

# Minutes

## Otford PTFA Meeting

Wednesday 13th November 2024, The Bull, Otford High Street

---

### In Attendance

---

Ebony Gill (Chair), Jen Waters (Secretary), Kerry Randall (Vice-Treasurer), Laura Acland (Member), Stacey Hardy (Member), Lianne Lewis (Member) and Jess Edwards (Member). We were also joined by Angela Pixner and Amy Thrower (Parents).

Since the AGM meeting in September, Jennifer Heathfield-Lee has stepped down from the PTFA. The Committee would like to say a heartfelt thank you for all of Jen's help and support over the years. We also had a new member, Megan Padalski, join the Committee on Fri 20th September. The Committee would like to welcome Megan and we look forward to working with her in the coming year.

---

### Apologies

---

Lisa Simmonds (Treasurer), Amy James (Vice-Treasurer), Katy Hollands (Trustee), Megan Padalski (Member) and Helen Roberts (Head)

---

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

---

- **PTFA Shed** - The Committee have chosen a shed and Jen has applied for a Tesco £1,500 grant to go towards this. This project will now be moved to Spring 2025. The PTFA will keep looking for a builder for the concrete base. We can discuss timings with Helen and the new Caretaker, Paul, in the New Year.
- 

### Feedback on Recent Events

---

- **New Parents Coffee Morning** - The coffee morning went really well and we had a great turnout. If the Committee repeat this event next year, we will need a bigger venue.
  - **Year 4 Cake Sale** - £195.73 raised
  - **Autumn Book Hunt** - £526 raised - We had some great feedback about the selection of books this year. Plenty of books are left over. Committee will discuss whether these are now sold online to create more funds
  - **Class Rep Meeting** - All the Christmas Bazaar stall allocations and instructions were given out to Class Reps, as well as blank rotas and a demo on how to run the new stalls/games and how to set up a tombola
  - **KS1 Disco** - Splitting the discos into two separate events went well. There were no safeguarding issues and the event ran very smoothly
  - **KS2 Disco** - A final total raised is still pending while Stripe payments are still being processed but profit is estimated to be over £1,000
  - **Donation Morning** - Donation morning went well. Plenty of sweets and jar toys. Not a huge amount of bottles but enough to run a tombola. The PTFA may top it up with bottles of soft drinks. Lianne and Kerry will recount all Adult Gift Tombola prizes and PTFA can top up with more. Chocolate donations were very low (18) so PTFA will use some funds to buy more
- 

### Finance & Proposed New Expenditure

---

The Committee 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: £2,792** (including book hunt, cake sales, some disco funds, non event fundraising & pre-loved school uniform)

**Purchases for the year so far: £2,123** (including meeting expenses, PTFA general purchases, Xero expenses and school purchases such as foam balls, tennis balls, gym mat, class self regulation boxes and a new tablet for a Year 1 teacher)

**Cash Balance: £26,441**

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

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

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

**Christmas Pantomime** (Dec 2024) - £1,184 (£300 deposit already paid)

**Sports Bibs** - These will now be purchased this week by Kerry from Bat & Ball Sports at £7 per bib, x40 bibs. Estimated cost: **£280**. The Committee voted YES to this cost. Jen we resend the school logo to Kerry.

**Christmas Tree** - The 8ft Christmas tree from Stonepitts Farm is costing £99 this year with a £10 delivery charge - **£109** in total. The farm owners waived the VAT for us as we're a registered charity and also offered us two free tickets to Folking in the Strawberries (worth £30) for the Silent Auction. Jen will go and pick the tree on Monday 25th Nov. Tree will be delivered on Wednesday 27th Nov. Jen will ask the office if the new caretaker will be able to put the tree up and who will be putting the lights on. Kerry will pay the invoice this week.

After all approved expenditure (**£1,973**) has been paid out of the PTFA funds, the remaining balance will be:

**Remaining Available Balance: £24,468**

## **Other proposed expenditure that were discussed at this meeting:**

**Christmas Crackers** - for the school Christmas Lunch on Thursday 19th Dec. We would need to order approx. 300 crackers. Last year we ordered 218 for £62.82 from Aldi. The Committee will start looking around for suitable crackers and do a price match. The PTFA had complaints from parents/carers last year that not every child received a cracker so the Committee would like to suggest that this year, the crackers are given out in class so every child that enters the hall has already been handed their cracker. Or that Year 6 Community Ambassadors hand these out as each child enters the hall. The classroom approach would ensure that even children that are off sick still receive their cracker when they return to school. Jen will ask Helen. **The Committee voted YES in principal** to the purchasing of Christmas Crackers. Another vote can take place over WhatsApp when we know the price.

