

Minutes

Oxford PTFA AGM

Monday 16th September 2024, The Bull, Oxford High Street

In Attendance

Ebony Gill (Chair), Jen Waters (Secretary), Lisa Simmonds (Treasurer), Kerry Randall (Vice-Treasurer), Amy James (Vice-Treasurer), Jess Edwards (Member), Katy Hollands (Trustee), Stacey Hardy (Member), Lianne Lewis (Member), Hazel Butcher (Parent) and Simon Sim (Parent)

Apologies

Jennifer Heathfield-Lee (Member), Laura Acland (Member) and Helen Roberts (Head)

Minutes of Last Meeting - Outstanding Issues/Queries

N/A

Chair's Report

The PTFA Chair, Ebony Gill, gave her report, reflecting on the previous year, the amazing amount of funds raised and she thanked everyone that was involved for all their hard work and dedication.

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 2023/24 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:

Profit raised last academic year: £19,501

Opening Cash Balance: £25,772

Approved Expenditure (not yet paid):

- **Year 6 Leavers Production July 2025** - £200 - This year and every year going forwards
- **Year 6 Leavers Party July 2025** - £200 - This year and every year going forwards
- The remaining payment for the **Christmas Pantomime for December 2024** - £1,184 (£300 deposit already paid)
- **x96 Foam Tennis Balls** - £77
- **x36 Red Stage Tennis Balls** - £58
- **Gymnastic Ramp/Mat** - £146

After all approved expenditure (**£1,865**) has been paid out of the PTFA Funds, the remaining balance will be:

Remaining Available Balance: £23,907

Less Running Costs: - e.g. Gifts & Gratuities, Parent Kind, PTFA General Purchases, Xero Expenses and Meeting Expenses - **£1,069**

Remaining Available Balance: £22,838

Expenditure Requests:

Sports Bibs/T-Shirts x 40 - £400 - Lisa & Kerry to discuss costs

If the above expenditure (**£400**) is paid out of the PTFA funds, the remaining balance would be as follows:

Remaining Available Balance: £22,438

Independent Examiner - Lisa Corti acted as our Independent Examiner last year for the 2022/23 accounts. Lisa Simmonds confirmed that Lisa Corti is happy to continue to act as our Independent Examiner until further notice, which the Committee are all very grateful to her for. Lisa S has agreed to liaise with Lisa C throughout this year. Revenue for the year 23/24 is below £25k and therefore an Independent Examination is not legally required. Lisa Simmonds will discuss with Lisa Corti and take appropriate action.

Finance Policy - Lisa ran through a brief reminder of the Committee's finance policy and has agreed to put another digital copy of it on the PTFA WhatsApp Group for all members, and any new members to read.

Accounts Signatories - Lisa notified the Committee that at least 4 signatories are needed to maintain flexibility. Lisa and Kerry are the main two signatories. Jen W and Katy have acted as back-up signatories if Lisa and Kerry are on holiday or are unavailable for any reason or if the payments that need approval are from Lisa and Kerry. However, this year Katy will step down as signatory and Amy will take her place.

Election of Officers and Trustees of the Committee 2024/25

The **officer roles** stand as thus:

- Chair - Ebony Gill - Re-Elected
- Treasurer - Lisa Simmonds - Re-Elected
- Vice-Treasurer - Kerry Randall - Re-Elected
- Vice Treasurer - Amy James - Re-Elected
- Secretary - Jen Waters - Re-Elected

'Ordinary' Members:

- Jess Edwards - Re-Elected
- Katy Hollands - Re-Elected
- Laura Acland - Re-Elected
- Stacey Hardy - Re-Elected
- Lianne Lewis - Re-Elected

The Committee will need to ask Jen Heathfield-Lee if she'd like to remain on the Committee this year, or become an Otford Angel instead. Katy will step down as a Trustee and be replaced by Amy. Jen W will update the Charity Commission Website and all documentation accordingly.

Allocation of Committee Roles 2024/25

- Class Rep Liaison - Lianne Lewis - Elected
- Pre-Loved Uniform Coordinator - Stacey Hardy - Re-Elected
- Pre-Loved Uniform Helpers - Jess Edwards, Kerry Randall & Lianne Lewis - Elected
- Social Media Coordinator - Laura Acland - Re-Elected
- Risk Assessor - Katy Hollands - Re-Elected
- GDPR - Jen Waters - Re-Elected

- Event Booking Website Coordinator - Jen Waters - Elected

Class Reps 2024/25

Every class now has at least one Class Rep in place for this coming year. Allie Dullage is hoping to recruit at least one more Class Rep for Reception in the next week or so. The PTFA may be able to help with this at the New Reception Parent Coffee Morning this Friday.

