

# Minutes

## Oxford PTFA Meeting

Monday 18th March 2024, The Rising Sun, Twitton

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### In Attendance

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

After the meeting, the Committee are thrilled to announce, Lianne Lewis decided to join the PTFA Committee. The Committee are so pleased to welcome Lianne to the team!

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### Apologies

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Jennifer Heathfield-Lee (Member), Katy Hollands (Trustee) and Jess Edwards (Member)

Elaine Bailey has stepped down from the Committee as of Monday 22nd January as her children no longer attend Oxford Primary School.

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

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- **New PTFA Shed** - The Committee confirmed that no businesses came forward to offer funds or sponsorship for a new shed so the PTFA will need to raise the funds instead. Helen agreed to us rebuilding the shed somewhere in the school grounds, with a concrete base and a bigger plot. To be discussed further once we've done more research. The estimated cost will be around £2,500 and the work could be done during the summer holidays. It was agreed that all funds raised through the summer fete raffle can go towards this project and we can tell parents/carers about this as soon as possible through a social media post Laura has offered to put together and we can print it on the raffle tickets too. Another suggestion for extra funds was the PTFA running a stall at the Oxford Village Fete on Monday 27th May. Helen recommended we look at the company Asgard for sheds and Green Daisy.

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### Feedback on Recent Events

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- **Pre-Loved World Book Day Costume & Uniform Sale** - £51.50 raised
- **Year 6 Cake Sale** - £148 raised

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### Finance & Proposed New Expenditure

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

The Committee voted on two proposed expenditures during the meeting. The first being the new school banner. It was originally quoted as £100 but ended up only costing £47.52. The Committee voted YES to this expenditure. The second was the purchase of 3 new telescopic, free standing basketball hoops. These have already been purchased and cost £810. The Committee voted YES to this expenditure. Lisa will organise the transfer of funds for both of these items.

### Summary:

Profit raised so far this academic year: **£10,362**

This brings our remaining available balance to: **£23,563**  
Remaining Arts Balance: **£237**

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

- **Peaceful Pod - £626** - This is the remaining balance from the £3,500 You Care, We Share donation from Beaverbrooks which is earmarked for the Peaceful Pod
- **Year 6 Leavers Production 2024 - £200** - This year and every year going forwards
- **Class Budgets 2023/24 - £2,157** - This is the Class Budgets for this current academic year. This is the remaining budget from the £2,800 donation total. Year 1 & Reception have partially spent their allocated funds.
- **Class iPads and Cases - £4,764** - The Committee voted on this expenditure over WhatsApp on 5th March 2024. Sam Carroll will purchase after the Easter holidays and VAT can be deducted.
- **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.
- **New School Banner - £48** - The banner has already been purchased and put up outside the school. Funds can now be transferred.
- **Basketball Equipment - £810** - 3 telescopic, free standing basketball hoops. Already purchased. Funds can now be transferred.

After all approved expenditure (**£9,788**) has been paid out of the PTFA Funds, the remaining balance will be:

Remaining Available Balance: **£14,012**

Remaining Arts Balance: **£0 (The remainder of this fund will go towards the Pantomime)**

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

- **Development of the area outside the Peaceful Pod - £306** - (*e.g. benches, pots, shade etc.*). Helen has suggested that the Community Ambassadors design the area and then these plans are shown to the Committee. Helen has suggested that the total will be around **£1,000**. The Committee discussed the idea back in January and voted in favour, in principal, to using the **current £694** that's been earmarked for the Peaceful pod already, and then **donate a further £306** to make this up to the £1,000, if needed. More information and quotes will be needed before final approval.

If the above expenditure (**£306**) is paid out of the PTFA funds, the remaining balance would be as follows:

Remaining Available Balance: **£13,706**

Remaining Arts Balance: **£0**

**Expenditure Requests**

- **Sports Bibs - £200** - The Committee discussed the idea of having sports bibs printed for any children that take part in sports tournaments. The PTFA funded the new Sports Kit last year but this only included kit for football and rugby. The cost is only an estimate at the moment so more research will need to be done before this is officially voted upon. We'd need approximately 15 bibs, all printed with the school name and logo, navy/royal blue and white. Kerry will look into a few printing businesses and get some quotes. Bat & Ball Sports shop in Sevenoaks would be a good place to start, as well as the sports shop in Otford.
- **Sports Day Sweatbands** - The Committee discussed the idea of purchasing red, green, yellow and blue wrist sweatbands for use during Sports Day. These could be used instead of parents having to find an item of clothing, a hat or a ribbon in their child's house colours for the day. The original idea was to buy enough for every child and they be reused every year but it was decided that it would be better for us to buy a selection in and then sell them before sports day

to parents who would like this as an option. Stacey has offered to look online for some cheap options and Kerry will ask the same sports shops that we may order the sports bibs through. **This will no longer be an expenditure request as we will be purchasing them in order to sell them on.**

