

# Minutes

## Oxford PTFA Meeting

Tuesday 25th April 2023, The Bull, Oxford High Street

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### In Attendance

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Clare Ward (Chair), Jen Waters (Co-Secretary), Ebony Gill (Co-Secretary), Lisa Simmonds (Treasurer), Kerry Randall (Vice-Treasurer), Katy Hollands (Trustee), Laura Acland (Trustee)

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### Apologies

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Ellie Welsh (Trustee), Shelley Hinds (Co-Secretary), Jess Edwards (Trustee), Stacey Hardy (Member), Jennifer Heathfield-Lee (Trustee), Stephanie DiChiara (Trustee) and Helen Roberts (Head Teacher)

Ellie has decided to step down from the PTFA, effective immediately. She will remain as a Trustee until September where she can officially step down at the AGM and she can be removed from the Charity Commission. The PTFA want to thank Ellie for all her hard work and help over the last year and a half. She will be missed.

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

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- *Shed Roof & Window Repairs* - Clare will be ordering the necessary supplies for this soon and Ross Welsh is still offering to help with the repairs.

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### Feedback on Recent Events

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- **Reception Cake Sale (Fri 24th Mar)** - £187 raised
- **Easter Egg Hunt, Tearoom & Raffle (Thurs 30th Mar)** - £723 raised

This brings our **grand total raised, since the beginning of September, up to £10,723**

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.

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### Upcoming Events

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- **Uniform Donation Day - Mon 24th Apr** - This took place yesterday and will be the last uniform donation day of this academic year. Lisa and a few volunteers are now sorting, washing and repairing the donated items and all uniform will be displayed at this Friday's Tuck Shop. More hangers are needed, so Laura offered to create a Social Media post to request these from parents/carers. Jen W can also put a plea out in this week's SWAY newsletter.
- **PTFA Tuck Shop (+ Uniform & Tea Towel Sales) - Fri 28th Apr** - The PTFA Tuck shop will be taking place this Friday, after school, on the KS2 playground and will be raising funds for our Main Raffle cash prizes at the Summer Fete. Lisa, Kerry, Clare & Jen have offered to bake for the Tuck Shop. Bakers will send pictures of their baked goods to Laura during the latter part of the week so she can create some social media posts about what's on offer before Friday afternoon. Clare has bought a box of 71 chocolate bars for £5, which can be sold at 50p each. Ebony has ordered 5 boxes of Krispy Kreme doughnuts and will collect them on Friday morning. These will be sold for £1 each. Lisa will bring in all the left over, shop-bought cakes, from the Easter Egg Hunt (unopened and still in date). Jen, Lisa, Clare, Ebony and Kerry have offered to run the Tuck Shop on the 28th. Lisa/Kerry to provide the float and card readers. PTFA

volunteers will set up the uniform rails (with excess uniform being displayed on trestle tables) and get the tea towels out. We will have three tables set up for the Tuck Shop - 50p items, £1 items (including soft drinks) and another for any items that are priced at over £1. However much we manage to raise, the Committee have agreed that the cash prizes will be as follows: 1st Prize £250, 2nd Prize £100 and 3rd Prize £50.

- **Summer Fete Raffle Tickets** - Everyone was happy with the bunting design raffle ticket choice and all agreed that we should have the same information printed on the front as we did at the Christmas Bazaar. This will include the top three cash prizes and instructions on how to sell and return their tickets and cash. We will order 4,000 tickets again, as this number has worked well at previous summer fetes. Lisa has agreed to order the raffle tickets this week at the price of approx. £60. The Committee agreed that 10 tickets should be sent home with each child, to be sold at £1 each. Once the tickets have arrived, we will hand these over to Erryn in Class Groups and Erryn will hand these out to the teachers for us. We will be asking teachers to hand out the raffle tickets on Monday 5th June and the deadline to have them sent back into school will be Monday 19th June (12 days before the fete).
- **Class Rep Meeting - Fri 19th May** - The next Class Rep Meeting is scheduled for Friday 19th May, at 9am, in the Intervention Room. Jen W has OK'd the booking of the Intervention Room with the school office. This meeting will be to discuss the Summer Fete plans with the Class Reps. We will be giving out the following information to the Reps: What stall their class or year group will be running this year, their stall instructions, a blank volunteer rota each, a copy of the layout (so everyone knows roughly where their stall will be on the field), a copy of our new Matched Giving Information Sheet (plus a digital copy to pass around their classes), roughly what prizes their stalls will be handing out and we will also be asking around for at least one more first aider. We would also like to share with the Reps, what money has been raised so far this year, thanks to their efforts, and what it's being spent on. Jen W, Lisa and Ebony will be helping to run this meeting.

