

Minutes

Oxford PTFA Meeting

Monday 10th June 2024, The Rising Sun, Twitton

In Attendance

Ebony Gill (Chair), Lisa Simmonds (Treasurer), Jen Waters (Secretary), Amy James (Vice Treasurer), Stacey Hardy (Member), Katy Hollands (Trustee), Laura Acland (Member), Lianne Lewis (Member) and Jess Edwards (Member)

Apologies

Jennifer Heathfield-Lee (Member), Kerry Randall (Vice-Treasurer), Laura Acland (Member) and Helen Roberts (Head)

Minutes of Last Meeting - Outstanding Issues/Queries

- **New PTFA Shed** - Prior to the meeting, we discussed the new position of the shed with Helen. Helen agreed that we can go ahead with the space behind the Year 6 Classrooms, rather than next to the Peaceful Pod. We measured up and we're looking for a shed that's approx 10 x 20 ft. We are no longer sure we'll find a hardcore plastic one that size, so may have to go back to a wooden one. Once a shed has been found we've been given the go ahead to order it and work can take place over the summer holidays. After the new shed is built and all contents transferred in September, the PTFA will have to arrange for someone to come and take away the old shed and make the ground good. The approx. budget for the new shed is £2,000. As agreed previously, we will use the funds raised from this year's Summer Fete Raffle to make up the bulk of the budget.
 - **Card Machines** - The school wifi is still not working with our SumUp card machines. Phones will be used for the Reception Cake Sale next week. The school I.T. guy is going to take all the card machines next week and try and get them set up with the broadband provider, to get them past the fire wall. This should be completed by next Monday, 17th June.
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Feedback on Recent Events

- **Year 3 Cake Sale** - £194.50 raised
 - **PTFA Tuck Shop** - £285.75 raised (£350 needed for cash prizes)
 - **Year 1 Cake Sale** - £224.60 raised
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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.

Class Budgets - Jen has put together a poster to show what's been purchased this year so far. We are still waiting for confirmation that Year 2 spent their combined £400 on a Monarch Day. We are also still waiting to hear if Years 3, 4 and 6 are planning to spend theirs. The Committee discussed what to do with the unspent funds and it was agreed these will go back in the main 'pot' to be spent on something else in the future. Next year we may need to talk to teachers early to get their thoughts on the future of Class Budgets.

Peaceful Pod Outdoor Area - Lisa confirmed that £850 has now been spent on this project.

Sports Bibs & Sports Equipment (100 foam tennis balls, 30-50 new real tennis balls and a new foam gymnastics ramp) - Miss Poulter has confirmed what items are needed. Lisa will put each item up for vote on the PTFA WhatsApp Group Chat.

iPads & Covers - These have now been purchased and are being set up by the school IT guy.

Financial Summary:

Profit raised so far this academic year: **£13,066**

This brings our remaining available balance to: **£22,162**

Remaining Arts Balance: **£0.00**

Approved Expenditure (not yet paid) - The Committee voted on and approved the expenditure for:

- **Year 6 Leavers Production 2024 - £200** - This year and every year going forwards
- **Class Budgets 2023/24 - £1,863** - This is the Class Budgets for this current academic year. This is the remaining budget from the £2,800 donation total. Year 1, Reception and Year 5 have partially spent their allocated funds.
- **Class iPads and Cases - £2,424** - The invoice has been received and will be paid this week.
- **Christmas Pantomime Dec 2024 - £1,184** - The Committee voted on this expenditure over WhatsApp on 1st March 2024. It will be 2 pantomime performances of Beauty & The Beast. The total cost for the panto is £1,484 but a £300 deposit has already been paid.

After all approved expenditure (**£5,671**) has been paid out of the PTFA Funds, the remaining balance will be:

Remaining Available Balance: **£16,490**

Remaining Arts Balance: **£0**

Expenditure Agreed in Principle - *Agreed in principle by the Committee. Further information and quotes needed before final approval:*

- **x100 Foam Tennis Balls** - £50
- **x30 - 50 Real Tennis Balls** - £50

If the above expenditure (**£100**) is paid out of the PTFA funds, the remaining balance would be as follows:

Remaining Available Balance: **£16,390**

Remaining Arts Balance: **£0**

Expenditure Requests

- **Sports Bibs/T-Shirts x 40 - £560** - £7 per bib from Bat & Ball Sports. Waiting to hear if there will be a discount for a bulk order of 40.
- **Foam Ramp for Gymnastics** - PENDING

If the above expenditure (**£560**) is paid out of the PTFA funds, the remaining balance would be as follows:

Remaining Available Balance: **£15,830**

Remaining Arts Balance: **£0**

Upcoming Events

- **Reception Cake Sale** - Friday 14th June - Last cake sale of the year. Poster has been made and displayed. Amy will attend with the float and card reader and use her phone for wifi.