If the above expenditure (£200) is paid out of the PTFA funds, the remaining balance would be as follows:

Remaining Available Balance: **£13,506**

Remaining Arts Balance: **£0**

**Class Budgets** - Year Reception and Year 1 have spent some of their class budget funds already and have provided the PTFA with photos of some of the items they have bought. Laura has agreed to put together a poster or two to show parents/carers what has been purchased, which can be shared on social media and through the Class Rep WhatsApp group. Helen has offered to send a reminder out to the other classes to let us know what they will spend their budgets on this year.

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## Upcoming Events

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### **- Year 3 & Year 5 Easter Egg Hunt - Friday 22nd March**

**Tickets:** The ticket booking deadline is tonight at midnight. At midnight the final numbers were recorded at 220. The day after the meeting we also had two extra late bookings via email.

**Eggs:** The best deal was Morrisons at 75p an egg. Jen H-L and Lisa bought all 200 eggs. Jen W and Stacey will get them to the school before 1.45pm on Friday. We will need a number of extra eggs as the numbers have gone over 200. Lisa has offered to purchase.

**Allergies:** We'll know allergy numbers by tomorrow morning (Tues 19th Mar). Jen W will notify Lisa as to what allergy eggs need buying and Lisa will purchase.

**Question & Answer Sheets and Paperwork:** Question sheets and answer sheets have been made up. Two sets of question sheets are printed and laminated. Answer sheets are ready to be photocopied once we know numbers. Jen W will put together the class lists on Tuesday evening.

**Volunteers:** Lianne Lewis has been organising the volunteer rota and numbers are looking good. Both year groups will need to collect in cake donations from their classes for the tearoom. Set up can begin at 1.45pm with access to the kitchens from 2.30pm. Clare Ward has offered to set up the urn for us on Friday morning.

**Pre-Loved Uniform and Costumes:** Both of these will be available to buy in the school hall on Friday. Volunteers will need to set up the rails and pack them away neatly at the end of the event. After this event, it was agreed that any left over costumes can either be offered to the nursery or be sent to a charity shop.

**Risk Assessment/First Aid:** Katy has put the Risk Assessment together for us and it's been distributed to the volunteers. Lianne Lewis will be First Aider at this event.

**Safeguarding:** Jen W has spoken to Angela about sending a special message out to all ASC parents in advance to ask them to definitely tick YES on the booking form, if their child is attending ASC that afternoon. The After School Club hunt will be run within the nursery grounds again this year for safeguarding reasons. A selection of chocolate eggs will need to be taken to the nursery at around 2.45pm.

**Tearoom:** Lisa did a stock check and has bought a selection of extra drinks for the tearoom. Jen W has printed updated price lists. Jen will get the urn to the kitchens on Friday morning and Clare Ward has offered to set this up for us. Fresh milk will be bought by Lianne Lewis. Float and Card Reader will be delivered by Amy James.

**Easter Bunny:** Lianne Lewis has very kindly offered to walk around in the bunny suit for half an hour during the egg hunt.

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## **Future Events to Discuss**

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### **- Summer Fete**

On the 7th of March, the Committee voted on WhatsApp as to whether a Summer Fete should go ahead this year and the result was a majority YES. No one voted NO.

The idea is that we run it like we ran the Christmas Bazaar. Reduce to 3 hours, cancel all external stall holders, no brochure, no advertising businesses etc. Just a BBQ, bouncy castles and fun games and stalls for the kids. Anyone performing on stage will be either a pupil or parent of the school or a FREE music act of some kind - no paid entertainment. Keep it small enough that it could be moved indoors if the weather is very rainy.

A new **Class Rep Meeting** will now be needed and it was agreed that this could take place on Friday 26th April, 9am in the Jubilee Room. Lisa will book the Jubilee Room and Ebony will notify the Class Reps tomorrow, along with a message to SAVE THE DATE for the Summer Fete. Jen W will also share in this Friday's SWAY Newsletter.

