

# Minutes

## Oxford PTFA Meeting

Monday 6th November 2023, The Bull, Oxford High Street

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### In Attendance

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Ebony Gill (Chair), Jen Waters (Secretary), Lisa Simmonds (Treasurer), Kerry Randall (Vice-Treasurer), Amy James (Vice-Treasurer), Katy Hollands (Trustee), Elaine Bailey (Member), Stacey Hardy (Member), Laura Acland (Member) and Jo Vitiv (Parent)

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### Apologies

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Jennifer Heathfield-Lee (Member), Jess Edwards (Member) & Helen Roberts (Head)

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

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- **PTFA Shed** - Amy's husband took a look at the shed. Verdict: roof repairs wouldn't be possible as there are so many other issues with its structure. We need to discuss the idea of purchasing a brand new shed. To be discussed further at our January meeting. Committee will start investigating costs.
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### Feedback on Recent Events

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- Year 5 Cake Sale - £249 raised
- Autumn Book Hunt - £692 raised
- Year 4 Cake Sale - £207 raised

Class Rep Meeting - Class Reps have now all been informed on what stall their classes are running at the Christmas Bazaar and many have already started to gather volunteers for their stalls. Year 5 had no reps at the meeting. 5RM's stall instructions have been left at the office to collect. 5M have no Class Reps this year so Jen W will pass on info to that class.

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### Finance

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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.

#### Summary:

- Profit raised so far this academic year: **£3,263**
- Purchases for the year so far: **£12,990** (this includes donations towards the school library and peaceful pod)

Remaining Available Balance: **£23,236**

Remaining Arts Balance: **£992**

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

- **Class Budgets 2022/23** - £200 per class (£2,800 total) for last years Class Budgets (Approved last year but not yet paid out).

- **Class Budgets 2023/24** - £200 per class (£2,800 total). School are to keep soft copies of receipts and send to the PTFA Treasurer, along with invoice from the school.
- **Boot/Shoe Racks, Coat Stand etc. for the Peaceful Pod** - up to the value of £756. These are the remaining funds from the £3,500 You Care We Share Beaverbrooks Donation last year. School to keep soft copies of receipts and send to PTFA Treasurer, along with invoice from the school. Any remaining funds will be reserved for the Peaceful Pod.
- **White Board** - Agreed in principle last year but officially voted upon at this meeting - £2,817 for a new White Board.
- **Year 6 Leavers Party 2024 and Year 6 Leavers Production 2024** - £200 for each, so £400 in total. This year and every year going forward.
- **Christmas Pantomime** - £755 for the 2023 Christmas Pantomime, taking place in the school hall on Wednesday 13th December 2023.
- **Christmas Crackers** - £63 - A Christmas cracker for each child (including those having home packed lunch) to have with their Christmas lunch on Tuesday 12th December 2023. PTFA will purchase the crackers and pass direct to the school kitchen staff.
- **School Christmas Tree** - £72 for the school Christmas tree from Stonepitts Farm this year. Stonepitts have kindly offered to pay £50 for an 8-ft tree. The PTFA will pay the remaining £72 (which includes £10 delivery). The tree will be delivered to the school on Wednesday 29th November, in time for the Christmas Bazaar.

After all expenditure has been paid out of the PTFA Funds, the remaining balance would be:

Remaining Available Balance: **£13,528**

Remaining Arts Balance: **£237**

### **Expenditure Requests**

Helen has put forward a request for £1,500 to create an **outdoor area outside the Peaceful Pod** and a further £4,000 towards more **playground equipment**. The Committee agreed that more information on both projects is needed before we officially vote on these. To be discussed/voted upon in our January PTFA meeting.