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## Future Events to Discuss

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- **Own Clothes Day & Donation Day - Fri 9th Jun** - Laura Acland made the poster for this last week and Jen W has printed & laminated it and will display it on Friday afternoon. Jen has forwarded a copy to the office to go on the school website and Ebony will ensure it's posted on the Class Rep WhatsApp Group too, so it's passed around the classes. The donation categories will be as follows:
  - **Years R, 1 & 2** - Luxury Gifts & Individually Wrapped Sweets (No chocolate please, due to it being a summer event)
  - **Year 3** - Luxury Gifts, Beauty Products and Bottles (No chocolate and no squash please and any alcohol to be bought in by an adult only)
  - **Years 4, 5 & 6** - Bottles (No squash please and any alcohol to be bought in by an adult only)
- These categories will be shared on the poster, via WhatsApp and in the SWAY Newsletter all through this term. Ebony, Lisa, Jen & Kerry (and maybe Clare, Katy & Laura) have agreed to man the donation stall on the morning of the 9th June and to stay after the donations to help sort through it all and decide where they will be used and where they will be stored. Jen W will ask the office to see if a few of us can bring our cars onto the KS2 playground that morning, to load donations into our boots. All bottles and booze can be stored in the PTFA shed.
- **Sports Day** - Ebony confirmed that the date for Sports Day this year will be Tuesday 4th July, with KS1 in the morning and KS2 in the afternoon. We will pass this date onto our Year 6 Reps ASAP, to let them know when they will need to gather volunteers for and we will give them more information on what they will need to do for this event. Lisa, and a few other PTFA volunteers, will help Year 6 set up the refreshment stall and fill in when needed throughout the day. All edible left-overs from the Summer Fete can be sold at this event. Clare has agreed to lend the Committee her griddle so that Year 6 volunteers can make bacon rolls. They will also be asked for cake donations from their classes. The refreshment stall will sell bacon rolls, cakes, soft drinks, tea and coffee.

