

Minutes

Oxford PTFA Meeting

Tuesday 10th January 2023, The Bull, Oxford High Street

In Attendance

Clare Ward (Chair), Jen Waters (Co-Secretary), Ebony Gill (Co-Secretary), Shelley Hinds (Co-Secretary), Lisa Simmonds (Treasurer), Jess Edwards (Trustee), Katy Hollands (Trustee), Laura Acland (Trustee), Helen Roberts (Head Teacher) and Stacey Hardy (Oxford Angel)

Apologies

Kerry Randall (Vice-Treasurer), Jennifer Heathfield-Lee (Trustee), Stephanie DiChiara (Trustee) and Ellie Welsh (Trustee)

Minutes of Last Meeting - Outstanding Issues/Queries

- *Finance Policy* - Before tonight's meeting, Lisa shared the new Finance Policy with the Committee via WhatsApp so that everyone has a copy. Lisa read the policy out at the beginning of the meeting and all members voted 'yes' to all points.
 - *Safe* - If the PTFA cannot source an affordable and big enough safe we all agreed to keep the current money storage process as it is. Treasurers to check their insurance policies to see if this is an acceptable plan. Stacey offered to ring around some security company's to ask for safe money storage suggestions and to ask about long term leases on large safes.
 - *Approving Treasurer Expenses* - It was agreed that Katy should be added to the bank mandate so that she can help approve expenses of our Treasurers. Lisa will chase the bank to see how they are getting on with Katy's paperwork.
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Feedback on Recent Events

- **Sale of Christmas Jumpers** - £30 raised
- **The School Disco** - £1,186 raised
- **Year 4 Cake Sale** - £157 raised
- **The Christmas Bazaar** - £4,825 raised

Also raised:

- **Non-Event Fundraising** (such as Easy Fundraising, Just Giving etc.) raised £856 (this included a very generous anonymous donation to our Just Giving Page of £500 this week! We will write a thank you in our next Newsletter and on the chalk board outside the school).
 - As a side note, the Committee agreed that we need to advertise our non-event fundraising methods even more than we already have. Shelley has offered to create a **QR Code to our Just Giving Page** which we can display on our Display Board, outside school, and also around the local area, with permission from the Council and certain shops).
- This brings our **grand total raised, since the beginning of September, up to £8,352**

Lisa sent 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

- *Year 3 Cake Sale - Friday 13th January* - The poster for this Friday's cake sale has already been made, by Laura Alder, and has been printed, laminated and displayed outside school. Becky Hill has already advertised this on our Facebook and Instagram pages and Ebony has sent word out to the Class Reps. Lisa or Kerry will provide Year 3 with a float and card reader on Friday. Jen will email Erryn, to ask about the use of the hall, if it's raining.
- *Pre-Loved School Uniform Collection - Thursday 19th January* - Lisa has offered to set up a uniform donation stall on the morning of the 19th, in the KS2 Playground. Word will be sent around via the SWAY Newsletter, Facebook, Instagram and via the Class Reps. Lisa has offered to take the donations home and sort them and Stacey has offered her cellar for extra storage.
- *Year 2 Cake Sale - Friday 27th January* - The poster for this has already been made, by Laura Alder, and has been printed, laminated and displayed outside school. Becky Hill will advertise this on our Facebook and Instagram pages, nearer the time, and Ebony will send word out to the Class Reps on the Monday of that week. Lisa or Kerry will provide Year 2 with a float and card reader on the morning of the 27th.
- *Comedy Night - Friday 3rd February*
 - This is our Year 4 & Year 1 Class Run Event. Tickets went on sale yesterday, on Monday 9th Jan, and the deadline is Monday 30th Jan, at Midnight.
 - **Advertising:** A poster has been made, printed, laminated and displayed. The poster has been put up on the school website, shared on Facebook and Instagram and has been sent around the Classes via Class Rep WhatsApp.
 - **Timings:** Doors, and the bar, open at 7pm. Hot food will be served from 7.30pm - 8.10/8.15pm. Comedy starts at 8.30pm.
 - **Intervals:** Lisa will talk to the compere, Kevin McCarthy, to ask about having more than one interval, to give guests time to buy more drinks and snacks, without disturbing the comedy.
 - **Comedians:** Thanks to Angela Pixner, our Compere and 3 comedians are booked and they will be paid in cash on the night. The comedians come to £600 and Kevin has kindly offered to compere for free. The Committee agreed that Kevin should be offered a free meal and drink, as a thank you. The Committee agreed that the comedians should be offered free bottles of water throughout the evening.
 - **Ticket Price/Staff Discount:** Tickets are £15 for comedy only and £20 for comedy and a curry. The Committee agreed that, as in previous years, all school staff and Nursery Staff should be offered a discount, in the form of a free curry. Jen/Ebony will create a basic poster to advertise this in the school staff room.
 - **Ticket Sales:** A week before the deadline, if the ticket sales are low, we can advertise this event on Otford Village Hub. Attendees don't have to be parents/carers of the school. People can bring along friends and family members.
 - **Hall Set Up:** The school office has confirmed that the hall is definitely booked for the evening and that we can start to set up from 3.30pm onwards.
 - **Stage Layout:** Clare has offered to loan us her stage backdrop and lights (if the lights are working/replaced by then). Helen confirmed that we can borrow the school stage lights.
 - **Cooking:** Clare has offered to do all the cooking on the evening.
 - **Licences:** Lisa has applied for an event/alcohol licence and this will cost £21.
 - **Event Capacity:** The Committee discussed the maximum capacity for this event. There are a total of 80 adult, fold-out chairs at the school but if numbers go above this, we can borrow other adult sized chairs from around the school.
 - **Tables:** Helen agreed that we could use the school Trestle Tables for this event and the Committee agreed that each table could hold 8-10 guests. We will not be asking people to book tables for the night. There will be no seating plan. Guests can sit wherever they like. The Committee will need to count the number of trestle tables this week, to check that we have enough space for the amount of adults that book onto this event.
 - **Stage:** Phil Otto has agreed to put up the small stage in the hall for us. PTFA to provide assistance with this.
 - **Plates and Cutlery:** Helen confirmed that we can borrow the 40-50 staff plates for this event, and the metal cutlery from the school kitchens. Everything borrowed should be cleaned, dried and put back where it came from at the end of the event.