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### **Upcoming Events**

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- **Own Clothes Day/Donation Day - Friday 10th November** - Poster is made and will be displayed this week. Ebony, Jen W, Kerry, Katy, Lisa and Amy have volunteered to help set up the donation stall in the KS2 playground at 8.35am on Friday morning. A number of them can also stay to help sort through donations and Ebony has organised for the relevant Class Reps to come and collect their items for their stalls. All chocolates will go towards the Chocolate Tombola (Class 4W), the sweets will go towards the Jam Jar Tombola (Year 3), some items of Luxury Gifts and Beauty Products will be taken out (by the PTFA) for the 3rd prize luxury hamper and raffle, but most will go towards the Gift Tombola (Reception Classes). All bottles will go towards the Bottle Tombola and Barrow of Booze (Class 6W) and can be sorted and stored in the PTFA shed. PTFA volunteers will need to note down numbers of donations so that we can check we have enough of everything. Lisa Simmonds will add any extras needed to the Christmas Bazaar shopping list. Stacey has offered to put together the 3rd Prize Luxury Hamper this year and has some hamper baskets she can use already.
- **School Disco - Friday 10th November** -
  - The **booking deadline** for the disco has now passed and the final numbers are: KS1 Disco: 109 KS2 Disco: 142. That's a total of 251 children, out of a school of 307.
  - **Class Lists, Sign In Sheets, Allergy Lists & After School Club Lists and Sign In Sheets** will be put together by Jen W this week. Class lists will be passed to the office on Friday morning, to be handed out to teachers. Jen will pass Angela the After School Club paperwork.

- **Music and Lights** - KS1 and KS2 playlists have been put together and are on Jen W's laptop. Jen & Lisa tested out the music on the school PA system, as well as all the disco lights, last Friday and all worked well. The Committee purchased a new set of disco lights so that we have a set that we can use every year. The school are loaning us a selection of up-lights for the event and Jen W will loan two disco lights from home for the event too.
- **Temporary Tattoos** - Tattoos have been purchased and Lisa is providing the bowls and sponges.
- **Hot Dogs** - Lisa has ordered all the hot dog sausages and will order the rolls from Sainsburys bakery once we know final numbers on Tuesday. We will be keeping all the hot dog jars, for future jam jar tombolas.
- **Allergy Food** - Jen will let Lisa know allergy numbers and details on Tuesday and Lisa will then research and purchase the appropriate allergy alternative hot dog supplies. Elaine has offered to deal with all allergy food at both discos.
- **Sauce & Napkins** - Jen W bought 300 napkins at Cut Price Wholesalers and Lisa will buy new ketchup this week.
- **Jugs** - We have a few PTFA jugs but will also need to borrow the school ones.
- **Squash** - Lisa has bought all the squash bottles.
- **Cleaning Supplies** - It was confirmed that there is plenty of blue roll in the cleaning supplies box in the PTFA shed but more cleaning spray will need to be purchased. Lisa added this to the shopping list.
