

Minutes

Otford PTFA Meeting

Monday 9th June 2025, The Jubilee Room, Otford Parish Council Offices

In Attendance

Ebony Gill (Chair), Lisa Simmonds (Treasurer), Jen Waters (Secretary), Kerry Randall (Vice-Treasurer), Jess Edwards (Member), Laura Acland (Member), Stacey Hardy (Member), Katy Hollands (Trustee), Lianne Lewis (Member), Helen Roberts (Head), Chloë Couchman-Gurr (Parent), Carly Symes (Parent) and Joanna Vitiv (Parent)

Apologies

Amy James (Vice-Treasurer)

Minutes of Last Meeting - Outstanding Issues/Queries

- **Tesco Stronger Starts Grant** - We came in third place and therefore will be receiving £500 grant funding which can go towards the cost of the new shed. Lisa has completed the relevant documentation to receive the funding.
- **PTFA Shed** - Craig built the foundations for the PTFA shed over the May half term holidays and the invoice has come through for £2,500. Lisa is organising payment. Nick Hill and some parent volunteers were going to build the shed on Friday last week but Tesco's failed to deliver the shed. Lisa will chase Tesco. Jen will keep Nick updated on when the shed will be arriving and book him in for another date. Once the shed has been built we can start discussing racking/shelving (Ebony/Eric) and decide a date or two for moving items from the old shed to new shed. A poll can be done on WhatsApp to see who is free to help out with this and we've had a few external offers of help also (Shirley Warren/Becky Hill). Helen confirmed that shelving can be installed by parent volunteers one or two afternoons, after school hours.

Feedback on Recent Events

- **Otford Entrepreneur Challenge** - £846 was raised. No prizes can be awarded as we got nowhere near any of the targets but we would still like to thank the children that did take part. The Committee will send Helen a list of names and she can give out the Otford Entrepreneur stickers to those children during assembly and pass on a huge thank you from the PTFA Committee.
- **Year 2 Cake Sale** - £289 raised
- **Year 3 Cake Sale** - £134 raised

Finance & Proposed New Expenditure

Lisa went through the financial report, a copy of which will be made available on the school website, along with these minutes. Lisa confirmed that the charity hadn't raised enough funds in the 2023/24 academic year to need an independent review and she has notified Lisa Corti that her services won't be needed this year.

PTFA Shed - £2,500 for the foundations and £1,870 for the cost of the shed. The Committee compared quotes and suppliers before the instructed work was to be carried out, in line with our Finance Policy. Although the Committee were hesitant initially to allocate such significant funds to this project, it was decided that we would go ahead to safeguard expensive PTFA equipment and supplies as the current shed is unsalvageable. The Committee gained a £500 grant towards these works.

Summary:

Fundraising this academic year so far: £9,792 (includes the book hunt, cake sales, the school discos, the Christmas bazaar, non event fundraising, pre-loved school uniform/WBD costumes and the Otford Entrepreneur Challenge).

Purchases for the year so far: £5,392 (including meeting expenses, PTFA general purchases, gifts and gratuities, Xero expenses, Parent Kind and school purchases such as foam balls, tennis balls, gym mat, class self regulation boxes, a new tablet for a Year 1 teacher, the 2024 pantomime, Christmas tree, Christmas crackers, Song Drawing license, music equipment, sports bibs, the school-wide 'Silly Science' workshop and the deposit for the 2025 panto).

Cash Balance: £29,808

Approved Expenditure (not yet paid):

Year 6 Leavers Production (July 2025) - £200

Year 6 Leavers Party (July 2025) - £200

Pantomime (Dec 2025) - £990 (£450 deposit already paid)

Shed Foundations (June 2025) - £2,500

The New PTFA Shed (June 2025) - £1,870 (£500 of this will eventually be covered by the Tesco Grant Funding money. This money has not yet been received)

After all approved expenditure (**£5,760**) has been paid out of the PTFA funds, the remaining balance will be: **£24,048**

Expenditure Requests:

Sovereign Playground Equipment - Approx. £10,000

After this expenditure, the remaining balance would be: **£14,048 (Extra expenditure will include racking/shelving for the new PTFA shed and any extra boxes/storage needed)**

Playground Equipment Update: Sam, from Sovereign, came to do a site visit on Wednesday last week. He measured up the area in the KS2 playground and will be drawing up a quote, including the removal of the old music equipment, ASAP. He's confident that we will fit all 5 items of gym equipment in that area and will be providing a 2D plan to show us what it will look like once completed. As soon as the quote has arrived we will need to do a same-day vote on the expenditure and get straight back to him with our answer, as summer slots are booking up fast already. If they can't fit the job in for the summer holidays, we'll be booked in for the October Half Term.