**Date and Time of Fete:** Saturday 6th July 2024, 12-3pm.

**Entry Fee** - To remain the same - £1 Adults. Kids go FREE.

**Poster & Banners** - Laura has agreed to create the poster again this year. It was agreed that the poster would be produced earlier this year, so that we can advertise for longer. Lisa brought forward the idea that we order 3 new summer fete banners, as the old ones are looking very tired. The new ones could also come with a date change pocket, making it easier to change the date on the banners each year. The Committee voted YES to this. The approximate cost would be £300 but the Committee will research more into this.

Stacey agreed to liaise with The Bed Post, Dunton Green again about another advertising banner and this can go in the village car park, perhaps near the hall.

**Inflatables** - Lisa has received quotes from First Choice Inflatables of £469.80 for the maze, the assault course and the bouncy castle. If the school book these for us again, then they can claim the VAT back making it £391.50. The Committee would like to look into an alternative for the Maze as this was quite tricky to run last year. Once the three inflatables have been decided, this can be booked straight after the Easter holidays.

**Ice Cream Van** - Lisa has been in contact with 4 different providers. Tonibell Ice Cream Van got back to us with an offer of giving the PTFA 20% of their sales on the day. Lisa confirmed that this has now been booked.

**Face Paints** - We've been in contact with Nicola Seager. She's free on the date of the event but would like to increase her prices. Last year we paid £80 for 4 hours. This year she would like to charge £75 for 3 hours or take a percentage of the takings, with a minimum being £75. The Committee decided that £75 for 3 hours would be fine and that we should go ahead and book Nicola for the fete. Jen W will contact Nicola this week.

**Entertainment** - The Committee agreed to cancel the centre ring (all acts cancelled last minute last year) and stick to FREE entertainment on the stage. Jen W has contacted Louise Brown to ask about pupil performances (pupils, choir, ukulele club etc). Louise has said yes to putting something together and we can discuss details nearer the time. The Committee agreed that we should ask specific parents to perform if we know they are musical performers (such as Kasia Saunders) and we can also put together a message asking parents/carers if they know of anyone who would like to perform on the stage for a timed slot, for free.

If we end up having some gaps in performances, then we'll need to pipe music through the **PA system** from an ipod/laptop. We will also need to borrow a PA system from somewhere and have

someone set this up for us. Amy has offered to contact Kasia Saunders regarding her performing at the fete and to see if we can borrow her PA system for the whole day. We will need one volunteer to be in charge of running the stage area - making announcements if necessary, making sure the entertainment schedule is being stuck to etc.

We will need to gather some strong volunteers to help move and set up the stage this year. It was suggested that we put together **a rota of jobs for the Friday evening and the Saturday morning and afternoon that will require some 'extra muscle'**. This would include such things as the stage, the electrics, putting up and packing away gazebos, moving the BBQ, helping to move all the bottles of booze and equipment for the bar, moving all the trestle tables etc. Having these jobs assigned to specific people will help the fete run far more smoothly. We can start putting a plea out for this as soon as the rota/list is ready.

**External Stallholders** - The Committee agreed that there will be no external stall holders this year to reduce admin and to make the fete easier to run (and move indoors if we have to). A couple of year 6 children have asked to run their own external stall selling homemade slime. They would pay the £25 fee and then keep all profits as pocket money. After much consideration, the Committee regretfully agreed NO. Although we really do wish to encourage enterprise, we feel that we'd need to also offer this to all Year 6 children in the interest of fairness and that this would add to the Committee's workload. The Committee will suggest that the Otford Village Fete could be a great platform for the children to show their entrepreneurial skills and raise some pocket money.

**Licences** - We will need an events licence and a lottery licence for this event. Lisa will organise nearer the time.

**Raffle & Silent Auction** - Lisa floated the idea of an online raffle to the Committee and discussed the pros and cons. After much discussion, it was decided that we'd stick to paper tickets this year. Lisa will order 4,000 tickets this week.

At the Christmas Bazaar, it worked well, having a **'Prize Committee'** where a few PTFA members were in charge of contacting businesses for prizes and collecting them in. It was suggested that PTFA members that may not be able to make it on the day of the fete, could perhaps volunteer to be part of the prize committee instead. Amy has offered to be part of the committee. Katy and Jess can maybe be asked over WhatsApp.

