

Minutes

Oxford PTFA Meeting

Tuesday 13th June 2023, The Bull, Oxford High Street

In Attendance

Clare Ward (Chair), Jen Waters (Co-Secretary), Ebony Gill (Co-Secretary), Lisa Simmonds (Treasurer) and Helen Roberts (Head)

Apologies

Kerry Randall (Vice-Treasurer), Shelley Hinds (Co-Secretary), Jess Edwards (Trustee), Stacey Hardy (Member), Jennifer Heathfield-Lee (Trustee), Katy Hollands (Trustee) and Laura Acland (Trustee).

Stephanie DiChiara left the school in February this year and left the PTFA WhatsApp group in April. Stephanie confirmed on the 26th May that she's stepping down from the Committee with immediate effect. Jen W will removed Ellie and Stephanie from the Charity Commission in September.

Minutes of Last Meeting - Outstanding Issues/Queries

- *Shed Roof & Window Repairs* - Clare has found felt in the shed that may be useable. Putty for the window and some batons will need to be bought. Helen agreed to ask Phil Otto about taking on the repair work. All agreed the job will need to be completed before this Autumn/Winter.
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Feedback on Recent Events

- **PTFA Tuck Shop** - £349 raised
- **Summer Fete** - £536 so far (from brochure advertising sales and stall holder fees)
- **Raffle** - £195 so far

This brings our **grand total raised, since the beginning of September, up to £15,460** (this amount includes the £3.5k donated by Beaverbrooks).

Lisa sent a copy of the financial report to Jen W. Jen will get this loaded up onto the school website this week, along with a copy of these minutes.

Upcoming Events

- **Summer Fete Raffle Tickets** - 10 raffle tickets were sent home with every child on Monday 5th June, to be sold at £1 each. The deadline to return ticket stubs, cash and unsold tickets is Monday 19th June. Lisa will continue to check the PTFA Drop Box each day and has confirmed that she doesn't require extra help to collect these in and fold them up. Lisa notified the Committee that over 3,500 raffle tickets have gone out now. Lisa will order more tickets, if necessary, to be sold on the day, at the fete.
- **New Parents Evening - PTFA Presentation - Wed 21st June** - The Office have asked if we'd like to do a short PTFA presentation at the New Parents Evening. Ebony has agreed to say a few informal words. Clare will be in the kitchens. Lisa has also agreed to attend this event to represent the PTFA and to help Clare with serving drinks. The PTFA are to provide the drinks for this event. Lisa will stock check what drinks we have and will add more to the Summer Fete

Shopping List if necessary, to cover this event. Helen confirmed that around 40-50 PTFA Welcome Booklets will need to be printed for this event. Jen W will get these printed next week.