- **Summer Fete Update:**

- **PTFA Attendees:** Clare, Jen, Ebony & Lisa have confirmed that they will be available to help with set-up the night before the fete and again the next morning, from 9am, to help continue set-up. More PTFA volunteers will be needed for both set-up times.
- **Licences:** Lisa has applied for the gambling licence already. This does not need to be displayed at the event, but does mean that we can now go ahead with ordering and selling our raffle tickets. Lisa has also purchased the Event Licence and has sent a copy to Jen W. Jen will make sure a copy is printed and displayed behind the bar at the fete.
- **Poster/Advertising:** The poster is now up on the display board outside of school and Jen W has emailed a copy to the office, to put up on the school website. The Committee agreed that we should print a bunch of copies of the Summer Fete poster and then each PTFA member can ask the shop/restaurant owners in their areas, to put the posters up in their windows or on their display boards. Lisa has agreed to do Otford, Ebony will do Eynsford and West Kingsdown, Jen will do Kemsing and we will ask Stacey if she'd like to do the same in Badgers Mount and Polhill. Lisa will also inquire with Otford Parish Council to see if our poster can be placed on their display boards around the village. Jen W has asked Otford Parish Council if they would advertise the fete in their Spring and Summer Parish Newsletters for us again this year and they have said yes. Ibbett Mosely have also agreed to advertise the fete on their boards for us again this year. Clare confirmed that we have 1 large summer fete banner left in the shed and, with The Bull Pub's permission, we will put this up on the fence, by the school. Clare will contact the new owners of The Bull Pub to ask if they want to get involved in any way and if they would help us advertise the fete this year.
- **Pony Rides:** Clare has asked around about pony and donkey rides, with no responses yet. She will notify the Committee if anyone gets back to her.
- **Inflatables:** Clare has booked 3 large inflatables for the Summer Fete from First Choice Inflatables, for £459. This includes a large inflatable maze, a 15x15 bouncy castle and an assault course. The assault course may be swapped out for a climbing wall, if it's available, for a small extra cost. The school have agreed to pay the £459 and then claim back the VAT, so the PTFA will only be charged £382. Lisa will keep in contact with the school Bursar, Karen, to get this paid. The Committee agreed that this was a good price. It was agreed that the price of a turn on each inflatable needed to go up this year and that £2.50 a go was a reasonable charge. All three inflatables will go at the back, left hand corner of the field and we will use pegs and bunting to make a barrier, with just one entrance to the whole 'inflatables area'. This will reduce the amount of volunteers we'll need. One volunteer will man the entrance and take the money for all 3 inflatables and then each inflatable will have at least 1 volunteer to time the children's slots and to keep an eye on safety issues. Year 6 can run all three inflatables this way.
- **Ice Cream Van** - After looking at finances, it was decided that we should look for an ice cream van this year, rather than run an ice cream machine ourselves. This will save on volunteers too. Clare has inquired with 'Abbey's Ices' and is waiting for her response. The PTFA have proposed that Abbey would give us 20% of her takings for the day.
- **Food** - It was agreed that we should combine the Tea-room and the Beer Tent this year, and that it will all be run by one year group. We will have it in the outdoor wooden classroom, which will be dressed up like a Hawaiian Tiki Bar. Jen and Lisa will provide the Hawaiian themed decorations for this. After looking at finances, it was decided that we will be dropping the following this year:
  - Scones, strawberries & cream, allergy hot dogs & burgers, savoury crepes, popcorn, our own ice cream machine and slushies. None of these items made much profit last year and they all cost a lot to run.
- We will be having:
  - A BBQ, serving jumbo hot dogs, burgers & cheese burgers, jacket potatoes, which will be a good option for vegetarians and allergies, sweet crepes (Lemon & sugar/Chocolate sauce) and we'll also have an ice cream van. Clare's son Henry will pay the £25 stall holder fee and

will run a candy floss stall on the day too. Clare has a contact at Polhill Butchers who she will contact to ask about any deals on BBQ meats.