It was suggested that we try and reduce the **amount of prizes** this year. We had 48 at Christmas and this was a little too many. It was also agreed that we needed to lighten the load for Laura, so that she doesn't have to spend so much time making each **social media advert** for every business that donates. Laura suggested sending businesses a form to fill in, so that they provide all the details that they want shown on social media. That would save Laura having to search around for their details. Another suggestion was to bundle businesses together in one post, to save Laura having to post so many.

It was decided that the **top three prizes** for the raffle will be £200, £100 and £50 this year. The PTFA will hold a Tuck Shop on Friday 10th May where we can sell Krispy Kreme doughnuts, drinks and sweets to raise the cash needed for the prizes. Any PTFA members that are free on this date can help run the stall after school in the KS2 playground.

Helen suggested placing the **Raffle Stall straight after the entry desk**, in the entrance to the school field, to help us sell more raffle tickets on the day. Guests would pay to enter and then be directed straight over to the raffle table where they can buy tickets before entering the fete. The Silent Auction stall can be put next to the raffle stall again. Jen will contact Hannah Drennan to ask if the **Governors** would like to run these stalls for us again this year.

**Own Clothes Day/Donation Day** - This is now scheduled for Friday 14th June with Helen's approval. Laura will make a poster. Children will come to school in own clothes in exchange for a donation towards the summer fete. The donation categories will be:

**Years R** - Individually Wrapped Sweets (No chocolate please, due to it being a summer event) (These would go towards the Jam Jar Tombola)

**Year 1 & 2** - Luxury Gifts & Beauty Products (These would go towards the Gift Tombola)

**Years 3, 4, 5 & 6** - Bottles (No squash please) (These would go towards the Bottle Tombola and Barrow of Booze)

**Risk Assessment & First Aiders** - The Committee will ask Katy if she'd be able to put together the Risk Assessment for this event. Ebony has offered to be a first aider at the fete, all day, but we could do with at least one more. Lisa will ask Rachel Semmens. Lianne may be able to help out too, if she's available on the 6th July. First aiders will need access to the entry fob from the office as this is the only way to gain access to the first aid room now.

**Stall Allocation** - A draft stall allocation list has been put together and was read out at the meeting. The Committee agreed with most allocations. It will be discussed further before the next Class Rep Meeting.

**Sport Activities** - Helen suggested that we utilise the football goals and new basketball hoops at the fete and either run games around them (penalty shootout/shoot hoops etc.) for a price, or that we charge a price for a certain amount of time to play a bit of football/basketball. For example, £3 for 15 mins. To be discussed further. Lianne and Kerry have offered to talk to some of the dads regarding running something like this for us (Lianne - Phil/Kerry - Adam and Sean).

**Jam Jar Tombola** - The PTFA may already have enough jam jars already but will double check numbers this week. Stacey has around 31 and a huge amount of coffee canisters that we can also use. Amy Thrower has around 140 jars with labels already removed. Lianne will count how many she has and we'll see how many we have in the shed. We will need 300 in total. If any more are needed, it was decided that the class running this stall will be asked to do a collection for the remaining jars needed. Lisa can book the class running the stall a slot in the Jubilee Room, for a jar filling day.

The Committee agreed that we should definitely run another '**small plastic toy**' collection. Amy will ask Miss Hill if she'd like to help out with this again. Last year Miss Hill had a donation box in her classroom which she'd bring out at drop off and pick up times. This really helped with little prizes for the jam jars last year. Laura will put together a poster for this and we can start collecting straight away.

**Teddy Tombola** - We discussed the idea of changing this to a Teddy Hoopla. No tickets will then need to be torn up and folded. Children throw a hoop and win whichever teddy/teddies they land over. They can keep throwing until they win - guaranteed prize every time. Easy to set up and run and may get rid of teddies faster. The Committee voted YES to trialling this. Small hoops/frisbees can be purchased from Cut Price Wholesalers. Stacey has a large groundsheet that she can loan for this.

