

Minutes

Otford PTFA Meeting

Monday 15th January 2024, The Bull, Otford High Street

In Attendance

Jen Waters (Secretary), Lisa Simmonds (Treasurer), Laura Acland (Member), Stacey Hardy (Member) & Jess Edwards (Member)

Apologies

Ebony Gill (Chair), Kerry Randall (Vice-Treasurer), Katy Hollands (Trustee), Elaine Bailey (Member), Jennifer Heathfield-Lee (Member), Amy James (Vice Treasurer) & Helen Roberts (Head) - *Helen telephoned in for a portion of the meeting at around 8.20pm.*

Minutes of Last Meeting - Outstanding Issues/Queries

- **Comedy Night Cancellation** - The Committee discussed the idea of cancelling the upcoming Comedy Night on the 1st of March. Last year the Comedy Night only made £535 but will require a lot of work and effort for PTFA members and both Year Reception and Year 1 Reps and Volunteers. A vote was taken at the meeting and it was agreed that the Comedy Night will not go ahead this year. It was suggested that the Year R & 1 Reps & Volunteers could help out at Sports Day instead this year, giving us a bigger pool of volunteers to help out at that event.
 - **New PTFA Shed** - A new, bigger and more sturdy shed is needed, to store all the PTFA equipment. Mike assessed the state of the current shed last year and there's so much disrepair and damage that it was decided that a new shed will definitely be needed. We also had a badger burrowing under the shed and a huge issue with damp and mould. The PTFA discussed the idea of getting a proper concrete foundation laid, for a slightly bigger plot, in the same area and then a sturdy, hardcore plastic or concrete shed being bought to replace the broken, wooden one. It was agreed that we should try every possible way to try and get financial backing or sponsorship for this project. Lisa has agreed to put together an email which can be sent out to parents, carers and large local businesses. Stacey will research planning permission and electrical issues. To be discussed further after the initial email has gone out and this has been discussed with the school.
 - **Pre-Loved Uniform** - Pre-Loved Uniform is growing in popularity every year and the PTFA are keen to keep it going. Stacey & Jess are happy to keep heading up the project this year but the Committee discussed the options for collections. It was decided that we would stick with collecting in small amounts of uniform whenever they are donated, but we will be sending out communications that we only need items of uniform that have the OPS logo on them at the moment, as the rails are at full capacity. Stacey has purchased a small spare clothing rail, which can be used at uniform and costume sales this year.
 - **Voting in the new PTFA Safeguarding Policy** - This was due to be voted upon in December but we ran out of time. All Committee members have now read the policy and have voted YES to putting this in place from this year onwards. It was agreed that we need to put this up on the school website on our PTFA page and that, in general, the PTFA page needs a lot of updating this year. Jen, Lisa & Ebony will liaise with Sam, Tara and Louise, in the Office regarding this.
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Feedback on Recent Events

- **The School Disco** - £1,001 raised
- **The Christmas Bazaar (Inc. Main Raffle & Silent Auction)** - £5,160 raised (A new record!)

The Christmas Pantomime - The pantomime was funded by the PTFA again this year. The feedback the PTFA have received has been very positive however, the feedback from Helen and one of the Year 4 TA's (Mrs James) was that the quality of performance could have been better. Helen has discussed different options for next year with Mrs James and they have now booked a pantomime for December 2024 with the company 'Chaplins'. Helen will confirm the full cost, but estimated it was around **£500**, on an early birds discount. Rather than two separate sessions (one for KS1 and one for KS2) Chaplins will offer one 90 minute session for the whole school, including a small interval. The Committee voted in favour, in principal, of the pantomime but a confirmation of full cost will need to be seen before final approval.

Christmas Crackers - The PTFA also funded and bought Christmas crackers for each child to have with their Christmas lunch. The feedback from some children (mostly year 5 & 6) was that they didn't get a cracker and that others took multiple. It was decided that this will need to be reviewed in September 2024 as to whether we fund this again for December 2024. If the Committee vote in favour of supporting this again, we would need to discuss how to ensure that every child in the school receives one.