- The Committee agreed that keeping it more simple will mean less volunteers will be needed, less money will need to be spent and less wastage will occur at the end of the fete. It was also pointed out that with no sweet cones, popcorn and slushies this year, it may mean that we are able to justify giving away more sweets as prizes this year, which is better for the environment and cheaper.
- **Food Tent** - Ebony will ask a fellow Reception parent about borrowing her large marquee for the Summer Fete. The Committee agreed that, with the Beer 'Tent' being held in the wooden outdoor classroom this year, that we could use the large marquee/gazebo for all the food stalls - jacket potatoes, sweet crepes and candy floss.
- **Stalls** - After Lisa looked at the finances from previous fetes, the Committee have decided to drop the following stalls, due to them not making much or any profit:
  - Guess the Name of the Teddy Game, Sweet Cones, Guess How Many Sweets In The Jar, High Card Low Card and Water Stocks. The Otford Nursery Staff have also confirmed that they will not be running their usual stall this year.
- New stalls being introduced at this year's Summer Fete will be:
  - **Plant Stall** (being run by school staff), The **Otford Map Game** (being run by Jen W), **Split The Deck** (a new card game, run by a class) and potentially a '**Guess The Teacher, Baby Photo Game**' which may be being run by the School Governors. Jen will contact Hannah Drennan to see if the Governors have made a decision on this yet. We will need a large, thick sheet of polystyrene for the Otford Map Game. Committee members will ask around to see where we can source this from. Lisa has two sets of jumbo playing cards to use in Split The Deck.
  - Another potential game idea came from Clare - **Unlock The Safe**. Clare can provide the safe and the real key. One of our donated prizes can go inside the safe, along with some other fun, smaller prizes. Clare has a selection of keys that we can use for this game, but Laura can also put out a plea for spare, unused keys to parents/carers via our social media sites. Clare will ask Mr Hanford if he'd like to run this stall for us. Guests would pay £1 to 'buy' a key, put their hand in the jar full of keys and pick one and try to unlock the safe. Whoever finds the correct key and opens the safe, wins the contents of the safe.
  - Clare has been in contact with a local Living History Group and she is in talks with them to come along to the fete, for free, and set up a **World War Mini Museum** style stall. They will also dress up in war type outfits too. Nothing would be sold at the stall but it would be an interesting free stall for guests to enjoy.
- Minor changes to current games:
  - It was agreed that sticking raffle tickets onto teddies for the **Teddy Tombola** was quite arduous, so instead we will ask the Class Reps/volunteers to blow up a large paddling pool (being supplied by Clare) and fill it with all the soft toys. They will then need a tub full of folded up raffle tickets so that each child can pay £1 to pick out 5 raffle tickets. If they pick out a ticket ending in '0' or '5' then they can use the litter pickers to pluck out a teddy from the paddling pool (a bit like a grabber machine). Volunteers will need to make sure they have enough raffle tickets ending in '0' and '5' to match the number of teddies we have.
  - **Splat The Rat** will be kept as a reserve game. If a game runs out of prizes (like the Jam Jar Tombola for example) then Splat The Rat can be set up in its place.
  - **Barrow of Booze** - It was agreed that this needs far more attention this year so we will be asking the Class Reps/volunteers to walk around the field with the barrow now and then and sell tickets as they go around. Tickets will be £3 each.
  - **Jam Jar Tombola** - At previous fetes we've gathered around 200 jars for this tombola and they nearly always run out far too early. Jen W has been collecting jars for the last two months and we already have over 200 jars. We will aim to gather 300 this year. Jen will ask her Year 4 class for a monetary donation for this stall and will then go out and buy all the sweets and little toys needed. PTFA may need to buy some extras, in order to fill all 300 jars.
  - **Coconut Shy** - We will need a proper backdrop for this game, this year. Jen W and Lisa have agreed to lend their windbreakers for this.

- **Penalty Shoot Out** - Clare has agreed to contact Chris Walker again to ask if he wants to run this again this year.
- **Glitter & Temporary Tattoo Stall:** The idea was for this stall to be run by the Year 6 children. Lisa has asked a few of the Year 6 parents/carers for their opinion on this and they have said yes. One of our Year 6 parents has asked her daughter and her friends to run this for the day. We will need to buy new temporary tattoos for this stall and check in the shed to see what supplies we still have for the glitter tattoos. This stall should be set up near the inflatables area, so that Year 6 parent volunteers can keep an eye out for their children, if they are helping to run this stall.
- **Teacher Run Stalls:** Miss Worrow and Miss Robinson have kindly come forward and have volunteered to run the Main Raffle and Silent Auction stall for us. It was agreed that this stall should be placed right at the entrance to the field so that guests buy raffle tickets as soon as they enter the fete. Helen has agreed to man the Entry Desk (with helpers) again this year and has also agreed to call the raffle, on stage, at 3.30pm. Mrs Walker and Sam Carroll have also very kindly offered to run the Flower Stall this year, which releases Year 6 to run the inflatables instead. Clare is in talks with Mr Hanford about running a new game for us this year.
- **Stall Allocation:** The Committee ran through the stall allocation list and it was agreed that the allocations were well placed. Once finalised, the Allocation List will be shared with all Class Reps at the Class Rep Meeting on 19th May.
- **Stall Prizes:** As always, we will see what donations we get on Donation Day in early June, but we will need to do a stock check of prizes already in the PTFA shed too. As stated above, we may be able to give away more sweets as prizes this year, which will be better for the environment and cheaper than toys/plastic prizes. We will be trialling a new idea this year, by asking the Reception parents (to start with) to **donate any second hand, party bag type prizes** that they have at home and no longer want. These can then be cleaned and re-used as prizes at the fete. If this goes down well, then we can widen the plea out to other classes. Jen W will deliver the collection box to Miss Hill this week and the Reception parents will be notified. Clare also bought to the meeting, a huge collection of supplies to make **friendship bracelets** and it was agreed that these could be made up into bracelets and given away as prizes. A few PTFA members have taken some of the supplies home to start making up some examples.
- The Committee agreed that most of the stall prizes should be provided by the PTFA again this year. We also voted to buy **consolation stickers** for children that don't win a prize at all the game stalls.
- **Fire Engine/Police Vehicles:** It was agreed that it would be great to have a fire engine or other emergency vehicle at the fete this year, for the children to look around and get inside. Ebony has agreed to contact someone she knows in the police about this. Jen will send an email to the local fire department.
- **Main Raffle/Silent Auction Prizes:** So far we have been offered the following prizes by local businesses:
  - A Weekend Stay (2 nights) at the Woods & Meadow Campsite, near Hastings, worth £105, from Pop Up Campsites Limited
  - £50 Voucher & a Shampoo Gift Set from The Ivy Hair Studio, Otford
  - A 60 Min 1:1 Yoga Lesson, from Yoga by Lucy
  - A unspecified gift from Mille Fleur
  - Three pieces of jewellery from Beaverbrooks, worth £99
  - A unspecified gift from No. 8 Restaurant, in Sevenoaks
  - A 1 hour Creation Station Party for 6 children, worth £100, from Alix Purton
  - 2 child tickets to Drusillas, worth £56-71

