

Minutes

Otford PTFA Meeting

Monday 27th January 2025, The Bull, Otford High Street

In Attendance

Jen Waters (Secretary), Lisa Simmonds (Treasurer), Kerry Randall (Vice-Treasurer), Laura Acland (Member), Stacey Hardy (Member), Lianne Lewis (Member) and Helen Roberts (Head)

Apologies

Ebony Gill (Chair), Amy James (Vice-Treasurer), Katy Hollands (Trustee) and Jess Edwards (Member)

Please note that since our last PTFA meeting, Megan Padalski has stepped down from the Committee due to her son moving to a different school. The Committee would like to say a big thank you to Megan for her support in the last few months and wish her and her family all the best for the future.

Minutes of Last Meeting - Outstanding Issues/Queries

- **Tesco Stronger Starts Grant** - We got approved for the grant and our 'cause' is now open for voting, in the Riverhead branch of Tesco, until the 31st March. The project with the highest number of votes across the region will receive £1,500, the second will receive £1,000 and the third will be £500. This money would go towards funding the new PTFA shed. We will be notified of the outcome of the vote in early May. The poster has been shared amongst the Class Reps and displayed at school but Laura will also share on socials. We can go ahead and order the shed whenever we are ready. Any grant money awarded can reimburse what we've spent. It was agreed that the new shed is still necessary, to safely store all the equipment belonging to the PTFA.

Feedback on Recent Events

- **Christmas Bazaar** - The Bazaar went very well with a lovely festive and fun environment. The grand total raised at the event was £3,813, which includes the money raised by the raffle and silent auction. This brings our total raised since the beginning of September up to £7,444. Lisa has been in touch with a few parents/carers regarding Matched Giving but no donations as of yet.
- **Pantomime** - The feedback from children and teachers was very positive and the same company have been booked again for this year, by the school. Helen will email the Committee with the cost and then a vote can be taken as to whether it's something the PTFA would like to fund again this year.

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.

Summary:

Fundraising for this academic year so far: £7,444 (includes the book hunt, cake sales, the school discos, the Christmas bazaar, non event fundraising & pre-loved school uniform).

Purchases for the year so far: £3,661 (including meeting expenses, PTFA general purchases, Xero expenses and school purchases such as foam balls, tennis balls, gym mat, class self regulation boxes, a new tablet for a Year 1 teacher, the pantomime, Christmas tree and Christmas crackers).

Cash Balance: £29,554

Approved Expenditure (not yet paid):

Year 6 Leavers Production (July 2025) - £200

Year 6 Leavers Party (July 2025) - £200

Sports Bibs - £280 (£7 x 40)

Song Drawing Membership, Music Supplies & Pedal - £155 (Payment submitted, not yet left the bank)

After all approved expenditure (**£835**) has been paid out of the PTFA funds, the remaining balance will be:

Remaining Available Balance: £28,719

Expenditure Agreed in Principle:

A Full Day of Science Shows for the Whole School (4 Sessions) - £839 (£699 +VAT - To be booked by Mrs Balcombe)

If this expenditure goes ahead, the remaining balance will be:

Remaining Available Balance: £27,881

Proposed expenditures that were discussed at this meeting:

New Music Equipment - Mrs Brown requested PTFA funding towards a membership to SongDrawing for the year, which she's hoping to use with Reception and KS1 children. Also, big wax crayons, 30 kids paint brushes (for sensory art), extra thick masking tape, a new pedal for a PTFA funded electric Yamaha keyboard and a cable to connect the keyboard to a speaker. The Committee voted upon this expenditure on **Tuesday 7th January** and voted **YES**. The SongDrawing membership invoice has now been paid by Lisa. The pedal was paid for by the school and Lisa has reimbursed them. The rest was purchased by Mrs Brown and has also now been reimbursed from PTFA funds.