Finance

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

Summary:

Profit raised so far this academic year: **£9,991**

This brings our remaining available balance to: **£26,625**

Remaining Arts Balance: **£237**

Approved Expenditure - The Committee voted on and approved the expenditure for:

- **Class Budgets 2022/23 - £2,800** - We are waiting for some final receipts from the school before this is paid
- **Peaceful Pod - £694** - This is the remaining balance from the £3,500 donation from Beaverbrooks which is earmarked for the Peaceful Pod
- **Year 6 Leavers Party 2024 - £200** - This year and every year going forwards
- **Year 6 Leavers Production 2024 - £200** - This year and every year going forwards
- **Class Budgets 2023/24 - £2,800** - This is the Class Budgets for this current academic year. We are waiting for receipts from the school before this is paid

After all expenditure (**£6,694**) has been paid out of the PTFA Funds, the remaining balance will be:

Remaining Available Balance: **£20,131**

Remaining Arts Balance: **£37**

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** (*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. A project to take place between now and Easter. Helen has suggested that the total will be around **£1,000**. The Committee discussed the idea 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.
- **New School Banner** - A new banner to be displayed outside the school which advertises the school's OFSTED report results, with report quotes included. The estimated cost will be **£100**. The Committee voted in favour, in principal, but a quote will be needed before final approval.

- **10 Classroom iPads** - Helen has discussed this idea with members of staff and it was decided that this would be a very useful resource for the children to be able to gain access to the curriculum in the classroom. They will be used by the children to access links on the internet and to make learning even more interactive in the classroom. There are some old laptops in school but they are now old and need replacing. It was proposed that 10 iPads were purchased and will be shared across the school, using a booking system. The school's current IT provider would set them up at no extra cost. Mr Hanford has researched cost and has found a appropriate product for **£319 per item**. The total cost for **10 iPads would be £3,190**. The Committee discussed the idea with Helen that the school would also need screen covers, shock proof cases and a charging dock for the iPads which will need to be researched and costed up. The Committee voted in favour, in principal, to the purchasing of 10 iPads but more information and quotes will be needed before final approval.
- **Christmas Pantomime December 2024 - £500** - The Committee voted in favour, in principal, of the pantomime but a confirmation of full cost will need to be seen before final approval.

If the above expenditure (**£4,096**) is paid out of the PTFA funds, the remaining balance would be as follows:

Remaining Available Balance: **£16,035**

Remaining Arts Balance: **£37**

Expenditure Requests

- **£4,000 for New Playground Equipment** - Helen notified the Committee that this is no longer needed. The school has purchased lots of new equipment from the school budget this term and no more is needed for now.
- **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.
- **Sports Day Sweatbands - £200** - The Committee discussed the idea of purchasing red, green, yellow and blue 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 sweatbands could be handed out to children before they head out onto the field and collected back in once they're leaving the field. They can be washed and re-used every year. The cost is only an estimate at the moment so more research will need to be done before this is officially voted upon.
- **Basketball Equipment - £200** - Basketball is becoming increasingly popular at the school this year so the Committee is in talks with Helen and Miss Poulter to decide if any new equipment is needed to facilitate this. Perhaps some new basketball hoops. To be discussed further with Helen and Miss Poulter. More information and quotes will be needed before this is officially voted upon.

If the above expenditure (**£600**) is paid out of the PTFA funds, the remaining balance would be as follows:

Remaining Available Balance: **£15,435**

Remaining Arts Balance: **£37**

Upcoming Events

- **Pre-Loved World Book Day Costume Collection** - Helen confirmed that the school will be celebrating World Book Day this year and that children will be invited to attend school in costume, so the Committee can go ahead and do a collection of pre-loved costumes in February. This will take place on the morning of Friday 23rd February (the week after February half term). The Committee will need to discuss which members will arrive at school that

morning to set up the donation table in the KS2 playground. Costumes will be collected, sorted, hung up on a clothing rail and sold at the Year 6 Cake Sale, on the same afternoon.

- **Year 6 Cake Sale & World Book Day Costume Sale - Friday 23rd February** - After school, in the KS2 playground. Laura will create the poster and social media advertising. Jen will display the poster in the display cabinet, on the school website and in the SWAY Newsletter. Ebony will liaise with the Year 6 Reps nearer half term.

Future Events to Discuss

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

TICKETS: Tickets will go on sale on Monday 4th March and the booking deadline will be Monday 18th March, at midnight. Younger Siblings and Nursery Children are welcome to join in. Laura or Katy will load the tickets onto the Booking Website.

PRICE: It was agreed that the price will stay at £3 per child.

NUMBERS: In **2023** we had **232 bookings** (1 of these was Dairy & Soya Free and 1 was no chocolate - we bought a Haribo gift instead). In **2022** we had **292 bookings** (4 of these were Dairy Free/Gluten Free) (**278 in 2019, 250 in 2018, 254 in 2017**). We should expect lower numbers this year as last year's Year 6 have gone and have been replaced with a very small Reception year. Lisa recommended aiming to buy around 200 eggs to start with.