- **First Aider:** Ellie Welsh has offered to be First Aider for the entire evening.
- **Food being offered:** Two curry options - 1 Vegetarian Korma and 1 Chicken Tikka Masala. We will also purchase Naan Breads (which will be cut into large strips) and Poppadoms.
- **Drinks being offered:** White Wine (NZ Sauvignon Blanc), Red Wine (Pinot Noir), Rose (Pinot Grigio Blush), Prosecco, Beer (Bud, Peroni, Corona), Gin (Plain & Pink), Tonic (Slimline, & Regular) and Soft Drinks (Cans of Fizz, Diet Fizz, Bottles of Water). We will also purchase some lemons and limes (possibly some grapefruits) for the G&T's and the Peroni and bags of ice. We may also need a small amount of lemonade for shandy's.
- **Snacks:** Snacks being provided for those not having dinner - a variety of different individual packets of crisps.
- **Sign In Sheet/Entry Desk:** Jen W will make a sign in sheet once the booking deadline has passed. This will include guest names, contact details and their food order and volunteers can tick each guest off as they arrive and give them the relevant food token (one colour raffle ticket for Chicken Curry, a different colour raffle ticket for Veggie Curry). Guests that have ordered food will take their food token to the kitchen hatches and exchange it for their ordered meal. We will need to provide the raffle tickets and some pens.
- **Disclaimer/Signage:** Jen W has created and printed a disclaimer for this event. Signs for Entry Desk and Toilets can be found in the 'Laminated Signs' box, in the PTFA Shed.
- **Float and Card Reader:** Lisa or Kerry will bring the float and card reader to school on the Friday, at pick up time. We can either leave the money locked up in the office overnight or Ebony & Jess have offered to count and bank the money near the end of the event. To be discussed further.
- **Cooking Equipment/Table Cloths:** Clare has confirmed that she will bring along any extra cooking equipment that she needs and that we can borrow her white, linen table cloths too. These can be washed in the school washing machine after the event.
- **Centrepieces:** Jen W is providing 13+ light up glass bottles for centre pieces, for each table. Clare has offered to loan us silver table runners for the tables.
- **Glasses:** We have enough real glass Wine and Prosecco Glasses in the PTFA Shed. These will need to be taken to the kitchens after school and put through the dishwasher before the event. Clare will source some real glass Gin Glasses for us. Beers can be drunk out of the bottle but we should make sure we have some plastic pint/half pint glasses on hand, in case anyone would like a shandy. There are plenty of these in the PTFA shed.
- **Bar Pricing:** All Alcohol will be £4.00. All Soft Drinks will be £1.00. Crisps will be 50p per bag. Lisa will double check the prices of alcohol to see if these prices are accurate.
- **Price Lists:** To be made up and made very visible, to keep the queue for the bar moving nice and smoothly. Jen W can produce and print these. We can have 2-3 printed lists near the hatches and maybe a few blackboards nearer the back of the queue.
- **Stock Check Lists:** Must be checked before a shopping trip takes place. Especially for soft drinks, plastic cups, napkins etc.
- **Shopping Trips:** Lisa will start checking prices of alcohol from now and will buy in what she finds, as she finds the best deals. Lisa and Clare have offered to go on a shopping trip for the Indian Curry Ingredients and any other extra supplies, after the booking deadline (between 31st Jan - 2nd Feb).
- **Volunteers:** Clare, Jen W, Laura, Ebony and Stacey have offered to help set up from 3.30pm onwards. Shelley, Ellie (first aider) and Jess have also volunteered to come and help out from 6pm onwards. The Committee agreed that all other Class Reps/Volunteers should aim to arrive by 6.15pm to start getting ready for guests to arrive at 7pm.
- **Numbers of Volunteers Needed:** *Serving Food in the Kitchen:* 3 Volunteers. *Serving guests at the Bar:* 3 Volunteers. *Entry Desk and Clearing Tables in the Hall:* 3 Volunteers. So 9 Volunteers will be needed at all times and they will need to be available until 11/11.30pm. We will need to encourage volunteers to stay around at the end to help tidy away and clear up/pack away as this will already be a late night for all involved.
- **Noise During Comedy:** It was agreed by the Committee that nothing should be done in the kitchens during the comedy, to avoid noise. The bar can re-open during each interval and some cleaning and clearing can be done in each interval too, which will make clearing up at the end a lot faster.
- **Last Orders:** It should be made very clear to guests that last orders are during the last interval. After the last interval, the money can be taken to the school office and locked away or counted.
- **Locking Up:** Clare to talk to Phil Otto about locking up at the end of this event.
- **Risk Assessment:** A Risk Assessment will need to be put together for this event and printed out for the kitchens.