Ebony will do a brief handover to Lianne for the role of Class Rep Liaison and will add Lianne to any relevant WhatsApp groups this week.

The Class Rep Welcome Meeting is on Thursday 26th September and will be run by Jen W, Ebony and Lisa.

Jen W has prepared Event Packs for each set of Class Reps. These include all the information they will need for the year ahead and should make things nice and clear and more organised. Ebony/Lianne will set up a separate WhatsApp Group for each year group, for their specific event, so that the Committee and that year group's Class Reps can plan each event together. After each event is over, these WhatsApp Groups can then be shut down.

Event Plan 2024/25

A full event list has been put together and all of the first term's dates have now been approved by Helen Roberts and put into the school calendar. The Committee are waiting to hear about the remaining dates soon. Some of the dates may be subject to change as the year progresses. Each attendee at the AGM was supplied with a hard copy of this list, a copy has been included in all Class Rep Event Packs and the school office staff have a digital copy.

Ebony explained to the Committee why we have decided to do two separate discos this year. This is mainly down to safeguarding reasons.

Jen W reminded the Committee about the PTFA Calendar App - TimeTree - which is free to download, and invited everyone to join if they wish.

Upcoming Events

New Reception Parents/Carers Coffee Morning - Fri 20th Sep - The Jubilee Room was fully booked so Lisa has booked **The Hope Room at Otford Village Hall** for this. Laura has updated the **poster** and it's been circulated and displayed and replaced on the school website. The following Committee members will attend: Ebony, Lisa, Jen and Lianne. Stacey and Kerry may pop by to introduce themselves. Jen and Lisa will bring the pre-filled **hot water flask** and all the **tea, coffee** supplies from the PTFA shed. Ebony will buy 2 pints of **milk** and the **pastries**.

Year 4 Cake Sale - Fri 20th Sep - Second and last cake sale of the year this Friday. The **poster** has been made, sent out and displayed and social media posts have been sent out. Both year 4 classes have come forward with some **volunteers** to help run the morning donation table and the afternoon cake sale itself. Lianne is a Year 4 parent so will attend the cake sale and help run it (including the uniform rails). Amy will provide a **float** and **card reader** and stay on site in case the card readers don't work again.

Class Rep Welcome Meeting - Thurs 26th Sep - We've booked the **Jubilee Room** from 9am onwards. All Reps will be welcomed and given their Class Rep **Event Packs** which will detail what their class will be running this year. Jen W will prepare the **Agenda** and all documentation. Lisa, Jen & Ebony will run the meeting.

Autumn Book Hunt - Fri 4th Oct - This is a Year 5 Run Event this year. The **poster** for this event has been made, sent out and displayed and social media posts have been created by Laura. **Tickets** were loaded up onto the booking website and were released for sale last week. The price had to be increased from £3 per child to **£3.50** per child to cover the increase in cost of the books. The **question sheets** have been made and Jen W will print and laminate two copies. The **booking**

deadline is on Friday 27th Sep at midnight. After the deadline, Jen W will put together the **final booking list** and **class lists**. The **After School Club** will run theirs in the nursery grounds again this year, for safeguarding reasons. Lisa confirmed that all new **books** have been ordered and also explained that this year we will have a separate table with some **pre-loved books** by top authors that are in near-perfect condition. The Committee are interested to see if this goes down well with parents this year as it's a fantastic idea to keep costs low but also environmentally friendly. Ebony/Lianne will set up a **Book Hunt WhatsApp Group** with the Year 5 Reps and will liaise with them regarding the running of the event. **PTFA members** that are available to help out on the day: Lisa, Kerry, Lianne, Hazel & Ebony. Lisa will keep the Committee updated on how many **volunteers** are gathered from Year 5 to see what PTFA help is needed. The **float** and **card reader** will be provided by Amy or Lisa. Katy will look over the **Risk Assessment** from last year and update if necessary. Year 5 Reps will need to find a **First Aider** for this event.

KS1 School Disco & Own Clothes Day - Fri 18th Oct - This will be a PTFA run event again this year so we won't be allocating this event to a year group. The PTFA will be picking their own **volunteers**, which can begin from now. Jen W will keep a **volunteer list** on Google Docs and share access with the Committee. The **own clothes day** will be school-wide, even though this disco will only be for Reception, Year 1 and Year 2 children. Laura has made a **poster** which, once finalised, can be printed, laminated and displayed. **Tickets** go on sale on Friday 27th September at **£5** per child and the **deadline** is midnight on Friday 11th October. We will provide **unlimited squash** in the children's **named water bottles**, a **hot dog** (with optional ketchup) and **temporary tattoos**. The **timings** will remain the same: straight after school (**15.10**) to **16.30**. No **event licence** is needed. Jen will ask Helen if we can use Miss Worrow's Year 2 classroom as a manned **quiet room** again this year. Katy will review last years **Risk Assessment**. The PTFA will need to find a **First Aider** for this event.

