

Friends of Otterham Community Primary School Minutes
Meeting Date – Tuesday 6th October 2026 2:30pm

Present – Clare Dalton, Laura Spry, Lisa Ward, Jo Kenyon, Jodie Parsons-Wilton, Cassie Lee-Tracy

Apologies – Jade Hobbs Hurrell, Christie Upington

1. End of half term disco

Lisa explained that due to staffing difficulties there won't be a school sleepover this half term as there usually is. Clare Dalton had suggested a whole school disco as an alternative. Lisa has liaised with school and they are looking at having a non-school uniform day on Thursday 22nd October, and holding the talent show after lunch, rolling in to a school disco run by the school, and Friends. Mrs Hart has asked if there are enough volunteers and staff then Class 1 can be used as a quiet room, and also the outside area used for those who wish to play outside. Neil Martin has been approached and is happy to do the disco (he has a full DJ set up and lights etc) School have suggested a finish time of 4:30pm. Discussion surrounded costs and charge to parents. It was agreed a £5 per child fee for non-school uniform, disco, food, a tuck shop token and a glow stick. Cassie, Lisa and Clare are able to help on the afternoon. **Lisa to speak to Kerry and sort out poster/parent form etc.** Kerry has since pointed out that some parents will have already paid £3 for the after school club provision on that Thursday, so we will have to make it clear that those parents only need to pay £2.

2. Tesco Blue Tokens

The garden has had its annual health and safety inspection, and sadly some areas have had to be roped off due to safety concerns. Lisa has suggested that we apply for the Tesco Blue Token scheme and our fundraising aim will be to upgrade the garden and make it accessible for all. (School are needing some high rises planters and some more rubber matting for pathways) Laura Spry commented that they may have some spare black rubber matting, will check and let us know.

3. Finance Update

Clare advised there is currently £3,611.00 in the Friends bank account after paying out all recent expenses. Clare and Lisa need to complete the annual declaration to the Charity Commission (doesn't have to be completed until June 2027, but would rather get it done sooner) **Clare and Lisa to complete annual declaration.**

4. Fundraising for this academic year

Sadly without the school sleepover which normally generates about £600 per year and the Wilsey Down Bingo not being held until February 2027, we are having to look at other fundraising ideas this year. We discussed a quiz night, Jo Kenyon has said she will approach her parents and godfather to see if they will

help with another quiz night at Otterham Hall as the last one raised in the region of £600. Cassie suggested a break the rules day/crazy hair day to raise money for each class. It was suggested that maybe we look at this after Christmas when not a lot else happens. **Jo Kenyon to find out if we can hold another quiz with her family's help – probably January/February time.**

5. Christmas

Christmas Jumper sale – yes to do again. Lisa has created the poster to ask for donations which she will send to Kerry before half term. Christmas Shop – lots of gifts already bought, maybe just a bit short on mens gifts if anyone sees any. Christmas Crackers – **Jo Kenyon to speak to Miriam Heal to see if she is happy to lead and make again as she did last year. Jo has spoken to Miriam and she is happy to lead with some help.** Christmas Books – several purchased already, until we start wrapping to gift won't know exactly where any gaps may be. It was asked if we are aware of the dates of Christmas Fayre/Shop etc so parents can make plans, ask for annual leave etc. Lisa advised that at this moment in time there are no dates set for any events. She normally liaises with Mrs Ward and puts dates in the school calendar around what is already happening within school. Likely to be something to be looked at after half term.

6. Storage

Lisa advised that currently she stores a lot of PTA stuff (left over Christmas jumpers, shop gifts, Christmas books, fayre prizes etc) at her house. After this Christmas she doesn't wish to store anymore at her house as she won't be part of the PTA next Christmas. It was a heads up that other storage options will need to be looked at to keep items from getting damp, damaged etc. Several options were discussed, we can liaise with school and find out what can be achieved in the school property hopefully. Potentially looking at storage in the BBQ shed but will need to be elevated off the ground and all stored in plastic storage boxes.

7. A. O. B

Predominantly requests for funds from the Friends. It was unanimously agreed at the meeting to fund the following:

- End of Christmas Term whole school cinema trip (December)
- £200 for each class to spend on resources required (Class 3 have already had £90)
- 2 x new netball stands and hoops at £261.10 minus the VAT – the current hoops have been classified as unsafe as they are not weighted at the bottom and are generally coming to the end of their lifespan.

Lisa advised that Becky Culver (ex TA) had donated £80 to the Friends from the profits of her recent plant sale at her home address. It would be nice to get a thank you card made to give to the family. **Lisa has subsequently spoken to a pupil in Class 1 who is happy to create the thank you card for us.**

Meeting finished at 3:30pm.