- **Parent/Carer Reminders:** Reminders to book tickets will be sent out to parents/carers via School SWAY Newsletters and via Class Reps, Facebook and Instagram. No emails.
- *Buying Easter Eggs early for the Easter Egg Hunt* - The cheapest deals on Easter Eggs tend to be around the 2nd week of February (just before half term). All Committee members agreed to keep a look out for the cheapest deals around in the run up to half term. As members of the year group running this event, Lisa and Clare have agreed to organise the buying of these. The Committee will ask Vicky Prior, another member of a Reception Class, if she would be willing to store these again, like she did last year for us. If this is not an option, volunteers from Year 3 and Reception can be asked if they have appropriate storage. It will need to be somewhere indoors, away from the risk of vermin and somewhere out of the sun. Regarding numbers, we had 292 bookings last year so the Committee agreed that we should buy 250 to start and go back for extras if needed (a very small amount of these will need to be FREE FROM eggs - Dairy/Gluten Free and ALL will need to be free of nuts or traces of nuts). Due to the price of eggs going up this year, the Committee voted to increase the ticket price from £2.50 to £3.00 this year.

Future Events to Discuss

- *The Cancellation of Mother's Day, Father's Day and all Lolly Sales* - Feedback from Class Reps and Parent Volunteers was that we asked too much of them and we run too many events. Lisa looked up previous years numbers and these events made very little profit. The Committee agreed that we can trial cancelling them this year and review this decision in August/September. Cancelling Mother's and Father's Day events was also a popular decision with the Committee as families come in all shapes and sizes these days and some children have lost parents in the last few years.

Finance

All finances were discussed at the beginning of the meeting and Lisa had nothing else to add.