- **Volunteers** - We currently have 19 confirmed volunteers for the KS1 disco and 17 confirmed volunteers for the KS2 disco. Jen W will print out a Volunteer Sign In Sheet, for fire/emergencies.
- **Volunteer Task Lists** - The lists for each volunteer are ready and will be sent out by Ebony tomorrow to all Class Reps and Volunteers on the Disco WhatsApp group. It details where each person needs to be, the timings and their tasks/responsibilities for the evening.
- **Wristbands** - All relevant allergy children will receive a coloured wristband upon arrival at the sign-in desks which teachers and volunteers can help them put on. Lisa and Stacey confirmed that there are enough left over from last year.
- **First Aider** - We have Ellie Welsh attending both discos as First Aider this year. Ellie is a T.A. at the school and has a DBS and up to date first aid certificate. Ebony will act as a back up first aider at the KS1 disco. Katy brought up the idea of having stickers for bumped head incidents, so that parents would be aware that their child has had an accident when they are collected. We will need to speak to Ellie about this and see what school procedure is on this.
- **Teachers** - Mrs Cornelius is asking for teacher volunteers for us. So far, we have Miss Hill volunteering to help out at the KS1 Disco and Mrs Little at the KS2 Disco. We also have Mrs Roberts as Safeguarding lead. Jen W will contact Peppie to ask if we have any more.
- **Risk Assessment** - Katy has updated the Risk Assessment to reflect what was learned at the Safeguarding Training. Ebony will check the risk assessment over and then Jen W will print a copy to display at the disco. Ebony will also send a copy around to all volunteers via WhatsApp. Jen will ask Peppie about the epi-pen video she was going to send us all to watch.
- **Safeguarding Paperwork** - Ebony will send a copy of our new Safeguarding Policy to all Disco volunteers this week. As well as the Risk Assessment, Jen W will bring along a copy of the Safeguarding Team members sheet, the green forms (for any incidents) and a list of all the children with allergies and place these all in the kitchens.
- **Licences** - Lisa confirmed that an event licence is not needed for the disco and a music licence is already held by the school, which allows us to play downloaded music through iTunes at the disco.
- **Access to Kitchen** - Jen W has talked to Clare Ward about access to the kitchens on Friday 10th. Volunteers will need to arrive and start setting up from 2pm onwards. All volunteers must sign in at the office first. Kitchen staff don't finish work until 2.30pm so set up in the hall can start first and all kitchen supplies brought into the hall and then the kitchens can be set up as soon as the kitchen is available.
- **Signage** - As we have two playground greeters this year, we no longer need the white board for directions. Jen W will find and/or print all other signs needed.
- **Christmas Bazaar Raffle Tickets** - Most classes got handed their raffle tickets on Friday last week. Lisa will be sorting out a few that didn't go quite to plan. Lisa confirmed that she won't need any help with separating and folding all the raffle tickets. She'll do this as they come in and then report back to the Lottery Licence. Spare tickets have been left at the school office for those that want to purchase extras. The deadline for the return of the sold tickets and cash is