- **Own Clothes Day/Donation Day** - Friday 14th June - The poster has been made and displayed and year group categories clearly listed. Stacey, Jen & Amy have offered to set up the morning donation table and then stay to sort through the donations. We will need to ask reps from **Reception** to stay and collect all the **sweets** for the jam jar tombola, reps from **Year 1** to stay and help store all **bottles** in the shed and Stacey (from **Parrots (yr2)**) has offered to collect up all the **beauty products and luxury gifts** for the adult gift tombola, and store them at home. Stacey also offered to get the spare sweets out of the PTFA shed and add them to the donations. We will need to assess if we have enough of each item and add items to the shopping list if not.
- **New Parents Evening** - Wednesday 19th June - The evening begins at 7pm so we will need to get to the hall at **6.15pm** to set up the **drinks**, the **pre-loved uniform rails** and the **PTFA table**. Ebony has prepared a short speech about the PTFA. Jen has updated and printed 35 copies of the **Welcome Booklet**, ready to be handed out and has printed all the other paperwork we want to display at the PTFA table. The PTFA will need to set up a separate table for serving drinks, outside of the kitchen (Jen will confirm with Clare) and we will need to put all the **wine glasses through the dishwasher** before the event (Jen will consult Clare on easiest way to do this). It was decided that we will not use the large hot water urns, but will **pre-fill the two hot water flasks** just before the event. Lisa confirmed that we have a few bottle of red wine and 1 bottle of rose but we will need to purchase a few bottles of **white wine** and some **semi-skimmed milk**. The following Committee members can attend this event: Jen, Ebony, Amy, Jess and Lianne.
- **Toy Donation Morning** - Friday 5th July - The following PTFA members have said they are able to help at the donation morning: Ebony, Lisa (maybe), Jen, Amy, Jess, Katy & Kerry. Lianne has organised, with Class 3R, for Caroline to come and help bag up all the soft toys on the Friday morning, and for Sam & Emma to help move all the soft toys to the hall on the Friday afternoon. **They will need to assign a couple of 3R volunteers to bag up any left over soft toys and take them to a charity shop after the fete.** A good amount of toys will need to be organised into a separate pile, for the **children's gift tombola** so we will need to ask a few members of the **Parrots Class** (Jen/Stacey) to come and collect those from the Music Room so they can be taken home and ticketed.
- **Small Toy Collection** - The collection is underway, being run by Reception Class Reps and volunteers. Empty jam jars and small toys are being left in the office and collected often.
- **Summer Fete** - Saturday 6th July - 12pm - 3pm

Posters & Banners - The Parish Council are advertising the fete in their parish newsletter this month. Jen re-advertised the fete on all Facebook sites and will do so again on the 1st of July. Jen will print the new numbers needed for the Summer Fete banners and give these to Lisa. Lisa & Amy offered to put up all the banners this Thursday, on the fence outside school and in the village car park.

Inflatables - Prior to this meeting, Helen agreed that the school can pay for the two inflatables from First Choice Inflatables and then the PTFA will reimburse the cost. The inflatables will be arriving between 9.30am - 11am on the day of the fete and will be collected at 3.30pm. Lisa will purchase a bundle of stakes for our orange netting to hang up on, to rope off the inflatables area.

Entertainment - Kasia Saunders has agreed to come and set up her PA system on the stage (under a gazebo) on the morning of the fete. Kasia will perform from 12.15pm - 12.45pm/1pm. Then Louise Brown has gathered some pupils to do musical performances from around 1.15pm for around 20/30 mins. Kasia may then perform again, or if she'd rather not, we'll need to link up her PA system to a laptop or iPod with a playlist. Hannah Drennan's choir are not free to perform on that date and neither is Lianne's nephew Max. The stage will be needed to call the raffle from 2.30pm onwards.

Stage Co-ordinator - No stage co-ordinator has been found but Kasia Saunders will be around at the fete to deal with any technical issues we have with her PA system. Kasia will need to announce herself, Jen will ask Louise Brown to announce the pupils and we will ask Mrs Roberts to announce the beginning of the raffle.

