

# Minutes

## Otford PTFA Meeting

Monday 28th April 2025, The Bull Pub, Otford High Street

---

### In Attendance

---

Ebony Gill (Chair), Jen Waters (Secretary), Jess Edwards (Member), Laura Acland (Member), Stacey Hardy (Member) and Helen Roberts (Head)

---

### Apologies

---

Lisa Simmonds (Treasurer), Amy James (Vice-Treasurer), Kerry Randall (Vice-Treasurer), Lianne Lewis (Member) and Katy Hollands (Trustee)

---

### Minutes of Last Meeting - Outstanding Issues/Queries

---

- **Tesco Stronger Starts Grant** - There has been no word yet on the results of the vote. Jen will notify the Committee as soon as she hears.
- **Officer Roles** - No one has come forward and expressed any interest in taking over the officer roles in September. If no interest has been expressed by the beginning of September, the remaining members of the Committee will either need to agree to step into the roles of Treasurer and Chair just to keep the charity running (with no events) or start the process of shutting the charity down. The PTFA will do another push on WhatsApp and Socials. The school can add something in the SWAY newsletters.
- **Shed Foundations** - With no Site Manager in place over the Easter holidays, the building of the shed foundations had to be pushed back. Helen has confirmed that the new site manager has now started and he will be available during the May Half Term (Tuesday 27th - Friday 30th May) to give access to our builder. Lianne to let Helen know the timings.

---

### Feedback on Recent Events

---

- **Year 5 Cake Sale** - £142.60 was raised.
- **Year 1 Cake Sale** - £193 was raised.

---

### Finance & Proposed New Expenditure

---

In Lisa's absence, Jen went through the financial report, a copy of which will be made available on the school website, along with these minutes.

#### Summary:

**Fundraising this academic year so far: £8,655** (includes the book hunt, cake sales, the school discos, the Christmas bazaar, non event fundraising, pre-loved school uniform/WBD costumes and the beginnings of some funding raised for the Otford Entrepreneur Challenge).

**Purchases for the year so far: £4,201** (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 and sports bibs).

**Cash Balance: £29,899**

## **Approved Expenditure (not yet paid):**

**Year 6 Leavers Production** (July 2025) - £200

**Year 6 Leavers Party** (July 2025) - £200

**Pantomime** (Dec 2025) - £1,440 (£450 deposit will be paid this week)

**Full Day Science Show for whole school** (4 sessions) - £699 (invoice will be paid this week)

After all approved expenditure (**£2,539**) has been paid out of the PTFA funds, the remaining balance will be: **£27,360**

## **Expenditure Requests:**

**Playground Equipment** - Approx. £10,000

(The shed foundations and shed will be added to this once we find out how much Tesco Grant money we will be receiving)

After this expenditure, the remaining balance would be: **£17,360**

**Playground Equipment Update:** The PTFA will need to contact Sovereign and arrange for a site visit so they can assess the space we have and make suggestions for placement. They can come and assess the site during a school day. Jen will arrange timings with Sam Carroll so that Helen can attend this meeting. Helen suggested utilising the top corner of the KS2 playground, where the old music equipment currently stands, and that perhaps only 4 items of gym equipment would be a good idea, rather than the full 6. Helen would also like for the Committee to look into the cost of a climbing net again, as she feels this would be a good addition for the children. Helen suggested the space next to the year 6 building (with the artificial grass) as a good spot for the climbing net. The new equipment is most likely to be installed during the summer holidays.

**Shed Update:** The shed is still on sale at the moment, from Robert Dyas, down from £2,244.99 to £1,949.99. We can't purchase until the foundations have been built. Nick Hill is still willing to build the shed when it arrives, with a team of parent volunteers. With the foundations definitely being built in the May Half Term, the Committee will now ask Nick Hill if he would be free to build the shed on Friday 6th June (3.45pm onwards). In the meantime, the Committee will need to ring Robert Dyas and find out the timings between ordering the shed and it being delivered. Helen confirmed that we can store the flat packed shed in the school until it is built. Once built, the Committee will have to order shelving and have it installed before the end of the summer term, and the old shed will need to be completely cleared out before the second week of the summer holidays as the site that the old shed is on will not be accessible beyond then.

---

## **Upcoming Events**

---

- **Oxford Entrepreneur Challenge** - We are unsure of the uptake on the challenge as of yet. We have had three donations from families that did take part, so far. The challenge ends on Wednesday 30th April and Lisa will keep the Committee updated on what funds are donated in the first week or two of May. If the school raised less than the £4,000 target, it was agreed that we can't give out the prize of extra playtime but, if possible, we would like to gather the names of those that did take part and acknowledge their efforts if we can. There was a suggestion of the deadline being extended to May half term, but this can be discussed further in the Committee WhatsApp group.
- **Year 2 Cake Sale** - Friday 2nd May - Poster has already been made. Jen has printed and displayed it and will pop it in the SWAY. Lianne will circulate to Class Reps and remind Year 2 Reps of the date of their sale this week. Laura will share on socials.
- **Year 3 Cake Sale - Friday 23rd May** - Same as above.
- **Summer Fete** - It was decided that the summer fete definitely will not be going ahead this year. With such a small group of PTFA volunteers and with the struggles we had last year to get enough people to run the fete, it just won't be possible. The Committee will need to let parents/carers know that there will be no summer fete this year. We can do this via a May SWAY newsletter and over the Class Rep WhatsApp group.

---

## **Future Events to Discuss**

---

- **New Parents Evening** - The date of the New Parents Evening this year will be Wednesday 18th June, 7pm - 8.15pm. Helen has given the Committee the go ahead to attend, where we can do our usual short speech/presentation and hopefully inspire some new recruits come September.
- **Sports Day** - The date of Sports Day will be Tuesday 8th July, with a back-up date of Thursday 10th July. Members that were present agreed that it is a nice event to run and that they would like to put it on again this year. We will do an official vote on WhatsApp this week with the whole Committee. If the refreshment stall is to be PTFA run, we'll need as many Committee members present for set up, running and clear up as possible. Stacey will discuss with Lisa if we'd like to order more coloured sports day wristbands this year. These could be sold at the final cake sale (Reception - 13th June) and then at the refreshment stall on the day.

---

## **Any Other Business**

---

N/A

**The Next PTFA Meeting: Monday 9th June 2025, 7.30pm, The Bull, Otford High Street**