Monday 20th November. Lisa and Stacey confirmed that the raffle drum is still in the shed and can be used at the Bazaar. Helen has kindly agreed to call the raffle for us again this year, at around 2.30pm. Jen and Ebony will also be on hand to hand out prizes and write down winners names and contact details.

- **Toy Donations & Christmas Jumper Donations - Friday 1st December** - Poster is made and printed and will be displayed this week. Ebony 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. Lisa, Jen W, Laura, Katy, Elaine & Amy have volunteered to set up and man the donation stall on the morning of the 1st Dec 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). Jess has offered to loan us her clothing rail to display the Christmas Jumpers on and Kerry and Elaine have some child hangers they can donate for this. All other toys will go towards the Toy stall. All toys, Xmas jumpers and pre-loved school uniform will need to be moved to the Parrots classroom after 3.30pm on the 1st (by whoever is free at the time). Amy may be able to help Miss Hill with setting up the toy stall.
  
- **Christmas Bazaar - Saturday 2nd December - 12pm - 3pm**
  - **PTFA Volunteer Rota** - This year the PTFA will be running the Biscuit Decorating Stall in the Elf Workshop and the Face Paints/Gems Stall in the hall. We may also be needed on the other two Elf Workshop stalls, in case Year 1 can't gather enough volunteers. Jen and Ebony will also be involved in the Raffle Call at 2.30pm. A blank rota was passed around at the meeting and everyone present has put their names down for the slots that they are free. Jen W will type this up and work out where we need some extra help.
  - **First Aider** - Lianne Lewis has kindly offered to be First Aider for the entire Bazaar. Ebony will be a back up, if needed on the day. Lianne will need to borrow the PTFA's Hi-Vis Jacket for first aiders and wear it for the whole event.
  - **External Stalls** - There will be no external stall holders this year due to lack of space in the hall and classrooms. We wanted to keep the entire bazaar indoors this year due to unpredictable weather.
  - **Volunteers** - All classes know their stalls now and are gathering volunteers. Jen W has asked 5RM Reps about creating a rota for the whole of year 5 as class 5M has no reps this year. Year 1 may struggle in the Elf Workshop for volunteers as there's a class party that day and lots of people are away. Ebony 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 the gaps.
  - **Jam Jar Filling** - Year 3 are already getting organised for this. Jen W is going to hand over all empty jars to Lianne Lewis on Friday (donation day) so they can take more labels off, clean them and get them ready to fill. Stacey will keep the extra jars in storage for the summer. Lisa has booked the council office for a jam jar filling session on Friday 24th November, 9-11am, for the year 3 reps and volunteers.
  - **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 classrooms. Ebony will bring one speaker and Lisa will provide an iPod with Christmas music for the Parrots Classroom (toy stall) and Jen W will provide a CD player and some Christmas CD's for the Bears Classroom (Elf Workshop). Since the PTFA meeting, Louise Brown has also been in touch and she will be organising some pupil performances from 1.30pm - 2pm in the school hall.
  - **Face Paints/Gems** - Lisa has bought the face paint stencils. The committee decided upon 4 of the designs (Snowflake, Xmas Tree, Snowman & Gonk/Gnome). Stacey has some face paint that she is happy for us to use. The price of a small stencil design face paint will be £2. The face gems are around £1.27 each and therefore will need to be sold for £3 each. Lisa will work out the numbers to roughly estimate how many face gem packs we'll need to order. All PTFA members helping out on the face paint stall will need to get together to practise.
  - **Brochure** - It was agreed that there will be no brochure this year. With everything being in the hall and 2 classrooms, it will all be easy to find and we can put out lots of information about what will be available at the bazaar on social media.
  - **Raffle & Silent Auction** - Jen W has a list of all previous donators and their contact details which is now on the Prizes WhatsApp group. All PTFA volunteers can start contacting donators from now. We've had a few businesses come forward already including 4 jewellery sets from Beaverbrooks, a memory foam pillow from the Bed Post and a photo session

voucher. After the disco is over, Jen W will start compiling a full list. Jen will also put together the Raffle List and the Bidding Sheets and Lot Sheets for the Silent Auction in the next few weeks. Lisa will purchase some clear acrylic tabletop display boards which we can use for the silent auction instructions this year, making them more visible.