Since our meeting, The Bull Pub have also now offered us a prize of a meal for two and a bottle of wine.

- Jen W will get in touch with some of our old contacts that may be willing to donate some prizes again this year. All other members will keep an eye out for any other businesses that they think

may be good to request a prize from. Jen W has an updated copy of the Donation Request Letter if any of the PTFA members need a copy to hand out. Jen will also re-send our Donation Request Post on all the local Facebook sites.

- **New Policy for Brochure Ads:** Last year we didn't have any defined rules when it came to who did and didn't pay for an advert in our event brochure, which ended up not being fair to certain businesses. This year the Committee have agreed on the following policy:
  - All businesses that offer a prize are offered FREE advertising on our Social Media Pages but if they would like an advert in the Brochure then they will need to pay for one.
  - The only exception to this rule will be if they are giving us something worth far more than the advert prices (e.g. Last year, Mike Delaney offered us a free Skills Academy Display, a one-on-one skills display for the kids to take part in and two raffle prizes so we offered him a free half page ad in the brochure).
- **Prize Donators Social Media Advertising:** We are offering all businesses that donate a prize, some free advertising on our social media pages. As the prizes come in, Jen W will send Laura the pictures and advert information needed and Laura will make these up into advertising posts on our Facebook and Instagram pages. It was agreed that this advertising can start now.
- **Brochure Wording:** Before this meeting, Helen agreed to put together a 'Message From The Head' section for the brochure again this year. Jen W will update the 'Message from the PTFA' and run the wording of this past the Committee before it goes to print. The Committee agreed that our new QR codes for Instagram, Facebook, Easy Fundraising and Just Giving should be in the brochure this year.
- **Brochure Printing/Distribution:** Lisa has been in contact with the company InstaPrint and they have sent her a sample copy of a brochure. Lisa said it was great quality and that the quote for 350, A5, glossy brochures (20 pages) was also much cheaper than previous years (approx. £250 or less). We printed 500 copies last year and there were a lot left over. The Committee agreed that we should only print 350 copies this year. It was also agreed that we should hand a copy of the brochure to every group of guests that attend, via the entry desk, rather than ask if they want a copy. This will reduce the waste of left-over brochures but it's also more fair to those that have paid for an advert in the brochure. Laura has agreed to share certain pages of the brochure on our Social Media pages too, in order to drum up more interest.
- **Pupil Performances:** Jen W talked to Louise Brown, who confirmed that the Ukulele Club and the School Choir would not be able to perform at this years Summer Fete. However, Louise has agreed to gather a selection of children who may like to do a solo musical performance on stage, at the fete. Jen will keep in contact with Louise about this. This will be a 20 minute slot starting at 1pm.
- **Entertainment:** Clare has booked Lee Williams, and his guitarist, again for the Summer Fete. They are charging £250 for the afternoon (this would usually cost £650). Lee has asked for free advertising in our Event Brochure, due to the large discount he's giving us. Clare will ask Lee to send Jen W his advert for the brochure and to send Lisa an official invoice. Entertainment booked so far:
  - 12.30pm - 12.50pm - Irish Dancing Display
  - 1pm - 1.20pm - Pupil Musical Performances
  - 1.30pm - 1.50pm - Gymnastics Display
  - 2pm - [Pending - Skills Academy Display]
- We still have the following slots free:
  - 2.30pm - 2.50pm
  - 3pm - 3.20pm
- Jen W has contacted Mike Delaney regarding a display from Skills Academy, which is a pending yes. We could also contact the Jujitsu Club owner to see if they would like to do a display of any kind.