**Food** - The idea is to keep it simple this year: A basic BBQ (burgers and hot dogs (real sausages)) and a vegetarian option. Vegetarian options to be discussed further. As the Committee were discussing who could run the BBQ and bar this year, the owner of The Rising Sun pub (Kingsley) offered to run the BBQ for us. He's run many BBQs over the years and always does it for free for schools and charities. Stacey and Lisa will keep in contact with Kingsley to organise this. This would free up an entire year group to just run the bar and leave extra PTFA volunteers to help take orders and serve food at the BBQ. In return, it was agreed that we could offer the pub free social media advertising and put boards up in front of the food tent to advertise the pub and let the public know that they're running the BBQ for us, for free. Ebony and Stacey have put their names forward to help on the BBQ.

**Food Tent** - Ebony agreed to ask Salma Bailey if we could use her marquee again for this.

**Gazebos** - We'll need to count how many we have and how many we need. Jen W has a double gazebo the Committee can borrow.

**Toy Stall** - Amy will ask Miss Hill and Miss Dhallu if they'd like to run the toy stall again this year. It was agreed that we'll need at least two specific volunteers to offer to bag up and transport all the left over toys to some local charity shops. We can provide the volunteers with a list of charity shops that we know will take them.

**Toy Donation Morning** - With the Toy Stall and the Teddy Hoopla, we'll need to have a Toy Donation Morning on Friday 5th July. Laura will make a poster. The Committee will do a poll over

WhatsApp to see who will be free on the Friday morning to help collect in and sort through all the toys. Most will go towards the Toy Stall and Teddy Hoopla, but some will be taken for the Children's Gift Tombola. They'll need to be stored in the music room and then all moved across to the hall on the Friday afternoon.

**Pre-Loved Uniform** - The PTFA and volunteers will need to set this stall up and then it can run un-manned. We could perhaps get away with less displaying of the uniform this year, and just pop the rails under the gazebo. Lisa confirmed that we need new/more secure donation tins this year.

**Bar** - The bar will be run from the wooden outdoor classroom/hut again this year. We can stick with the tiki hut theme again. This will be run by a whole year group.

**Reptile/Animal Handling Stall** - The Committee agreed to look around for any companies/charities that may want to come and run a stall like this. It may end up being too high a cost, but we can research.

**It was agreed that there will be NO Buzz Wire, plant stall, book stall, glitter or temporary tattoos this year.**

**Trestle Tables** - The Committee will need to count how many school trestle tables we have and allocate them to specific stalls. Lisa has already started this process. We will not be using the heavy wooden tables from the church this year. We can use the lunch tables out in the middle of the field to create an eating area again.

**PTFA Volunteers** - Lisa and Kerry will be doing their Treasurer duties all day. Lisa's family have offered to run the Coconut Shy. Jen W and her family have offered to run Splat The Rat all day. If we need more PTFA hands however, Splat The Rat could be cancelled and perhaps Jen W could run the stage area and help out wherever else is needed. Jen's family could then help with the 5M class stall. To be discussed further. Ebony and Stacey have offered to be on the BBQ. A PTFA rota will be put together to determine who is free for the following:

- To help set up on the Friday night from 3.30pm onwards
- To help with morning set up on the Saturday, from 9am
- To help out on the BBQ, 12pm - 3pm
- To help clear up the fete, from 3pm onwards

We will need specific volunteers for things like: setting up the bins, changing the bins, putting up the bunting, putting up all the signage at the fete etc.

**Fire Engine Visit** - We've managed to book the local firemen for the fete afternoon. They will bring along their fire engine and park on the wire fence side of the KS2 playground. Children will be able to look inside the fire engine and ask as many questions as they like. They will arrive at 11.30am. Their only request is that no one blocks them in, in case they need to exit in an emergency. Kerry had the idea to place the fire engine in front of the left hand fence to the field. This way, people can go from the field to see the fire engine, but it would also block an entrance to the field, which would stop anyone entering the fete without going through the entry desk.

**Floats, Card Readers, Counting and Bank Deposit** - Lisa & Kerry to decide treasury roles for the day and put together their own rota.

Stacey suggested, and offered to host, a **smaller Committee meeting** soon to start putting together the rotas that we'll need for this event. To be planned over WhatsApp.

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## **Any Other Business**

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**Year 6 Leavers Do** - Stacey asked if the Year 6 Reps and Volunteers could borrow a few of the PTFA games for the Year 6 Leavers Do. The Committee voted YES to this. The leavers do will take place on Thurs 18th July. Stacey will oversee the taking and returning of the games in the shed.

**Next PTFA Meeting:** The next meeting is booked in for **Monday 22nd April 2024, 7.30pm, The Rising Sun, Twitton**