**Science Week** - A request has been put forward from Mrs Balcombe for funding for school-wide workshops during Science Week in March 2025. This was something that the whole Committee would be very interested in funding and was **voted YES in principal**. We can do a full vote over WhatsApp once we have exact quotes.

**Permanent Playground Equipment in the KS1 Playground** - A request has been put forward by Helen for some new permanent climbing equipment in the KS1 playground that Reception children can also enjoy the use of. The Committee liked the idea of this but feel that more information on costs will be needed before we vote. Playground equipment has cost £10,00 - £20,000 in the past and with less funds coming in this year, we'll need to be careful how much is spent.

**Music Area** - A request has been put forward by Helen for an update to some of the school music equipment/instruments. This was again a popular idea with the Committee and something that can be voted on once we know what extra resources are needed and the cost. The PTFA can liaise with Louise Brown on this if the school would like us to. Jess queried if some instruments could be bought second-hand.

**Permanent Table Tennis Tables** - At the end of the Summer Term, this idea was raised by Phil Otto, the school's previous caretaker. He suggested the plot to the right of the brown Pavillion shed on the school field. We could provide two concrete, permanent tables as well as multiple bats and balls. This would provide extra entertainment during breaks and lunch for the children, especially during the Spring and Summer months. The idea will need to be discussed further with the school. The PTFA will start looking into the costs.

**Peaceful Pod** - Before the meeting, Helen confirmed that no upkeep is needed for the Peaceful Pod at this time. No re-painting or re-treating of the building is necessary this year.

**KS2 Playground Markings** - Before the meeting, Helen confirmed that the KS2 playground markings are being funded by the Sports Premium Money and no PTFA funding will be needed for this.

**PTFA Events Stage** - The current PTFA stage is incredibly heavy and almost impossible to move and set up without multiple volunteers and those volunteers have reported injuries after helping with this job. The PTFA were thinking about investing in a lightweight stage for our future events. The Committee agreed that this can be re-thought about in September 2025, when the PTFA know more about what events will be run in the future.

**iPads** - 15 iPads were purchased last year but the PTFA would like to know if the school would like any more this year. The Committee would like to know how much the current iPads get used and if it would be useful to have more available. The Committee can ask Mr Hanford & Helen for their opinion on this.

**Class Budgets** - This will need to be discussed further in January but for now, the Committee won't be advertising the usual £200 per class Class Budgets. 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

---

- **Online Christmas Bazaar Raffle & Silent Auction** - The online raffle is now up and running with 280 tickets sold so far. This can be pushed more this week and in the run up to the Bazaar. The PTFA have notified all parents/carers that there is a prize draw question that needs to be answered for their entry into the prize draw to be accepted. The online Silent Auction is ready to be launched this Friday.
- **Toy Donations & Christmas Jumper Donations - Friday 29th Nov** - Poster is made, printed and displayed. **Lianne** will ask Class Reps to remind their classes of this event, nearer the time, via WhatsApp. No books again this year. **Miss Hill** has kindly offered to run the toy stall again for us this year. **Ebony (after 9.15am), Lisa, Laura, Katy (8.55am onwards), Stacey, Kerry (early slot only) and Jen** have volunteered to set up and man the donation stall on the morning of the 29th Nov and many of those volunteers can stay behind to help move all toys to the music room to be stored for the day. Old and tatty toys will need to be black bagged and put in the main bins near the kitchens (black sacks in PTFA shed). A selection of really nice toys will need to be taken out for the Children's Gift Tombola (these can be bagged up and stored in the Nest for the day). All other toys will go towards the Toy stall. **Stacey** has offered to pick up lots of cardboard boxes from Polhill to store toys in as this may make them easier to transport to the hall. **Stacey** will also provide the spare rail for any Xmas Jumpers, if needed. All toys & Xmas jumpers will need to be moved to the Penguins classroom after 3.30pm on the 29th either by PTFA members or any Reception helpers that are helping Miss Hill. **Stacey** has also pre-contacted **Barnardos Charity Shop** in Green St. Green to ask them if they'll take all our left over toys after the fete and they've agreed.
- **Christmas Bazaar - Saturday 30th November - 12pm - 3pm**
- **CHANGES TO TEAROOM** - The Committee have come to the decision to **strip out all hot food** from the tearoom this year. No hot dogs and no vegetarian chilli. We will provide drinks, cakes and potentially some mulled wine. **Clare Ward** has very kindly offered to bake all the

cakes that are needed for the Bazaar in the school kitchens with allergy-safe ingredients purchased from the school suppliers. **Jen will let Year 6 classes know** the new plans and that less volunteers will be needed on the day (min. of 4 per hour slot) and that **no cake donations will now be needed**. Jen will also ask year 6 parents/carers to **donate £1-2 each** towards the ingredients for the cakes, instead of providing cake donations. Having all cakes baked in the school, with school-safe ingredients will guarantee that **all cakes will be nut free and free from traces of nuts**, but Clare will also provide a small selection of dairy free and gluten free cakes too. Clare will list all ingredients and allergens for each baked good and Jen will draw up a disclaimer about allergies which will be clearly displayed at the tea-room hatches. We currently have only **3 bottles of Mulled Wine**. In previous years we have been through 12 bottles so PTFA will purchase some more.