Science Week - A request has been put forward from Mrs Balcombe for funding for school-wide workshops during Science Week in March 2025. She would like to book a full day of science shows (2 in the morning and 2 in the afternoon), provided by the Education Group. The shows are called Silly Science Shows and include chemistry-based experiments and learning about reactions. The workshops are appropriate for Reception up to Year 6, so the whole school will be involved. The cost, including VAT, should be £838.80. The Committee voted upon this expenditure, over WhatsApp, on **Thursday 23rd January** and voted **YES**. Mrs Balcombe will book and Lisa will reimburse.

Permanent Playground Equipment in the KS1 Playground - This is just one of the ideas put forward by Helen, for some additional playground equipment. Helen will put together a list of possible ideas for this years funding and send to the Committee in the next few weeks.

iPads - Helen confirmed that no extra iPads are needed at this current time.

Class Budgets - The Committee agreed that we will be scrapping the £200 class budgets from this year onwards. If teachers feel that they need anything for their classes, then they can approach the PTFA directly, or through Helen, with their requests.

Upcoming Events

- **Year 6 Cake Sales** - Nothing to do with the PTFA, but the Committee was notified that Year 6 Parents/Carers will be running 1-2 cake sales early in the year, to help raise extra funds to go towards the Year 6 Leaver's Do in July. Jen will ensure the dates don't clash with any PTFA

cakes sales. The first is on Friday 14th February and Lisa has confirmed that Jen can borrow a SumUp machine for this sale. Lisa will show Jen how to set up a separate account so funds raised are kept separate from PTFA funds. The second cake sale may be on Friday 28th March (in place of the Easter Egg Hunt).

- **Pre-Loved World Book Day Costume Collection Mornings and Afternoon Costume Sale** - Helen confirmed that the school will be celebrating W.B.D. again this year, by inviting the children to come to school dressed as their favourite book character on Thursday 6th March. The PTFA agreed to hold two costume collection mornings: Friday 14th February and Friday 28th February. Parents/Carers can drop off any donated costumes as they drop off their children each of those mornings. The PTFA will then display and sell these costumes on the afternoon of Friday 28th February, for donations to the PTFA. Laura will change the poster to reflect these new dates.

Future Events to Discuss

- **Easter Egg Hunt** - With all ticketed events being cancelled for the rest of the academic year, this means the usual Easter Egg Hunt will not be going ahead this year on Friday 28th March.
- The following **Cake Sales** will still go ahead:
 - **Friday 21st March** - Year 5
 - **Friday 4th April** - Year 1
 - **Friday 2nd May** - Year 2
 - **Friday 23rd May** - Year 3
 - **Friday 13th June** - Reception
- The **Summer Fete** will not be going ahead this year.
- **Sports Day Refreshment Stall** - This can be discussed later in the year.

Any Other Business

Parent Forum Meetings - Helen discussed the new plan to hold Parent Forum Meetings this year, where reps from each class/year group can meet with her and discuss any issues or points of concern that the classes may have. The PTFA agreed to assist in getting the word out there to Class Reps. The school will be sending out more information about this in this week's SWAY newsletter.

Officer Roles - Ebony, Lisa, Jen and Lianne will be stepping down from the PTFA Committee as of September 2025. The Committee started advertising the three officer roles (Chair, Secretary and Treasurer) at the beginning of January. No one has come forward as of yet. The Committee will put together more information, some posters and potentially a survey to try and rally up some more support. The PTFA is at risk of closing down unless volunteers come forward to take on these key roles. Without at least two of these positions filled, the charity cannot legally operate and will need to shut down. It was agreed that we would like to get the message out there that whoever takes over next year, could run the Committee in whichever way suited them - even if it was as simple as just keeping accounts open for donations, keeping the pre-loved school uniform going and some class run cake sales.

School Uniform - Stacey notified the Committee that there is now a very large volume of uniform ready for sale and that storage is becoming an issue. The rails will need to be brought out to the playground more often to shift some of the stock.

**The Next PTFA Meeting: Monday 3rd March 2025, 7.30pm, The Jubilee Room,
Otford Parish Council Offices**