- **Moving The Trestle Tables** - St. Barts. have said yes to us borrowing their trestle tables and Lisa is in talks with them about dates and timings. They will be stored across the road from the school but we will need some help moving them across to the field. Clare is in contact with Lee R, to see if he (and some other volunteers) could help with moving them into the field for us, and back across the road on the Saturday evening. Two dates were proposed for moving the tables - Wednesday 28th or Thursday 29th June. Clare has offered to count how many trestle tables we already have at the school.
- **Toy Donation Morning - Fri 30th June** - Jen W and Ebony are no longer available to help out with this, due to helping out at their Year 1 Class Trip that day. Lisa is still available and potentially Kerry and Katy also. Lisa may seek out some other helpers too. We will start reminders about the Toy Donation via WhatsApp (Ebony), SWAY (Jen W) and on Social Media (Laura), along with a reminder that we will not be collecting books this year. Helen has confirmed that we can store all the toys in the music room again this year. Ebony will notify the relevant Class Reps who are running the Teddy Tombola that their soft toys can be collected from the music room that evening. Lisa will take a few items for the children's gift tombola. The rest can go towards Miss Hill's Toy Stall.
- **Summer Fete - Fri 30th June & Sat 1st July** - The fete is now only 2.5 weeks away:
 - **Extra Summer Fete Banner** - The Bed Post, Dunton Green, have provided us with a brand new, printed Summer Fete Banner this week. Jen W will check areas in Dunton Green that we can display it.
 - **Local Living History Group** - Clare received a message from the group saying that they will no longer be able to attend the fete. Jen W will remove them from the brochure and layout.
 - **Reptile Handling** - Jen W got no response to our emails about this. Maybe this is something we can look into further for next year's fete.
 - **Inflatables** - Lisa confirmed that the office have now paid First Choice Inflatables and our booking is confirmed. Lisa has now transferred over the funds to the school for this, from the PTFA account. Jen has printed all pricing and safety posters and Helen has asked that we create another sign saying 'No Mobile Phones' for the Inflatable maze. Jen will create this. The plan is to use metal pegs and bunting to rope off the inflatables area, but Ebony will also ask Salma about borrowing some orange construction netting for this too. These barriers will need to be put up on the morning of the fete, once all inflatables are up. The PTFA will need to put aside time for this. Ebony will keep in touch with the Year 6 Reps to see how they're getting on with gathering volunteers to man the inflatables for the last hour of the fete.
 - **Ice Cream Van** - Clare has secured Abbie's Ices to come with her ice cream van. She's agreed to give us 20% of her takings.
 - **Raffle Books** - Jen and Lisa have bought 8 new books of raffle tickets and we can also use some of the old left-over raffle books, in the shed, for the Teddy Tombola.
 - **Stock Checks & Shopping List** - All stock checks have been done for Soft Drinks and Alcohol and Clare confirmed that we have plenty of napkins, jacket potato containers and cutlery and that we have enough tuna, beans, mayo and sweetcorn too. Ebony and Lisa agreed to do a further stock check on Friday for all other supplies we'll need for the fete. Lisa will update the online Fete Shopping List once the stock check is done. Clare will need butter, cheese & baking potatoes for the jacket potato stall. Jen W and Lisa will head to Bookers next week to buy all non-perishable fete supplies. All perishables will need to be bought the week of the fete. Clare will ring Bookers to see if we can pre-order certain items. Clare and Helen offered to collect and store the burgers a day or two before the fete. Ebony's husband Eric may be able to collect the 10 bags of ice we need for the bar, on the morning of the fete. These will be stored in the school kitchen freezers. Jen contacted Warburtons to see if they will donate any buns to the BBQ. No response yet.
 - **Tearoom & Beer Tent** - Clare confirmed that the Hot Water Urn will be able to go outside, in the outdoor wooden classroom. She will trail the wires overhead and down into the hut, to avoid any wires on the ground. Jen W will update the Year 1 Instruction Sheet to reflect this and send it to the Year 1 Reps. Jen and Lisa will provide the Hawaiian decorations for the 'Tiki Hut'. Salma B has offered to loan us her big gazebo/marquee for the day. Eric Gill and Salma's husband will come and set it up the night before the fete and will also come and take it down once the fete is over.

- **Bins** - Lisa and Ebony will check how many bins we have on Friday and how many bin bags and recycling sacks we have in stock. If we need more bins, Ebony will ask Salma if any bins can be borrowed from Conways. Jen W will make up some signs for the bins - GLASS ONLY, FOOD & GENERAL WASTE & GENERAL RECYCLING (Paper, Cans & Plastics). Ebony has agreed to check on the bins throughout the fete, to try and avoid any overflowing.
- **Stall Posters** - All posters are now updated, printed and laminated. Jen W will bring on the day. Lisa purchased more sellotape at Cut Price.
- **Plant Stall** - Clare notified the Committee that the seedlings are coming along but haven't grown particularly quickly this year. If they don't grow in time, we won't run a plant stall at the fete. Jen W will take it out of the brochure for now.
- **Pre-Loved Uniform Sale** - It was agreed by the Committee that we already have plenty of uniform on the rails in the hall, to sell at the fete. Stacey will not need to bring any more from her basement. PTFA will need to set aside time on the day of the fete to set up this stall, along with the donation tins and QR code posters.
- **Oxford Map Game** - Lisa is making the game. Jen W is gathering volunteers from home to help run the stall. Stacey has also offered to help out for a slot on this stall.
- **Governors Game** - We didn't collect in enough keys to play 'Unlock The Safe' this year. The Governors have agreed to run the Main Raffle instead, which will release Miss Worrow and Miss Robinson to just run the Silent Auction. The Governors can also give parents/carers/guests more information on what's going on at the school this year, as well as sell a few PTFA items on the side. Hannah Drennan has agreed to the Main Raffle on behalf of the Governors.
- **Teddy Tombola** - Clare confirmed that she has a litter picker that can be used for this and Phil Otto may also have one that we can borrow (Allotment Shed). Clare has 60 pre-washed teddies and more will be donated by parents/carers on the 30th June.
- **Bottle Tombola & Barrow of Booze** - Lisa confirmed that we have a good amount of alcoholic beverages now but that she will add extra soft drinks and other bottles to the shopping list. We'll need around 40 extra bottles.
- **Jam Jar Tombola** - We collected together all the donated sweets from the parents/carers on Donation Day and then Class 4W also raised an additional £55 to spend on extra sweets and toys for this. Jen W, Stacey & Lauren Turner spent today filling the jam jars. 220 were filled with what we had already but more sweets and toys were needed. Stacey offered to fill the remaining 80 this evening. Jen will ask 4W for any more money donations for this, to cover some of the extra cost. Lauren will inquire with the 4W Reps and Volunteers to organise the set up of this tombola.
- **Coconut Shy** - Clare has purchased 45 coconuts from Aldi for this. There will be an option this year, for each winner to either choose to take home their winning coconut or choose a small sweetie prize instead. Stacey has offered to store the 45 coconuts at home until the fete. The coconut shy can be set up the night before the fete. Lisa has two wind breakers that can be used for this.
- **Penalty Shoot Out** - The volunteer that usually runs the Penalty Shoot Out is away this year, so this will not be on offer at the Summer Fete. Jen W will remove it from the brochure and layout.
- **Temporary Tattoos** - The Year 6 children are still available to help us run this stall. It was agreed that glitter tattoos should be left out this year and we'll just do Temporary Tattoos. It was also agreed that the price should go down from £1 to 50p. Jen W will amend the poster. The PTFA will get everything out for this stall - gazebo, small table/desk, water bowls, tattoos and sponges. Lisa will ask Nicky if the Year 6 parents would help put it together on the morning of the fete.
- **Volunteers** - Ebony is checking in with the Class Reps to see how they're doing with volunteers. We are so low on volunteers, it was agreed that if certain stalls can't fill slots, then that stall will just have to close down for that slot. We will not be putting out a school-wide plea for more volunteers this year.
- **Stall Prizes** - Lisa has done a stock check of all prizes and has allocated them to each stall. Lisa and Jen also bought some more prizes from Cut Price Wholesalers last week and all left-over sweets and toys from the Jam Jar Tombola can also go towards stall prizes. Lisa will distribute prizes to each stall on the Friday night. All consolation stickers are in.
- **Fire Engine** - Jen contacted the fire department several times but they need a full two months notice, which we just missed out on. We are assuming that no fire engine will attend this years fete.
- **Raffle/Silent Auction Prizes** - A few members of the Committee ran through all the donated prizes and these have now been split up into Raffle and Silent Auction. After donation morning, we now have 18 raffle prizes and 20 'lots' for the Silent Auction. Prizes that still need collecting:

- No. 8 Restaurant, Sevenoaks High Street (Voucher) - Jen W
- Easton Electrical - From the School Office/Cheryl - A Case of 6 Bottles of Wine
- Sevenoaks Animal Feeds - A Pet Hamper - Stacey
- The Bull Pub - Voucher - Clare
- Party Faces by Nic - Voucher - Jen waiting to receive printable voucher

- **Brochure** - Jen Philpott has been putting together our brochure for us. We are aiming for it to be finished by next Monday, to go off to print. Lisa confirmed that we will be printing them with 'Instaprint' this year and that we will be getting 350 copies made up. We will also need more space in this years brochure and Lisa confirmed that we can afford to go from 20 pages to 24 pages. Jen W will let Jen Philpott know.
- **Entertainment** - Lisa and Clare will contact Lee Williams about sending in his invoice and Lee will be paid in cash on the day. So far, we have Lee Williams and his guitarist performing all afternoon, an Irish Dancing Display, 20 minutes of Pupil Performances, a Gymnastics Display and Carly Dodge's daughter doing a short Irish Dancing display at 2pm. Skills Academy aren't available this year and the Jujitsu Club never got back to us.
- **Gazebos** - Lisa and Clare agreed to do a gazebo building session this Thursday, after school. They will see how many gazebos have all their parts and are functional. All broken gazebos and parts will be put aside to go in the tip. Clare and Lisa will let Jen W know if more gazebos are needed for the fete and a plea to parents to bring some from home can be put out in the SWAY Newsletter, on WhatsApp and on Social Media. Next year, the Committee will discuss whether to invest funds into bigger, sturdier gazebos.
- **External Stall Holders** - Not including the Candy Floss Stall, we have 10 External Stall Holders booked in. Lisa is sending out invoice reminders to all those that haven't paid yet. Jen W will meet and greet all stall holders at the fete and show them where to set up. Carly will be able to set up and fill her mermaid pool the night before the fete.
- **First Aid** - Ebony Gill and Rachel Semmens have offered to be first aiders for the afternoon. Jen will update the Risk Assessment.
- **Toilets** - Helen has asked that we keep the Year 6 toilets locked for the day. These toilets aren't run off the main system and get blocked very easily, which is costly to fix. We will instead direct people towards the toilets at the front of the school, near the Year 5 classrooms. They will be accessible from the outside only and will need to be very clearly signed.
- **Layout** - Jen W will update the layout to reflect any last minute changes and the proper positioning of the stage and food tent. A copy will then be sent to all Class Reps and Jen will print a few out for the day too.
- **Social Media Posts** - Laura has been doing an amazing job on the socials, especially posting about raffle prizes on offer at the fete. Jen W will send Laura some screen shots of certain brochure pages so that we can advertise what will be at the fete, including images of the inflatables that we'll have on offer.