- **Gazebo Building Day:** The Committee agreed that we need to schedule in a slot at the school for a Gazebo Building Session. We need to find out what gazebos are in working order, to reunite them all with their correct parts and to work out how many working gazebos we have for the Summer Fete. It was suggested that we ask all PTFA Husbands/Dads to take this job on but availability is proving tricky. We will need approx. 6 volunteers for this. Clare suggested doing this on a week-day, during May Half Term. Clare would be free to help, Jen's husband Sam could maybe help during a work lunch break and we could drum up some other help nearer the time. Since the meeting, a Year 1 Mum has also offered her help with this, during the half term. Ebony has offered to book in a slot at the local tip, for the same day, so that we can take all broken gazebos straight to the tip and free up some space in the PTFA shed. It was agreed that we should mark all the gazebos, their parts and bags with numbers/letters so they are easy to match back up again after each fete. This can be done with marker pen, sticky labels or could be stitched on. This will need to be discussed more over WhatsApp.
- **Trestle Tables:** Lisa has agreed to contact St Barts Church, to see if we can borrow their trestle tables again this year. She will let the Committee know the outcome. If we can borrow these tables, we will need to ask Chris Walker for the use of his truck again and we will need to put out a plea for Dad volunteers again, to help us move all the tables from the church to the school field, on Wednesday 28th June. Clare will talk to Chris Walker about his truck. Ebony also suggested we purchase some castors which could be used with all of our school trestle tables, meaning that the thing table legs wouldn't sink into the muddy field and get dirty.
- **External Stall Holders:** So far we only have three confirmed stall holders (Carly Dodge - Mermaid Dreams, Karen Morgan - Utilities Advice & Jacqui Alford - Jacqui's Holistic Therapies). Carly has confirmed that she will also be bringing along her mermaid tank and coming dressed as a summer mermaid. Last year we had 12 external stall holders, so we still have plenty of space for more. Jen W has contacted all old stall holders. Many aren't free on that date and others haven't answered. Jen W will put out another call for stall holders on all local Facebook sites. All PTFA members can keep their eye out for potential stall holders this month.
- **Facepainting:** The Committee agreed that, to keep queues down slightly, that Nicola should only offer half face paint designs at the fete. It was also agreed that the price should go up slightly, to £3.50 per child. Nicola has suggested keeping the queues down by giving each child a ticket and saying 'come back in 10 minutes' etc. The Committee agreed that this may be a good idea, if Nicola is OK about keeping up with this.
- **Silent Auction:** The Silent Auction makes a good amount of profit each year but we often get left with prizes that go 'un-bid for'. In order to try and avoid that this year, the Committee agreed that we could run this slightly differently this year. Rather than have people place their bids in a sealed box, we will have a bidding sheet for each item and people can write their bids on there instead. This means that the bids will be visible to all, which may encourage people to keep upping the bids and will also show what items have zero bids, which may encourage them to want to bid on it, as it has no competition. This will hopefully mean that we don't end up having to run a second silent auction online, after the fete. Lisa has asked Mr Grobel about borrowing clipboards for this and he has agreed to lend us the ones from the gardening shed.
- **First Aiders:** Ebony has agreed to be a first aider for the day but we will need to ask around for at least one more. We can ask our Class Reps at the Class Rep Meeting in May about this.
- **Bins/Recycling:** Last year, the bin system did not work and volunteers were left with too much mess to clear up at the end of the fete. Guests also did not stick to the right bins for general rubbish and recycling, meaning that volunteers had to go through each bin and separate the recycling. It was agreed that more bins were needed and that the bins should be checked every hour of the fete, by floating members of the PTFA (Ebony has come forward as one volunteer for this). Ebony has agreed to contact a fellow Year 1 parent about sourcing some bins from Conway. Jen W has agreed to make much clearer signs for each bin, for GENERAL RECYCLING, GLASS ONLY & GENERAL RUBBISH. It was agreed that lots of the bins should be placed near the food and seating areas.

