

Minutes

Otford PTFA Meeting

Tuesday 28th February 2023, The Bull, Otford High Street

In Attendance

Clare Ward (Chair), Jen Waters (Co-Secretary), Ebony Gill (Co-Secretary), Lisa Simmonds (Treasurer), Kerry Randall (Vice-Treasurer), Jennifer Heathfield-Lee (Trustee), Ellie Welsh (Trustee), Jess Edwards (Trustee), Katy Hollands (Trustee), Laura Acland (Trustee), Stacey Hardy (Member), Helen Roberts (Head Teacher) and Nicola Burstow-Goff (Parent)

Apologies

Shelley Hinds (Co-Secretary) and Stephanie DiChiara (Trustee)

Minutes of Last Meeting - Outstanding Issues/Queries

- *Shed Roof & Window Repairs* - Ellie has spoken with her husband Ross about the repairs to the shed roof and came with a list of questions from Ross, regarding when he could come and measure up, when we'd like the repairs done, the rough budget for materials and if there would be anyone to help him on the day. The repairs can take place as soon as possible, on a dry day. It was suggested that he come to the school after pick up time to measure up (remembering to sign in before doing so) and Clare offered to assist him with buying the materials and with the repairs on the day. Ross will now confer with Clare to help get this done.
 - *Shed Light* - Jennifer Heathfield-Lee kindly offered to donate some sensor lights that she has at home, to use in the PTFA Shed. Jennifer also ordered the PTFA a sensor strip light and will keep the Committee informed as to when it arrives.
 - *QR Codes for Socials* - Laura offered to take this on and create some QR codes for our PTFA Instagram and Facebook Pages. Jen W will make these into permanent posters for the display board outside of school.
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Feedback on Recent Events

- **Year 3 Cake Sale (13th Jan)** - £135 raised
- **Year 2 Cake Sale (27th Jan)** - £153 raised
- **Comedy Night (3rd Feb)** - £535 raised
- **Year 1 Cake Sale (24th Feb)** - £160 raised
- **Pre-Loved Uniform & World Book Day Costume Sale (24th Feb)** - £133 raised

This brings our **grand total raised, since the beginning of September, up to £9,591**

Non-Event Fundraising QR Code Posters have now been created, printed and displayed outside school for our EasyFundraising and JustGiving pages. They have also been placed on the school website and in the SWAY Newsletters.

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

- *Reception Cake Sale - Friday 24th March* - The poster for this has already been made, by Laura Alder, and has been printed, laminated and displayed outside school. Laura will advertise on

our Facebook and Instagram pages and Ebony will send word out to the Class Reps nearer the time. Lisa or Kerry will provide Year R with a float and card reader. It was agreed that Pre-Loved School Uniform and the remaining Tea Towels will also be sold at this event.

