

Minutes

Oxford PTFA AGM

Monday 15th September 2025, The Bull, Oxford High Street

In Attendance

Ebony Gill (Chair), Jen Waters (Secretary), Lisa Simmonds (Treasurer), Kerry Randall (Vice-Treasurer), Amy James (Vice-Treasurer), Katy Hollands (Trustee), Stacey Hardy (Member), Laura Acland (Member), Lianne Lewis (Member) and Helen Roberts (Head)

Non-Committee Attendees: Hannah O'Farrell (Parent), Stephanie Pleydell (Parent), Richard Pleydell (Parent), Alix Rutland (Parent), Laura Warner (Parent), Carly Symes (Parent), Sam Bennett (Parent), Jo Vitiv (Parent), Beth Wilson (Parent) and Jayson Lilley (Parent)

Apologies

Jess Edwards (Member)

Chair's Report

The PTFA Chair, Ebony Gill, gave her report, reflecting on the previous year, the fantastic amount of funds raised over the years and she thanked everyone that was involved for all their hard work and dedication. Ebony announced that she will be stepping down as Chair of the Committee from today, as her children are now attending a different school. She gave a heartfelt farewell and thank you to the Committee. The PTFA would like to say a huge thank you to Ebony for all her hard work in this role over the last few years.

Lisa Simmonds will also be stepping down in her role as Treasurer and Jen Waters in her role as Secretary but both members will remain part of the Committee until a full handover is complete. On behalf of Ebony, Lisa and Jen, it has been an absolute pleasure to be part of such a hard working, talented, fun-loving and amazing group of volunteers and we look forward to seeing the amazing things the new Committee will achieve this coming year.

Treasurer's Report & Finance

The ***Treasurer's Report*** was given by Lisa Simmonds.

Lisa went through the report for the last academic year and detailed all funds raised in 2024/25 to all members. A copy of the Financial Report, submitted by Lisa, will be available on the school website. This gives a full breakdown of what was raised last year.

Financial Summary:

Net income for the year: £12,337

PTFA Expenses for the year: £5,434 (this includes the purchase of: new shed, shed foundations, shelving for the new shed, insurance & membership, accounting software, room hire, printing, stationery and general equipment)

School Expenditures/Purchases: £5,058 (this includes: self-regulation boxes for each class, the 2024 pantomime, a school-wide Silly Science workshop, the deposit for the 2025 pantomime, sports bibs, PE equipment, new class tablet for a teacher, £200 for the year 6 leaver's party, £200 for the year 6 production, the Christmas tree, Christmas crackers and music equipment)

Closing Balance at year end (31st August 2025): £27,617

Approved Expenditure (not yet paid):

- £6,410 - The Playground Gym Equipment (being installed in October 2025)
- £990 - The remaining payment towards the 2025 Christmas Pantomime (Dec 2025)
- £200 - Year 6 Leaver's Party (July 2026)
- £200 - Year 6 Leaver's Production (July 2026)

After all approved expenditure (**£7,800**) has been paid out of the PTFA Funds, the remaining balance will be:

Remaining Available Balance: £19,817

Independent Examiner - As the charity has not raised over £25,000 this academic year, no independent review is needed this year.

Finance Policy - Lisa ran through a brief reminder of the Committee's finance policy and has agreed to send a digital copy of it to any new members that sign up to the Committee.

Accounts Signatories - At least 4 signatories are needed to maintain flexibility. Lisa will discuss this with the new Treasury team in the coming weeks.

Election of Officers and Trustees of the Committee 2025/26

The **Officer Roles** stand as thus:

- Co-Chair - Jo Vitiv - Elected
- Co-Chair - Laura Acland - Elected
- Co-Treasurer - Kerry Randall - Elected
- Co-Treasurer - Amy James - Elected
- Co-Secretary - Carly Symes - Elected
- Co-Secretary - Sam Bennett - Elected

'Ordinary' Members:

- Jess Edwards - Re-Elected
- Katy Hollands - Re-Elected
- Stacey Hardy - Re-Elected
- Lianne Lewis - Re-Elected
- Hannah O'Farrell - Elected
- Stephanie Pleydell - Elected
- Richard Pleydell - Elected
- Alix Rutland - Elected
- Laura Warner - Elected
- Beth Wilson - Elected
- Jayson Lilley - Elected

Jen Waters and Lisa Simmonds will remain as members until their handovers are complete. Since the meeting, three more volunteers have come forward to be 'ordinary members' - Sarah Venables, Chloe Couchman and Kat Henley. Jen W will update the Charity Commission Website and all documentation accordingly.