- **CHANGES TO JINGLE JACKPOT TIMINGS** - As Jingle Jackpot is on the stage, this game will only need to run from 12pm - 1pm and then again from 1.30pm - 2.30pm. The break in the middle will be for the pupil performances. The early finish will be due to the raffle being called on stage.
- **CHANGES TO THE TREASURY TEAM** - Jess has come forward to be part of the Treasury Team on the day of the Bazaar. **Lisa, Kerry, Amy and Jess** will work out a Treasury Rota between them. **Stacey** has offered to help with giving out any extra stall prizes, when people need them.
- **RAFFLE BOOKS** - PTFA members will label up the raffle books for each class that need 1 or 2 and leave them in the office in the next week so they can be collected and classes can start ticketing their tombola items.
- **PTFA Volunteer Rota** - This year the PTFA will be running the **Biscuit Decorating Stall** in the Elf Workshop, doing **stage announcements** and all other **general PTFA jobs** around the hall. We may also be needed on the other two Elf Workshop craft stalls, in case Year 6 can't gather enough yr 6 children volunteers or just to monitor those stalls in general. We recommended **2 PTFA volunteers in the elf workshop for each hour slot**. Jen will do a poll on WhatsApp for this and draw up a rota. Jen and Ebony will also be involved in the Raffle Call at 2.30pm. Stacey and Ebony will be setting up & decorating the Elf Workshop on the Friday evening. Jen will set up the biscuit decorating stall on the Saturday morning.
- **First Aider** - Lianne and Ebony have kindly offered to be First Aiders for the entire Bazaar. They both agree that they should wear PTFA Hi-Vis First Aid Jacket for for the whole event.
- **External Stalls** - There will be no external stall holders again this year but Mrs Ayliffe will set up a small charity donation stand in the school office area, taking online donations only.
- **Volunteers** - All classes know their stalls now and are gathering volunteers. Lianne will ask for a volunteer update a week or two before the bazaar and we may need to ask volunteers from other classes to help fill any gaps.
- **Jam Jar Filling** - Sarah Venables is organising the filling of jars. Reception class haven't asked the PTFA to book the Jubilee Room for this so we assume they're OK to do this at home. Lianne will ask Sarah if they have enough jars and toys.
- **Entertainment** - Christmas music will be played through the school PA system via Jen's laptop. Christmas music will also be played quietly in both Year 2/3 classrooms. Ebony will bring one speaker and Lisa will provide an iPod with Christmas music for the Penguins Classroom (toy stall) and Jen W will provide a CD player and some Christmas CD's for the 3W Classroom (Elf Workshop). Louise Brown has organised for the **school ukulele band and some singers** to perform from **1pm - 1.30pm** on the stage and **Kasia Saunders** has very kindly offered to **sing** from **2pm - 2.30pm**. **Kerry** will speak to Kasia to see if she'd be willing to bring her **PA system** to sing through and if the PTFA can also use it for announcing the raffle at 2.30pm.
- **Face Paints** - Lisa confirmed that Tiny Tots Facepainting has been booked and the deposit has been paid. The face painter will be in the Penguins classroom, with the toy stall. She has requested that we provide a table and 4 children's chairs.
- **Raffle & Silent Auction Prizes** - A big thank you to the prize committee for gathering in so many fantastic prizes. We have 14 prizes for the Raffle and 21 for the Silent Auction. We were also able to gather around 6 extra prizes for the Adult Gift Tombola. **Stacey** will chase **Coolings** for us, for a voucher and will provide her handmade **Christmas door wreath** prize on the day of the bazaar. Lianne will contact the **Rose & Crown** for their voucher and **Lizzie W** for the cases of wine. Jen will chase **Stonepitts** for more information on the Folking in the Strawberry tickets. The treasury team will organise the **top two cash prizes**.