- **Advertising** - The Christmas poster has been printed and will be displayed after the disco. Multiple copies have been printed to be displayed around the village and beyond. Lisa will cover Otford, Jen W will do Kemsing, Ebony will do West Kingsdown, Katy will do Willow Park, Stacey will do Badgers Mount, Polhill and Eynsford and Amy will do Sainsburys, Otford. Otford Parish Council will print our poster in this months newsletter. Jo Vitiv has kindly offered to display one of our posters on her stall at the Otford Village Fete.
- **Banners** - Stacey and Lisa confirmed that we still have the large Christmas Bazaar banner in the shed. We will need some volunteers to put that up on the fence outside school next week and change the date on it. Stacey will collect the banner from The Bed Post and using Lisa's cord, this will be displayed in the entrance to Otford Village Carpark.
- **Licences and Disclaimers** - Lisa has sorted the Lottery and TENS licence. Jen has printed 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 can be found in the pink 'laminated signs' box in the shed.
- **Risk Assessment** - Katy will start putting this together over the next week or so. Jen W 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 has been scheduled into the diary for late November.
- **Layout** - Layout is done and has been sent out to all Class Reps. Jen will print a few copies to be used for set up on Friday 1st December.
- **Prices** - We need to confirm prices of our new games and elf workshop. This can be done via WhatsApp.
- **Stall Instructions** - Most have been handed out to Class Reps now. We need to finalise the tearoom, elf workshop stalls, spin the wheel, candy cane lane and free the gonk/gnome and get these to the relevant classes ASAP.
- **Signage** - Jen W 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.
- **Stall Posters** - Once prices are finalised, Jen W will go through 'Laminated Signs' box and see what posters can be re-used and which need to be changed/re-printed. Jen has made new posters for the new games/stalls. Laura has agreed to make a poster for the Elf Workshop.
- **Social Media** - Laura will continue to post throughout November and will advertise those businesses that have donated a prize.
- **New Games** - Jen has an appropriate box for Sprout or Ball and will pass this to the Year 6 Reps as soon as they're ready to take it. The Year 6 children can decorate the box themselves. Lisa has offered to fix the Spin The Wheel game and Jen W will help decorate it. Jen W has made Candy Cane Lane and just needs to add extra decoration. This, and the spin the wheel, can be passed to the 5RM reps on the 1st of Dec. Free the Gonk/Gnome needs more work and can be discussed more in the next week or so over WhatsApp.
- **Elf Workshop** - Ebony and Stacey have agreed to work together to decorate and set up the Elf Workshop in the Bears classroom. We have a fake Christmas tree that can be used in there and Jen H-L has loaned a white tree for the craft stall. The PTFA will need to set up the biscuit stall on the morning of the bazaar. The PTFA can hopefully work with year 1 and some teacher volunteers to set up the craft stall and reindeer food stall the night before and the morning of the bazaar. Messy mats will need to be purchased for the floors in this classroom.
- **Teacher/Governor Volunteers** - Three Governor volunteers have kindly offered to help us by running the Main Raffle stall all afternoon. We will need to ask around for more teacher volunteers in the hope that they can help us on the Silent Auction and/or in the Elf Workshop. Jen W will circulate the Teacher/TA rota via WhatsApp.
- **Hall Decoration** - It was decided that we won't be purchasing matching table cloths for the stalls in the hall. Each class will be in charge of decorating their own stall to help make the hall look festive.
- **Stall Prizes** - After the school disco, Lisa and Ebony will get all prizes out of the shed and do a full inventory. Any extras needed will be added to the shopping list.
- **Christmas Character/Mascot** - We discussed the idea of hiring or buying a Christmas mascot outfit for meet and greets with the children and photo opportunities. This can be discussed further 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.
- **Clear Up** - Ebony has agreed to be the organiser behind the clear up of the Christmas Bazaar. All volunteers, Reps and PTFA members that stay to help with clearing up can report to Ebony and she will point them in the right direction of jobs that still need doing. This will be easier than trying to draw up some kind of rota for volunteers. Ebony may ask for all classes to submit the names of all volunteers who have put their names down for 3pm onwards clear up so we know in advance how many helpers we may have.
- **Year 2 Classroom Maps** - Ebony will deal with the classroom map for Mrs Balcombe's classroom before the Elf Workshop is set up in there. PTFA will need to speak to Miss Poulter and Miss Hill about the Parrots classroom/toy stall layout.
- **Christmas Panto** - A Robin Hood Themed Pantomime has been booked by the school. The Committee voted upon the expenditure (£755) and voted YES. The panto will take place in the school hall on Wednesday 13th December with the KS1 performance in the morning and the KS2 performance in the afternoon.

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### **Future Events to Discuss**

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- **Comedy Night - Friday 1st March 2024** - This event will need to be discussed further after the Christmas Bazaar, in a separate meeting or over WhatsApp.

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### **Any Other Business**

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- **Voting in upcoming expenditure** - At the end of the meeting, the Committee voted on some upcoming expenditure which is detailed on page 1, under the heading 'Finance'.
- **Pre-Loved Uniform & Lost Property** - This will need to be discussed further at the meeting in January.
- **New PTFA Safeguarding Policy** - We didn't get time to vote on adopting the new PTFA safeguarding policy that was put together for us by Peppie Cornelius, but the Committee will vote on this over WhatsApp in the next week or so.

**Next PTFA Meeting: Tuesday 9th January 2024, 7.30pm, The Bull, Otford High Street**