Allocation of Committee Roles 2025/26

- Class Rep Liaison - Not yet allocated
- Pre-Loved Uniform Coordinator - Stacey Hardy - Re-Elected
- Pre-Loved Uniform Coordinator - Jess Edwards - Re-Elected
- Social Media Coordinator - Jayson Lilley - Elected
- Risk Assessor - Katy Hollands - Re-Elected
- GDPR - Carly Symes/Sam Bennett - Elected
- Event Booking Website Coordinator - Carly Symes/Sam Bennett - Elected

Class Reps 2025/26

With Lucy Rugg and Tarryn Whelan coming forward to be the Class Reps for the new Reception Class (Hedgehogs), every class now has at least one Class Rep in place for this coming year and all have been added to the Class Rep WhatsApp Group.

We are still waiting for someone to volunteer for the role of Class Rep Liaison, but when we have a volunteer Lianne will do a handover of the role and add them to any relevant WhatsApp groups.

The new Committee will need to discuss when they will hold their first Class Rep Welcome Meeting, once they have a clearer idea on what events they will be running this year.

Jen W will hand over all the Event Packs from last year and will do a handover to show how these are put together.

Event Plan 2025/26

Now that a new Committee has been formed they will need to meet to start discussing their event plans for the year ahead. All dates to be run past the school office/Helen. Once an event plan is in place, they can plan in their first Class Rep Welcome meeting to discuss these plans with the new Class Reps.

Ideas discussed were an Autumn Book Hunt and potentially getting involved in the Otford Village Christmas Fete (22nd Nov) by running some game stalls. To be discussed further.

Fundraising Requests and Updates

Christmas Pantomime - Lisa confirmed that the December 2025 Christmas Pantomime has been booked by the school and the PTFA have paid the deposit. The remaining cost will be paid nearer the date (17th Dec). This has already been voted upon and agreed in full.

PTFA Shed - The new PTFA shed was kindly built by a dad volunteer at the end of the summer term. Unfortunately, some damage occurred to the shed over the summer holidays and now there is a plan in place to take the shed apart, rebuild and fix it. The Committee voted on this expenditure over WhatsApp before this meeting and agreed that it is essential. The approximate cost for this will be £1,200-£1,500. Helen agreed for the Committee's chosen builder (Craig) to start work on this on Thursday 25th/Friday 26th September. As he does not possess a DBS, Stacey Hardy has agreed to chaperone Craig while he is on the school site. Once the shed is up and running (hopefully after October half term), the Committee will need to discuss shelving, new storage boxes, how/when to move all equipment over to the new shed and talk to Ian (Otford Nursery) about his request to purchase the old PTFA shed.

Gym Equipment - This has already been voted upon and agreed in full. Lisa confirmed that the deposit has been paid for the new playground gym equipment from Sovereign. Lisa is still chasing for a date within October half term. As it stands, they have offered to do the job on Thursday 30th and Friday 31st October, which is the week after half term. If they cannot offer us a date within half term, Helen has agreed that we can stick to the 30th/31st Oct and the KS2 playground can be partially blocked off for this work to go ahead.

Year 1 Outdoor Resources - Helen passed on a request from Miss Dhallu - The Year 1 outdoor area has been extended and they now require some extra outdoor learning resources. These have been purchased already. Such things as tough trays, building blocks, role play items etc. The Committee voted yes, in principle, to this expenditure but will do a final vote once we know the full cost. Sam Carroll will send Lisa the receipts.

4AG Rug - Helen also passed on a request from Miss Anderton (Class 4AG) - The classroom needs a new rug. The Committee voted yes, in principle, to this expenditure but will do a final vote once we know the cost.

Any Other Business

No other business to discuss, only to say a huge thank you to everyone that attended the meeting and to all the members that have come forward to form the new Committee for 2025/26.

NEXT PTFA MEETING: MONDAY 3RD NOVEMBER 2025