- *Easter Egg Hunt - Thursday 30th March*

- **Class Reps:** This is our Year 3 & Year R Class Run Event. Ebony will set up an 'Easter Egg Hunt' WhatsApp Group with the relevant Class Reps, by the end of this week. Those reps will then be sent the Class Rep Task List for the egg hunt, as well as a copy of last year's question sheets, as an example.
- **Question and Answer Sheets:** Jen W will work with the reps on the question sheets and help print and laminate them when ready. Stacey has offered to print out the correct amount of KS1 and KS2 answer sheets, once we know final numbers (28th March). Jen W will send Stacey the documents to print.
- **Tickets:** Tickets go on sale on Monday 6th March, and the deadline is Friday 24th March, at Midnight. Ellie will load the event up onto the booking website this week. The booking website should collect the child's name, class, any allergies/intolerances and if they go to After School Club.
- **Price:** The Committee agreed that raising the entry fee from £2.50 to £3 was essential and appropriate. Younger siblings not at the school are welcome to join in again. Parents should just book two tickets under their older child's name. Ellie offered to make this information available on the booking website, for parents to see.
- **Eggs:** In 2022 we had 292 bookings (only 4 of these were dairy free/gluten free eggs) so the Committee agreed that sticking to 250 eggs to start with was a good idea. If bookings end up higher than this then more eggs will be bought nearer the time. Allergy free eggs will be bought at the last minute, once we know exact numbers. Lisa, Kerry & Clare have already bought the initial 250 eggs at 75p each, from Morrisons, and these are now safely stored.
- **Final Booking Lists and Class Lists:** Jen W will put the final booking list together the day after the ticket deadline and create class lists for teachers and the After School Club. Jen will liaise with Angela from the After School Club to see how she'd like to run the hunt for her after school club kids this year.
- **Advertising:** A poster has been made, printed, laminated and displayed already. The poster has been put up on the school website and Laura will share it on Facebook and Instagram. Ebony will post it on the Class Rep WhatsApp Group and Jen W will make sure reminders are placed in the SWAY Newsletter.
- **Volunteers:** The Committee agreed that 7-9 volunteers will be needed for this event. The classes will need a few volunteers to collect their cake donations in the morning, a few volunteers to start setting up around 2pm, at least 4 volunteers in the tearoom and at least 3 manning the egg prize tables in the afternoon. Some will need to stay at the end to stock check and help clear up. Lisa, Ebony & Stacey will be the PTFA helpers on the day.
- **Spare Pencils:** The PTFA will need to provide spare pencils on the day, for those children that forget to bring one. Lisa confirmed that there are around 30 pencils in the PTFA stationery box, in the shed.
- **Tearoom:** Lisa confirmed that the stock check lists for the tearoom supplies and soft drinks are up to date and that no more supplies will need to be purchased. Years 3 and R parents/carers will be donating cakes but Ellie & Ebony offered to also try and order some Krispy Kreme Doughnuts and collect them that morning. It was also agreed by the Committee that we will sell Pre-Loved School Uniform and Tea Towels in the school hall at this event. Laminated price lists can be found in the 'laminated signs' box in the PTFA shed (prices should still be relevant from the Book Hunt). The hot water urn will need to be cleaned, filled and switched on by 2pm on the day of the hunt. 4 pints of milk will be bought by either a PTFA member or a Class Rep. This can be discussed on the WhatsApp Group.
- **Left Over Easter Stock** - The Committee agreed that we should search the PTFA Shed for any left over Easter stock that we can use as decoration at the event, or that we can sell (such as Easter Bonnets).
- **First Aider:** Ebony has offered to be First Aider for this event.
- **Float and Card Reader:** Lisa will provide a float and card reader.
- **Risk Assessment:** A risk assessment will be needed for the kitchens. Jen W will print off last years and double check that it's still relevant and add Ebony on as First Aider.

Future Events to Discuss

- **PTFA Tuck Shops** - The Committee agreed that the PTFA should put on a few Tuck Shop Sales in March - early May, in order to raise funds for the prize money for our Summer Fete Raffle. This will include homemade cakes, Krispy Kreme doughnuts, sweets, soft drinks etc. The date for the first PTFA Tuck shop will be: Friday 28th April. As soon as we know how much was raised and how much we are giving away as Raffle Prizes, we can get the Summer Fete Raffle Tickets printed (early May). A poster will need to be created for this and it can be advertised in the SWAY Newsletter (Jen), Instagram & Facebook (Laura) and via the Class Reps WhatsApp Group (Ebony). We will also sell Pre-Loved School Uniform and Tea Towels at this event.

Finance

Lisa ran through the finances and the predicted expenditure for this year - There is currently £28,133 in the PTFA funds and £4,500 in the Arts Budget:

Regular Budget - £28,133	Arts Budget - £4,407
<i>All below amounts are estimates</i>	
New Whiteboard - £5,000	Outdoor Stage Repairs - £2,000
Library Upgrade - £10,000	
Sports Kit - £700	
Class Budgets - £2,800	
Remaining Approx. Balance: £9,633	Remaining Approx. Balance: £2,407

The Committee agreed that the remaining balance of £9,633 can go towards the building of the Nature Hub that will be starting in the Easter holidays (more information below).