Any Other Business

- *Sports Kit* - Rugby Shirts have been found in storage and they are in perfect condition, so these can be bought back into use. We will need Football Shirts and sets of black shorts and sports socks that can be used for both Rugby and Football. The football shirts should be a similar design to the Rugby Shirts (Royal Blue and White). It was decided that 20 sets of kit were needed in total. Quotes from Bat & Ball were £29 per kit. Quotes from another company were £27 per kit. It is estimated that 20 full kits will cost the Committee approximately £600. We will also need to purchase 2 kit bags to store the kits in. Estimated full cost: £700. These two companies don't design and produce swimming tops and caps so more investigation into this will be needed. For now, the Committee voted 'yes' to the £700 Sports Kit Budget.
- *Library Upgrade* - The work on this has now been booked in, with Russell Whites. It's been approved by Rachel MacGadie and Helen Roberts and work will begin during the Easter 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. The Committee approved this budget and agreed that lots of pictures and updates should be sent out to parents/carers, so that everyone can see the progress and finished results. It was also decided that we should hold an opening ceremony after the Easter Holidays.
- *First News Newspapers Subscription Cancellation* - Helen confirmed that these Newspapers are not being used anymore and that the subscription has now been cancelled. Our subscription will officially end in May/June 2023. This money (£100 a month) can be put towards Class Budgets instead.
- *Class Budgets* - Every year, each class used to receive £100 from the PTFA for non-perishable items for their classrooms. This has not been done for nearly 3 years, due to COVID. Helen Roberts requested that the amount is increased to £200 per class this year. The Committee voted 'yes' to

this request and agreed that it would be beneficial to teachers and students for this to be increased. With 14 classes, this will be £2,800 each year, going forwards. This would usually be given in September but will be actioned as soon as possible so that current classes can benefit from their class budgets. Ebony suggested an idea of producing a mocked-up Gift Voucher to each class in golden envelopes so each class could enjoy opening their envelopes and could discuss what they would like to add to their classrooms. The letter openings and ideas can maybe be shared on the school instagram page and on the PTFA Facebook and Instagram pages, as well as on Dojo, so that Parents/Carers can see what their money is going towards.

- *Communications* - Helen thanked the Committee for already taking onboard feedback from the parent/carer communications survey, by slimming down the emails and information that we send out. The Committee have worked closely with Erryn to add all PTFA reminders and notifications to the school's weekly overview email/SWAY Newsletter. All other reminders about our events will be sent out via Class Reps, PTFA Instagram and the PTFA Facebook page.
- *Shed Roof/Window Repair & Light* - The shed roof needs a new roll of felt to be bought and fixed on. The missing window pane is still in the shed, it just needs fitting back in. Ellie's husband, Ross, originally offered to help with this repair project - Jen W will talk to Ellie and Ross about this. We will need to purchase Felt, Batons, Beading and Putty. Clare has offered to order all supplies needed. Jennifer Heathfield-Lee offered to donate a shed light which would be good to get put in, ASAP in these dark winter months.
- *School Allotment* - We did not have time to discuss this. Not much will be able to be done during the winter months now so we will postpone talks on this until the March/April PTFA Meeting.
- *Printer Ink/Printing* - Helen suggested that we may be able to set up a printing allowance on the school printer/photocopier. As our home printers are not as efficient, the PTFA may be able to have a credit number set up on the machine by Andy. The PTFA would need to send any printing to Erryn and she would send the print jobs to the printer for us, using our PTFA printing code. Jen W to talk to Erryn about this.
- *Predicted Expenditure for this year* - There is currently £33,500 in the PTFA funds. £5,500 of this is the Arts Budget:

Regular Budget - £28,000	Arts Budget - £5,500
<i>All below amounts are estimates</i>	
New Whiteboard - £5,000	KS1 Playground Mural - £1,000
Library Upgrade - £10,000	Potential Future Pantomime (Dec 2023) - £2,000
Sports Kit - £700	
Class Budgets - £2,800	
Remaining Approx. Balance: £9,500	Remaining Approx. Balance: £2,500

- *Nurture/Well-Being Cabin* - Helen bought up the discussion, from last year, that most schools are now installing some form of a 'Nurture/Well-Being Cabin' and that this would be a huge asset to our school. This will be to support all pupils that may need it, for many years to come, with mental health/well-being issues and any additional support they may need, out of the classroom. This would be a permanent building, installed next to the Year 6 Classrooms, next to the field. It would be a project for after April this year, once the library is completed. The Committee all agreed that this was a fantastic idea and discussed, in details, lots of ways that we could raise extra funds for this project. The estimated cost would be anywhere between £18 - 36k. Ideas were introduced to even get the local community involved in helping us raise these kind of funds, for such a worthwhile project. Ebony will also inquire with her workplace about the 'you care, we share' scheme which donates money to staff charity projects. More to be discussed about this project in future PTFA Meetings.

**The next PTFA Meeting Date has been changed and will now take place on:
Tuesday 28th February 2023, 7.30pm, The Bull, Otford High Street**