- **Sports Day - PTFA Refreshment Stall - Tues 4th July** - Year 6 are helping to run the refreshment stall this year with the help of 2 or 3 PTFA members in the afternoon. PTFA may need to do a quick stock check on Monday 3rd, to see what soft drinks we have to sell. It was agreed that the hot water urn will be set up in the school kitchens and that the hot water flasks will be filled and refilled when needed. This means that there will be no hot water urn outdoors, which reduces the risk of burns, especially if the stall is left unattended at any time. Clare has offered to lend her griddle, to cook bacon on. Clare has also offered to cook cheese & tomato turnovers and bacon turnovers for this event. Bacon rolls can be cooked and put together by the stall volunteers. Jen W will make signs saying 'Closed for Races - Back Soon' so that the stall can be left unattended when volunteers would like to go and watch their children in their races. We will need to ask that the hot water flasks are put back in the kitchen when the stall is left unattended.

Future Events to Discuss

- **Date for the PTFA AGM - September 2023** - Several dates were discussed and it was agreed that the AGM will take place on Tuesday 19th September this year, at 7.30pm in The Bull.
- **Date for the Reception Teddy Bear's Picnic - September 2023** - Helen confirmed that this event would not be possible this year as the Reception children will not be doing any half days. After some discussion, it was agreed that we will put on a New Reception Parents Coffee

Morning/Meeting instead (which all pre-schoolers will be welcome to come along to). Lisa will contact the Secretary of Otford Village Hall and see what dates we can book the smaller hall for in September. Parents/carers can drop their little ones off at school and come across the road for tea, coffee, soft drinks and some cakes/pastries. It's a great opportunity to get to know one another and the PTFA can introduce themselves too.

Finance

Lisa ran through the finances and the predicted expenditure for this year - There is currently £25,142 in the PTFA funds and £1,170 in the Arts Budget:

Regular Budget - £25,142	Arts Budget - £1,170
Library Upgrade - £10,000	Year 6 Production - £200
Class Budgets - £2,800	
You Care, We Share Nurture Hub Donation - £3,500	
Year 6 Leavers Party - £200	
Remaining Balance: £8,642	Remaining Balance: £970

Depending on what is raised at the Summer Fete, the PTFA may also be donating a further £5,500 towards the Nurture Hub and another £5,000 will need to be put aside for a new white board, which may be purchased next academic year.

As revenue for year end 31/08/22 reached £25,000, an independent review was required. Lisa Corti was appointed as Independent Examiner for us on the 7th November 2022. Lisa has been a Chartered Accountant for 20 years and currently works at the Financial Reporting Council, the regulator for auditors, accountants and actuaries. Lisa Corti has been undertaking this review since March 2023. The review is almost complete. The PTFA Committee can confirm that the charity will be able to settle any outstanding invoices, bills and commitments as and when they fall due. During the year end 31/08/22, £1,000 was spent on library books and £236 spent on the Year 6 Production Props. This expenditure was not deducted from the Art Budget at the time but it was agreed by the Committee that this could happen retrospectively. Lisa Simmonds will action this.

Lisa will be running the fete shopping expenditure past the Committee next week before going ahead.

Any Other Business

Update on the School Library:

Helen confirmed that the school library is now open and fully functioning. There are some new rules for how the books are used, in order to keep them in good condition and to avoid library books getting lost. Helen has been in contact with Arty Party who will be coming in soon to work with the children to make a woodland themed tree feature for the back wall of the library. The idea will be for the children to write their book recommendations on the leaves of the trees. The Committee agreed that this sounded like a fantastic project and will allow the children to put their stamp on the new library.

Update on the Nurture Hub:

Helen explained that there have been a few delays in the finishing of the Nurture Hub, mostly down to complications of ordering and fitting a new door between the two rooms. But all the structure is now finished, the carpet is down, the Community Leaders have been really involved in the design of the room and all furniture has now been ordered, including many sensory items. Outside the hub will be benches and flowers, and inside will be a cosy and very informal environment. Once the room has been staged, Helen will show the PTFA around and we can take some pictures for the Newsletter. The

children have been voting on a new name for the hub and Helen confirmed that it is now called 'The Peaceful Pod'.

**The next PTFA Meeting will be the PTFA AGM on:
Tuesday 19th September 2023, 7.30pm, The Bull, Otford High Street**