Heavy Lifting Volunteer Task List - Ebony & Laura put together an online form that allowed volunteers to put their names forward for heavy lifting jobs on the Saturday morning of the fete. There are only 7 names on the list so far and no one has signed up since the beginning of May, so we will need to share the form again this week.

So far, on the Friday: Ebony, Ebony's husband Eric, Lisa, Jen, Lianne, Lianne's husband Phil and Katy will be able to help out from 3.30pm. Stacey & Kerry will be able to help from 4.30pm onwards. Jen's husband Sam may be able to help from 5pm onwards. On the Friday and the Saturday, Ebony will have a break down list of what the main jobs are. Ebony can instruct volunteers from that list.

Raffle & Silent Auction - All businesses have now been contacted with most saying yes to providing a prize. We now just need to chase them for additional information, if necessary (expiry dates, T's & C's) and to start collecting in all the prizes ASAP. All Silent Auction Lot Sheets and Bidding Sheets have been drafted up now. Jen will finalise nearer the time. So far we have 17 Silent Auction 'lots' and 12 individual raffle prizes (some may be bundled together).

Governors - Hannah Drennan has confirmed that the Governors have gathered just enough volunteers to run the Main Raffle and Silent Auction Stalls together. However, if we can get a teacher or two to help out, they would appreciate the extra hands. Mr Hanford has offered to help out on this stall for the afternoon. Jen will notify Hannah.

Raffle Tickets - All tickets have been sent out via the children. All classes seem to have received theirs. Spare tickets have now been left in the office for anyone wanting to buy more. Stubs and cash will be collected back in up until Monday 24th June.

Risk Assessment - Jen will send Katy a copy of last year's Risk Assessment and Katy will update. Jen will print final risk assessment and display in the bar area on the day of the fete, but a copy should also be passed around to all volunteers and PTFA members a week before the fete.

Stall Allocation - Stall allocation has been finalised and run through in full at the Class Rep Meeting in May.

Sport Activities - Lianne & Kerry's husbands have agreed to run 4 different football related games throughout the three hours. Beat The Keeper, Keepie Uppie, Speed Leader and Top Bins. **Lianne will email Jen the rough rules of each game so Jen can create posters/prices for each.** All the games will be £1 for 3 goes. The sports games should be located at the **back of the field**, near the inflatables to avoid footballs and basketballs being kicked or thrown into stalls or people walking behind etc. (see layout).

Jam Jar Tombola - Reception Reps are now gathering jars and toys. More sweets can be purchased if necessary after donation morning. Reception are booked into the Jubilee Room on the morning of Friday 5th July for a jar filling session.

Coconut Shy - We will need **approx. 40 coconuts** and then a selection of small bags of Haribo for this stall. Stacey will enquire about ordering 2 sacks of coconuts from Mr Browns (delivery for 3rd July). Stacey to order and send the receipt to Lisa.

Food - Kingsley (owner of The Rising Sun Pub, Twitton) has confirmed that he will come and run the BBQ for us. Lisa & Kingsley are in talks about food orders/amounts. We roughly need to provide 200 burgers, 200 sausages, 15 vegetarian burgers and 15 vegetarian sausages. As soon as food is confirmed, Jen will create a price list and an allergens list. For serving the food and taking orders, we will need approx. 3 volunteers per hour. So far we have Ebony, Stacey & Laura Papanicola for this role, as well as Lianne from 2-3pm. Ebony to create a rota, if necessary.

Teacher Volunteers - Jen will ask Helen to ask around the teachers to see if we can get another few helping hands on the BBQ. Mr Hanford has come forward to volunteer on the Main Raffle/Silent Auction stall.

Gazebos - Kerry took one home to build and it is useable. Lisa and Stacey have offered to look at a few gazebos in the PTFA shed tomorrow. We roughly need around 9 single gazebos and 3 double gazebos. Jen W can loan 1 double gazebo and, if needed, Jen's parents own a single gazebo which they could loan again. So we'll only need **4 singles** (stage, teddy hoopla, jam jar

tombola and lucky dip) and **2 doubles** (tin can alley and the pre-loved uniform). Ebony will message the Class Reps next week to ask which classes are bringing their own gazebos. After that, we can work out how many PTFA ones we will need to use.

Toy Stall - Amy has offered to talk to Miss Hill to see if, between them, they can decide who will be moving all of the toys from the hall to the field on Saturday morning and who will set up the stall before 12pm. The PTFA don't have enough spare hands to do this this year. **Amy will also contact The Children's Trust in Sevenoaks** and ask if they can collect all the left over toys at 3.15pm on Saturday 6th July.