Any Other Business

- **Football Kit** - Laura let the Committee know that the results were back from the Instagram Poll and that 'football shirt design number 3' was the winner. These will be used with the black shorts and black sports socks which can be used for both Football and Rugby Tournaments. It was decided that 20 sets of kit were needed in total and that we also needed to purchase 2 kit bags to store the kits in. Lisa has now ordered the shirts and is in talks with the company about providing some kit bags to go with them. The estimated arrival time is 2-3 weeks. The total cost will be confirmed once we have a response about the kit bags. It was agreed that pictures of the new kit should be posted on our socials so that parents, carers and kids can see the final printed kit. Laura is happy to do this. It was also agreed that the new kit should not be taken home by kids, if possible. It would be better if the teacher in attendance collected up the kits at the end of the tournaments and bought them back to the school to be washed all together. This is to try and reduce the risk of items of kit getting lost.
- **Swimming Kit/Hats** - With there only being 1 or 2 swimming galas a year and after learning that around 15 children from year 5 and 6 take part, the Committee agreed that the cost of printed swimming tops would be too great. After doing some research, it appears that most school swimming teams usually ask their pupils to wear similar coloured swimming outfits, in order that they match on the day of galas, but they do tend to have printed swimming hats, which makes them more identifiable in the water. Jen W contacted two companies regarding printed swimming hats and the quotes were as follows:

Swim Path:

x50 Silicone Hats - £200

x50 Latex Hats - £175

Swim Hat Co:

x50 Silicone Hats - £225

x50 Latex Hats - £147

- Silicone are thicker and may last longer. Latex are thinner and cheaper but may suit our purpose as they will only be used once or twice a year. After some discussion, the Committee agreed that we should look into fabric swimming hats as an option too, as these are far easier for the children to use and more comfortable to wear. Jen W will contact the two original companies to ask if they print on fabric swim hats and Stacey agreed to research other companies that may also provide this. Information and quotes will be shared in the PTFA WhatsApp Group and voted upon. Laura will put pictures of the hats on our socials, when they arrive.
- **Class Budgets £200 Gift Certificates** - These gift certificates are now printed, have been placed in their gold envelopes and are ready to be handed out. Helen suggested that they are handed out at this Friday's Celebration Assembly. The Committee agreed to this plan. Laura will post pictures of the gift certificates on our socials, on Friday and will share photos of what was bought by each class as they are sent to us. Jen W passed the certificates over to Helen at this meeting.
- **Library** - This project is all on schedule and will begin during the Easter Holidays. It will take 1 week for the library to be emptied and then approximately 2 weeks for the work to be done, during the school holidays. Then Rachel Macgadie will be working on the interior decor. Helen gave the Committee the go ahead to take before, during and after photos, to show parents the progress along the way. It was agreed that we should ask Phil Otto to take the 'during photos' as he is more likely to be on site during the holidays. The total cost will be around £13,000. The PTFA will provide £10,000 towards this project. The school will fund the remaining amount. When the library is completely finished, Helen and the PTFA will hold an opening ceremony where parents/carers will be able to come into the library and have a look around.
- **Stage Repairs, KS2 Playground** - Before half term the Committee voted 'yes' to putting £2,000 towards the repair of the outdoor stage, in the KS2 playground. This was due to be done during half term but the builders were let down by their suppliers and the wood they needed wasn't available in time. This will now be done during the Easter holidays. For now, this area will remain blocked off to the children, for safety reasons.
- **White Board** - A new white board is being ordered for one of the Year 4 Classrooms but not for another month or two. To be discussed at future PTFA meetings.
- **The Nurture Hub** - Helen notified the Committee that a discount came up on the cabin and it has now been ordered. The discount brought the cost of the cabin down from £17,000 to £9,000, plus an extra 5% discount. Therefore, this project can now be moved forward to also be done during the Easter Holidays. On top of the cost of the cabin, will be the costs of external and internal decoration (e.g. Paint, electrics, decor etc.) which is estimated to cost around £8,000 - £9,000. The cabin will be a permanent feature, situated next to the current Year 6 buildings on the field. Helen confirmed that any contribution from the PTFA, towards this project, would be very welcome. The Committee discussed the idea of using a fundraising thermometer to help raise awareness of how much needs to be raised for this project. We would be starting with £9,000 funds already, with the potential to try and get this amount up to £18,000, or as close to it as we can get. Ebony shared with the Committee her company's 'You Care, We Share' scheme and all agreed that we should try and get some extra free funding from this. Helen asked Ebony to send the relevant documents to the school bursar, Karen, and she will fill these in this Friday for us. Ebony will keep the Committee updated on the response from Beaverbrooks, to see if they are willing to donate towards this project, and if so, how much. It was agreed that lots of progress pictures and stories about this project should be shared on our socials.
- **Tea Towels - Remaining Stock** - Lisa bought forward the idea to start selling the remaining tea towels at £1 or £2 each, to try and shift as many as possible before the end of the academic year. The Committee voted yes to £1 each. These can be sold at Parents Evenings, the Reception Cake Sale, the Easter Egg Hunt Tearoom, any PTFA Tuck Shops, at the Summer Fete and at Sports Day. The Committee agreed that, at the end of the academic year, all left over tea towels should be sent

to fabric recycling. Stacey has also offered to take some tea towels home to see what can be made from them and potentially sold on.