EGGS: The cheapest deals on Easter Eggs tend to be around the 1st or 2nd week of February (just before Half Term). The best deal last year was Morrisons at 75p an egg. All Committee members will keep an eye out for good deals as we approach February. Once a deal is found a few of us will do a couple of online orders and store them somewhere OR ask the Year 3 and Year 5 Reps if they can store them somewhere safe until 22nd March (somewhere indoors, away from the risk of vermin, and somewhere out of the sun). It was agreed that **200 eggs** will be ordered initially.

ALLERGIES: We will need to take extra precautions with allergies this year as we bought a Dairy Free Chocolate Bunny for one child from the FREE FROM section and it turned out it had SOYA in it, which the child was also allergic to. We issued the parent a huge apology and a full refund but extra care will need to be taken this year.

QUESTION & ANSWER SHEETS & PAPERWORK: Jen W is a Year 5 parent, and has already put together the 10 chocolate-themed question sheets needed for this event. Jen will also do the usual paperwork - answer sheets, class lists, after school club lists etc. and get everything printed and laminated.

VOLUNTEERS: Ebony will set up a 'Easter Egg Hunt' WhatsApp Group and will liaise with Year 3 & 5 nearer the time (Remembering that Class 5M have no reps this year). Both year groups will need to collect in cake donations from their classes for the tearoom. We can decide nearer the time if we'd like to order and collect Krispy Kreme doughnuts for this event.

ADVERTISING: Laura has already created a poster for this event and will do all the social media advertising. Jen will display the poster on the display board, school website and in the SWAY. Ebony will share it with all Class Reps.

RISK ASSESSMENT: Katy will put together the Risk Assessment for this event and the Committee or Class Reps will need to find one first aider for this event.

SAFEGUARDING: This year the PTFA will be putting together a specific message/email which we will ask the After School Club staff to send out to all ASC parents, in advance, to ask them to definitely tick YES on the booking form, if their child is attending ASC on the afternoon of the hunt. Jen has agreed to speak with Angela to state that we hold no responsibility if a parent fills in their form incorrectly and that the responsibility for their list remains with them. All After School Club children will do the hunt within the nursery grounds again this year, to make safeguarding

easier for the ASC team. A selection of eggs will be delivered to the Nursery during the afternoon of the hunt, along with any allergy eggs, if needed.

RAFFLE: It was decided that there will be no Easter raffle this year.

TEAROOM: A stock check will need to take place nearer the time, for Tearoom supplies. Price lists should be in PTFA shed, in the pink 'laminated signs' box, but Jen can print out more if needed. The hot water heater/urn will be needed and class reps will need to buy fresh milk on the morning of the hunt. The tea-room will need a float and card reader that afternoon, which will need to be provided by the Treasury team.

EASTER BUNNY: The Committee will ask around to see if anyone would like to walk around in the Easter bunny costume again this year. This went down really well with the kids last year. It may only need to be done for around 30 minutes.

OTHER: We will need to find the spare pencils for this event, for children that forget to bring one.

- Summer Fete

The original plan was to cancel the Summer Fete as we struggled last year for volunteers, especially when it came to clearing up. The Committee discussed the idea of running a smaller, more paired back version of the Summer Fete, instead of cancelling it. It would be run along the same lines as the Christmas Bazaar. It would be reduced back down to 3 hours, no external stall holders, no brochure and no advertising businesses. It would consist of a BBQ, several inflatables and then focus on fun games and stalls for the children to enjoy. We would have no paid entertainment this year but would like to ask pupils or parents if they'd like to perform for free on the stage. The idea would be to keep it small enough that, apart from the inflatables, it could all be moved indoors if the weather is horrendous.

The proposed date and time would be **Saturday 6th July 2023, 12pm - 3pm**. The Committee members in attendance agreed that this is something that should be voted on by the whole Committee, as it would require us all to pitch in and help run this event. Therefore, more discussions will take place over the PTFA Committee WhatsApp group and a vote will be held, the result of which will be noted in the February PTFA meeting minutes.

If the Committee votes YES to putting on a Summer Fete this year, it was agreed that we should ask for volunteers up front, as early as February. If volunteers come forward and sign up then the fete will go ahead. If by Feb/Mar it looks like we won't have enough volunteers then we may have to scrap certain stalls, or cancel the whole fete altogether.

It was agreed that Ebony will ask Year 6 how involved they would like to be as they also have the Year 6 Leaver's Do to plan and organise. Lisa has agreed to ring Inflatables Unlimited and try and book 3 inflatables up front, as soon as the vote is in, so that these are secured. The idea of online raffle sales was discussed briefly but more discussions regarding planning and details will take place at future meetings.

Any Other Business

Next PTFA Meeting: The next meeting is booked in for **Tuesday 27th February 2024, 7.30pm, The Bull, Otford High Street** but Jen will do a poll on WhatsApp to discuss a suitable date for all Committee members