Pre-Loved Uniform - The four rails of uniform will need to be wheeled out onto the field on the morning of the fete. This will be tasked to the volunteers that have come forward to do the heavy lifting jobs on the Saturday morning.

Bar - Pippa Taylor has asked her friend at **Beauloon Creations** if she'd be OK to make another balloon arch for the bar again this year and she has said yes. The rest of the Hawaiian decorations are in the PTFA shed. It was agreed that we would drop all wine and G&T as these did not sell well. We will go ahead with soft drinks, hot drinks, prosecco, pimm's and beer. Last year, we ran out of Diet Coke, so more will need to be provided this year. We will sell prosecco by the glass (£4) and the whole bottle (£15). No cakes this year, but two flavours of crisps. Once the drinks list is finalised, Jen can put together price list. Ebony & Stacey will get together to organise a more efficient layout of the bar this year. Jen will ask Clare if we can store bags of ice in the kitchen freezers on the Friday and Saturday. Jen will also type up the instructions on how to make Pimm's, for the bar volunteers to follow (recommendation after last year).

Animal Handling Stall - Lisa has booked and paid for the animal handling stall with Abby Barford from Pet Set Party Animals. They will arrive before 12pm to set up on the field. They do not need access to electricity. She will run the stall for 2 hours (12.30pm - 2.30pm). Lisa is making a donation tube, complete with a toy snake wound around the outside for decoration. Adults can make an optional donation for their child to handle the animals. Jen will make a poster stating that this is a free event put on by the PTFA but any donations are welcome.

Trestle Tables - The school have 17 trestle tables. Now that Kingsley will be bringing his own tables, we'll only need around 15 trestle tables and 9 small desks. Clare Ward has offered to loan us two or three of hers as back up, if needed.

Layout - Jen W has put together a draft layout which was passed around at the meeting. Jen will update with the number of trestle tables each stall needs and if they'll need a gazebo or not. Once finalised, Ebony can circulate around the Class Reps and Jen can print, ready for the 5th/6th July.

PTFA Volunteers:

Lisa, Kerry and maybe **Amy** will be sharing **Treasury** duties all day.

Jen W will meet and greet the **Firemen** at 11.30am and will also help run her family stall (**Poo In The Loo**) and maybe her 5M stall if volunteers are thin (**Face Gems & Loomband Bracelets**).

Ebony, Stacey, Lianne & Laura Papanicola have offered to help out on the **BBQ** for part of the day.

We may need some extra pairs of hands on the BBQ (Teachers?).

Ebony & Jen will help **Helen** with **calling the raffle** at 2.30pm.

- **Sports Day** - Tuesday 9th July or Monday 15th July - We have 4 year groups helping to run the refreshment stall at this year's sports day. **Year 4 and Year 1** are going to run the **KS1 morning sports day stall** and **Year 2 and Reception** will run the **KS2 afternoon sports day stall**. Ebony will set up a WhatsApp Group for all the relevant year groups and we will get some rotes drawn up. Lisa will look into buying a griddle for cooking the bacon rolls. It was agreed that we will need it every year so would be a good purchase. Jen will talk to Helen about letting parents in earlier this year so that more parents/carers buy coffee and food from our stall, rather than going to the local coffee shop while they wait to get in. We will serve tea, coffee, soft drinks, pastries, bacon rolls and any cakes left over from the last cake sale.

Future Events to Discuss

PTFA AGM - We discussed the date for the AGM in September 2024. It's usually the 3rd Monday back which would be **Monday 16th September**. This date has been agreed upon but we will do a full Committee vote over WhatsApp and run the date past Helen before we finalise.

Any Other Business

The Otford Primary School's Smartphone Free Childhood Group - Amy talked about the new movement that seems to be spreading around the country. There is now an Otford Primary School Group which has 23 members already. It was agreed that the PTFA won't be able to get involved in this unless it's something Helen and the School Governors would like to get involved in. We recommended that Jo Vitiv talk to Helen and to Hannah Drennan (Governors) to get their views.

Easy Fundraising Banner - Prior to this meeting, Helen has given the PTFA permission to display the new EasyFundraising banner in the school grounds. Lisa will talk to Phil Otto to discuss the best location for it.

Next PTFA Meeting: This is the last PTFA meeting of this academic year. The next PTFA meeting will be the AGM in September 2024.