- **School Uniform** - Lisa and Nicky Burstow-Goff bought forward the idea of setting up an online shop for Pre-Loved School Uniform (an idea suggested by parents). This was discussed at length, with lots of suggestions of how this may work. Unfortunately, as good an idea as this is, it was agreed that an online shop would make things unnecessarily tricky for whoever ended up trying to run it and a time consuming venture, for potentially not much gain. After researching some online platforms to host this store, Lisa also found that most sites would take 10% of our sales. However, it was agreed that we will make it much more obvious to parents when exactly we will be holding our Pre-Loved Uniform Sales and make it more obvious that parents/carers are always welcome to email or pop into the office to ask about getting access to the uniform we hold in the school. We can also pass around the message that parents/carers that don't do the school run can always email the PTFA directly and ask for what they need and some PTFA members can do a check for them and leave their requested items in the office, for collection. Jen W will put a paragraph about Pre-Loved Uniform in the SWAY Newsletter each week. Agreed uniform sale and donation dates are as follows:
 - Wednesday 15th March - UNIFORM SALE - During Parents Evening, in the hall
 - Thursday 16th March - UNIFORM SALE - During Parents Evening, in the hall
 - Friday 24th March - UNIFORM SALE - Alongside the Reception Cake Sale, in the KS2 Playground
 - Friday 30th March - UNIFORM SALE - During the Easter Egg Hunt, in the hall
 - Monday 24th April - UNIFORM DONATION MORNING, KS2 Playground
 - Friday 28th April - UNIFORM SALE - Alongside the PTFA Tuck Shop, in the KS2 Playground
 - Saturday 1st July - UNIFORM SALE - A Pre-Loved Uniform Stall at the Summer Fete
 - [DATE PENDING] July - UNIFORM SALE - During Sports Day, on the school field
- **Summer Fete** - The very early stages of planning have begun for the Summer Fete. Jen W confirmed that the **poster** has been made already, by Laura Alder, and that we can start using that to start advertising the event on social media and at school, and to start asking for external stall runners and any donated prizes. Clare is in talks with several stables about **pony rides** as our usual lady is not available on the 1st of July. Laura confirmed that we have already booked Nicky Seager as a **face painter** for the day. The Committee agreed that the price of face painting will have to go up a little but agreed that the maximum should be £4. Quotes for **inflatables** are coming in incredibly high, with most asking for over £1,000. Clare will continue to chase quotes for this. Clare has booked our **live musician**, Lee Williams, again for this year and has offered him advertising in our event brochure. Last year's **beer tent** was loaned to us from a Year 6 parent who is no longer at the school so we will need to source a new beer tent for this year. Ebony agreed to contact a Year 1 parent to see if she is willing to loan us her marquee. Clare bought up the idea of **involving the Year 6 children** a bit more this year, perhaps with the **Temporary Tattoo stall**. PTFA members will put some feelers out to some of the Year 6 Parents, Carers and Reps to get their thoughts on this. It was suggested that we split up the **Gift Tombola** this year, into 'Adult Gifts' and 'Children's Gifts', to avoid disappointment for children who win a prize that's not appropriate for them. The Committee agreed that this was a good idea, but that both Tombola's would still have to be run by the same volunteers. Jen W will get in contact with Louise Brown, regarding any **pupil performances**, such as the ukulele club and the school choir. There was also a brief discussion on some ideas for **new games** which seemed a popular idea with the Committee. It was agreed that a separate '**Summer Fete Meeting**' should be held in the next few weeks to hash out some of these new ideas. Stalls will need to be finalised before the 19th of May, which is our next Class Rep Meeting, where we notify the classes which stall they will be running. A date will be discussed on the PTFA WhatsApp Group for this.

**The next PTFA Meeting Date has been changed and will now take place on:
Tuesday 25th April 2023, 7.30pm, The Bull, Otford High Street**