacey!
- Sports Day working group to be set up
- New Parents Evening working group to be set up
 - SB to aim to get PTFA newsletter finalised to share.
- Lisa to confirm if a request has been put to the Otford Society to see if we are eligible for a charitable donation.