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## Finance

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Lisa ran through a review of our Finance Procedure/Policy. The Committee would like to reduce the spending costs and the amount of wastage at this year's Summer Fete, to ensure that we make as much profit as possible. Anything over £20 needs to be run past the Treasurer. Anything over £50 needs to be run past the whole Committee, via WhatsApp, and agreed upon by at least 3 members.

Lisa ran through the finances and the predicted expenditure for this year - There is currently £28,734 in the PTFA funds and £4,406 in the Arts Budget:

<b>Regular Budget - £28,734</b>	<b>Arts Budget - £4,406</b>
<i>All below amounts are estimates</i>	
Library Upgrade - £10,000	Outdoor Stage Repairs - £2,000
Nurture Hub - £9,000	
Class Budgets - £2,800	
Sports Kit Bags - £148	
<b>Remaining Approx. Balance: £6,786</b>	<b>Remaining Approx. Balance: £2,406</b>

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## Any Other Business

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### Updates on the upgraded school library, the Nurture Hub & KS2 stage repairs:

The **library upgrade** was started in the Easter Holidays and is nearly complete. Library volunteers have been working in the library every day since returning from Easter holidays and have now re-organised all the library books. Rachel Macgadie is now working on the forest themed decorations, which should be completed in the next week or so. A possible date for the grand opening is Friday 5th May. Confirmation of this date to come from Helen. Phil Otto has sent some before, during and after pictures to us, which Laura can make up into some social media posts soon.

The **Nurture Hub** was also built over the Easter holidays and looks absolutely fantastic. It's got electricity, lighting, heating and air con already. Within the next week and a half it will be painted (green), have carpet fitted and be furnished. The grass outside the front of the hub has now been re-seeded. It comprises of a large, spacious main room and a smaller office space to the right and it faces out onto the field, which will give the children a lovely, calming view. The official name is yet to be decided. Helen will confirm when this decision has been made and also a date for the grand opening.

The KS2 stage is all repaired now and is back open for the children to start using. Lisa will liaise with the school bursar as to when the school would like payment for this.

### Social Posts:

Laura agreed to start putting together Social Media posts for the following: A plea for **hangers** (pre-loved school uniform), a plea for **spare keys** (for a Summer Fete game), advertising what's been baked for the **PTFA Tuck Shop**, a plea for more **Jam Jars** (for the tombola), our **prize donator's advertising**, to reveal the new **football kits** and **swimming hats**, to show what's been bought with **class budgets** this year (when the photos come through from each teacher), the upgrade to the **school library** and the **nurture hub**. Jen will send Laura all information regarding local businesses that have already donated a prize and will also send Laura all pictures of the library and hub. Jen W will take pictures of the hats and send these to Laura. We will need to inquire with Helen as to when we will start hearing from teachers about class budget purchases.

**The next PTFA Meeting date has been changed and will now take place on:  
Tuesday 13th June 2023, 7.30pm, The Bull, Otford High Street**