KS2 School Disco & Own Clothes Day/Donation Morning - Fri 8th Nov - The KS2 Disco isn't until next term but tickets go on sale this term. Laura has made a draft of the **poster** which will need updating and she will also put together an **information sheet** to go alongside it. Once ready, Jen W will printed, laminate and display. **Tickets** go on sale, at **£5** per child, on Friday 11th October and the **deadline** is midnight on Friday 1st November (during half term). Again, the PTFA will run this event and can pick their own **volunteers**. Helen has approved a **school-wide own clothes day** and this can be **in exchange for donations** towards the Christmas Bazaar. **Donation categories** can be decided over WhatsApp and Laura will make a **separate poster for Own Clothes Day/Donation Morning**. The Committee will do a **poll** nearer the time to see what PTFA members can attend the KS2 Disco. We will provide **unlimited squash** in the children's **named water bottles**, a **hot dog** (with optional ketchup) and **temporary tattoos**. The Committee discussed the **timings** of the disco. The original idea was to keep it later, at 16.30 - 18.00, so that it was dark and children had the option to go home first and get changed into party clothes. However, it was decided that we'd trial running the KS2 disco **straight after school until 17.30**, hopefully making things easier for parents. Jen W will **run the timings by Helen** this week for approval and see if KS2 teachers would be willing to let children get changed (if they want to) in the last 20 minutes of the school day. No **event licence** will be needed. Jen will ask Helen if we can use Miss Worrow's Year 2 classroom as a manned **quiet room** again this year. Katy will review last years **Risk Assessment**. The PTFA will need to find a **First Aider** for this event.

Class Rep Meeting - Thurs 17th Oct - We've booked the **Jubilee Room** for this meeting, from **9am** onwards. This meeting will be to discuss the upcoming **Christmas Bazaar** and Reps will be told which **stall** their class/year is running and will be given **stall instructions**. Jen W will prepare **agenda** and all documentation. Ebony, Lisa and Jen will run the meeting.

Christmas Bazaar - Sat 30th Nov - This event isn't until next term but Ebony explained to the Committee the reasons behind moving the date forward by a week this year. The **Toy Donation Morning** and **Xmas Bazaar** set up will be on Friday 29th November. A **separate Christmas Bazaar meeting** will need to be held before the Class Rep Meeting on the 17th October.

Fundraising Requests and Updates

Christmas Pantomime - Lisa confirmed that the December 2024 Christmas Pantomime has been booked by the school and the PTFA have paid a £300 deposit. The performances will take place

some time in the final week of term. Helen will confirm the date. The balance will need to be paid nearer the time.

PTFA Shed - Lisa confirmed that the prices of sheds have come down a little since the end of summer and we are nearly ready to purchase a new wooden PTFA shed to be positioned behind the year 6 building. Jen W will speak to Helen regarding **when we can get the shed delivered and built** and then Lisa can go ahead and order.

Class Budgets - The Committee discussed the idea of Class Budgets for this year, as a large portion was not spent by teachers during the last academic year. After much discussion, it was decided that a different approach may be useful, where **teachers can contact the PTFA directly if they need new items for their classrooms**. The **PTFA can also talk to the teachers directly** and ask them what's needed. The Committee will work on the wording to teachers and may also put together **a list of purchase ideas** for the teachers, to show them what kind of things have been bought in the past or some new ideas for the future. Simon came up with some ideas - to ask Ms Williams if any resources are needed for **SENCO** or to ask the **Community Leaders/School Committee** for ideas.

Table Tennis Tables - It was briefly discussed last year, and originally the idea of Phil Otto, for **two permanent concrete table tennis tables** to be built near the entrance to the playing field, along with a selection of **table tennis bats and balls**. This can be discussed at the next PTFA meeting.

Any Other Business

Grants and Non-Event Fundraising - Simon brought a few non-event fundraising schemes to the Committee's attention: The ASDA App, The Wooden Spoon Charity and Crowdfunder KCC. The Committee discussed what non-event fundraising we already do and agree that it would be fantastic to be able to do more. The Committee would need specific members to dedicate time to researching these options and getting them off the ground. In the meantime, Simon will look into some options through KCC and keep the Committee informed.

Charity Commission Member Details - With just one member becoming a Trustee this year, Amy was the only member that needed to add her details onto the Charity Commission Member Details sheets provided. Jen W will keep on file and update the Charity Commission Website ASAP.

NEXT PTFA MEETING: MONDAY 11TH NOVEMBER 2024