Upcoming Events

- **Year Reception Cake Sale** - Friday 13th June - Last cake sale of the year! Poster is already made, printed and displayed and was added to last week's SWAY newsletter. Lianne will circulate to Class Reps and remind Year Reception reps of the date of their sale. Laura will share on socials. It was agreed that we would start selling the **sports day wristbands** at this sale. Stacey will make up some display baskets and prices. Bands will be £2.50 a pair.
- **New Parents Evening** - Wednesday 18th June - Helen confirmed that the PTFA can attend and do a short speech about the PTFA. Ebony has agreed to put together a speech for this event. Jen will put together all the documentation for the **display board**. This will be a good opportunity to ask new parents if they'd be interested in joining the committee in September and promote the Treasurer role. We will need to arrive by **6.15/6.30pm** to start setting up our area. As per last year, the PTFA will provide **free drinks** at this event. It was decided that we will provide white wine, a small amount of red wine, bottles of water and some cans of soft drinks. Lisa and Ebony will buy the supplies. Any left overs of soft drinks/water can be sold at Sports Day. Jen, Stacey and Ebony can attend this event. Lianne & Lisa may be able to attend and several other Committee members will be there as Reception parents. Jen will complete the PTFA Welcome Booklet for this event and organise them to be printed. Stacey has offered to wash all the glasses in her dishwasher at home this week.

- **Sports Day Refreshment Stall** - Tuesday 8th July (or Thursday 10th) - Timings will be the opposite this year. KS2 will go first - 9.30am - lunchtime - and KS1 will be in the afternoon - 1.30pm - 3pm. It was agreed that we need to arrive earlier this year to set up - 7.30am. If sports day is on the 8th then **Stacey (and husband Alan), Lisa, Chloe (and husband Stewart), Kerry, Jess, Jen, Lianne and Ebony (and husband Eric)** can attend and help set up and run the stall. If sports day ends up being on the 10th then **Katy** will be able to join the team but Ebony and Eric will not be available. Jen will send last year's map and run sheet to the Committee via WhatsApp which can be tweaked for this year if necessary.
- We will serve **bacon rolls, pastries, hot drinks and soft drinks/water**. We will use the token system again this year as it worked well last year. We can do a 'bacon roll and a drink' deal for £5. We will need bacon (Aldi), a selection of pastries (costco?), rolls, spreadable butter and sauces. We will also sell **sports day wristbands, sweet bags and loom band bracelets**. Stacey has offered to go through the shed to check to see if we have enough bacon roll trays and napkins and will move the double gazebo to the front of the shed so it's easy to get to on the day.

Future Events to Discuss

- **PTFA AGM Date** - Last year the AGM took place on the 2nd Monday back after the Summer Holidays (16th Sep 2024). This year, that would be **Monday 15th September 2025**. This will be the date any current members wishing to step down can officially do so, and any new members can fill the vacant officer roles. The Committee and Helen voted yes to this date. Laura will put together a poster to advertise the date. We will meet in The Bull Pub in Otford.

Any Other Business

Officer Roles - Chloë Couchman-Gurr and Joanna Vitiv have expressed interest in joining the team, potentially in the role of Secretary and Carly Symes is interested in becoming a PTFA member in September. A huge thank you to all three ladies who came along to tonight's meeting. The Committee will do one last push this term for new recruits (especially for the roles of Chair and Treasurer) through the Class Rep WhatsApp group and Laura has agreed to put together some posters for us to show what the PTFA have spent money on in the last few years, to highlight what the children will unfortunately go without if the PTFA has to shut down in September. These can be circulated on socials, WhatsApp groups, the display board and via SWAY.

The Committee will communicate to all parents/carers that the likely-hood is that there will be no Christmas Bazaar this year and no events for the children going forward, if no one comes forward to help run the PTFA in September. We will also advertise these roles at the New Parents Evening next week. If a new team of volunteers do come forward at the AGM in September, they will be able to decide for themselves which events they'd like to run. It may be worth them contacting the Otford Parish Council to see if they can run a few games/stalls at the village Christmas fete in November, as this would be a much smaller event to run than a full school fete, which may be a way to ease the new Committee in as they get used to their new roles. Lisa and Jen will be around all year next year to do a full handover and can answer any questions the new committee may have and many current members will be staying on.

**The Next PTFA Meeting will be the AGM on Monday 15th September 2025,
7.30pm, The Bull Pub, Otford High Street**