- **Advertising** - The Christmas poster has been printed and displayed since half term. Multiple copies have been printed to be displayed around the village and beyond. Otford Parish Council will print our poster in this months newsletter.
- **Banners** - New Banners were ordered and have now been put up outside school and across the road in the village car park.
- **Licences and Disclaimers** - Lisa has sorted the Lottery and TENS licences. Jen will print a copy of the TENS licence which will be displayed in the hall at the Bazaar (On front doors, near entry desk). The usual disclaimers have been found and put aside ready for the Bazaar. A new disclaimer will be made and displayed for the tearoom and biscuit decorating stall, regarding allergies and eating there at your own risk.
- **Risk Assessment** - Katy will look at last year's assessment and amend with this years changes and updates. Jen will send Katy a copy of the layout to assist with this.
- **Shopping List** - Lisa has agreed to keep a running shopping list and a shopping trip will be scheduled into the diary for the week before the Bazaar.
- **Layout** - The layout has been finalised and Lianne will send out a digital copy to all Class Reps. Jen will print a few copies to be used for set up on Friday 29th November.
- **Stall Instructions** - All stall instructions were finalised and sent out to classes in October. We introduced Volunteer Tick Lists this year too, for each stall. Jen will amend the Tea Room volunteer tick list to reflect recent changes.
- **Signage** - Jen will handle all signage for the bazaar. We can use some previous years signage from the 'laminated signs' box in the shed but Jen will print any new ones we need. Tearoom price lists, allergy lists and disclaimers need to be printed.
- **Stall Posters** - All stall posters are printed and ready, including the new Elf Workshop posters.
- **Social Media** - Laura will continue to post throughout November and will advertise those businesses that have donated a prize.
- **Bits and Bobs Stall** - Jen & Lisa will meet next week to discuss what items will be sold on this stall and make up & print some price lists. Currently we have fun scrunchies, school scrunchies and loomband bracelets.
- **Elf Workshop** - Ebony and Stacey have agreed to work together to decorate and set up the Elf Workshop in the 3W classroom again this year. Jen W has baked and frozen all the biscuit dough needed and will defrost and bake these a day or two before the bazaar. Jen will purchase icing sugar, green colouring gel and sprinkles. Mrs Balcombe and Mrs Ayliffe have agreed to be our Welcome Elves on the Welcome Desk this year. Mrs Balcome will cover 12pm - 1pm, and Mrs Ayliffe will cover 1pm - 3pm. PTFA to check if we still have elf outfits and props for our helpers.
- **Elf Workshop - Year 6 Children Helpers** - So far we have **5 children for 12 - 1pm, 1 child for 1 - 2pm** and **1 child for 2 - 3pm**. Jen will keep in contact with both Year 6 classes to see if any other helpers will come forward. If not, PTFA members may have to help in these slots.
- **Teacher/Governor Volunteers** - Hannah Drennan from the Governors has kindly volunteered to help us by running the Main Raffle & Silent Auction stalls all afternoon. Miss Hill will run the Toy Stall. Mrs Balcombe and Mrs Ayliffe will help in the Elf Workshop. Mrs Roberts will help on the front entry desk and with the raffle call.
- **Hall Decoration** - Lisa ordered 20 red and green fabric table cloths for each stall to use this year. We're hoping they can be used year after year from now on. Classes are being asked to bring some tinsel and decorations from home to decorate their stalls a little. We still have the giant strands of tinsel for decorating the fences outside the entry desk and parts of the hall.
- **Stall Prizes** - Lisa will update the Committee on this over WhatsApp.
- **Hi-Vis Jackets** - It was agreed that PTFA members wouldn't need to wear Hi-Vis jackets at the bazaar, just the First Aiders.
- **Year 2 Classroom Maps** - Ebony and Stacey will put together the classroom map for Miss Worrow's 3W classroom, as they are setting up the Elf Workshop in there. PTFA will need to speak to Miss Poulter and Miss Hill about the Penguins classroom/toy stall layout.
- **Matched Giving** - Lianne can circulate the Matched Giving poster around to the Class Reps via WhatsApp in the next week or so. Jen will put the Matched Giving poster back up in the display. Laura can share something on socials.
- **Christmas Panto** - The Christmas Pantomime will be taking place, for the whole school, on Friday 13th December. A deposit has already been paid. Lisa to confirm when the final balance will be paid.

---

## **Future Events to Discuss**

---

- **Our next events will be:**
  - **The Pre-Loved World Book Day Costume Collection Morning** and the **WBD Costume Afternoon Sale** on Friday 28th Feb - Poster already made;
  - The **Year 5 Cake Sale** will be in March. Can be discussed in the January PTFA meeting;
  - The **Easter Egg Hunt** (March) has now been cancelled; and
  - The **Summer Fete** is unlikely to go ahead but will be discussed in the New Year, as will **Sports Day Refreshments**.

---

## **Any Other Business**

---

N/A

**The Next PTFA Meeting: Monday 13th January 2025, 7.30pm, The Bull,  
Oxford High Street**