



Minutes of PTFA meeting

Little Brown Jug, Chiddingstone Causeway

5pm, Friday, 23 May 2025

Attendees: Lucie Lovell (PTFA Chair – abbreviated hereafter in the meeting minutes as LL), Jenna Higgins (Treasurer - JH), James Osborne (Secretary - JO), Jenna Casson (JC), Karen Keward (KK).

Apologies for absence: Helen Byard, Clare Brightwell, Dayna Pledge, Emma Andrews, Izzy Jones.

Agenda item 1 – Welcome

In her first meeting after taking over from the previous PTFA Chair, Sarah Toal, LL welcomed everyone to the meeting and said she hoped that the summer fair would be very successful.

Item 2 - Declarations of interest

In the interests of propriety and the PTFA's status as a Registered Charity, JO asked everyone to declare whether anyone at the meeting had a pecuniary or non-pecuniary interest in the meeting.

JO, KK and JC all said that, as employees of Edenbridge Primary School, they would not be able to contribute towards decisions / discussions that could be perceived as bringing them a direct advantage (financial or otherwise). It was agreed that they could not be involved in decisions that related to how charitable funds raised would be spent on the school community.

Item 3 - Minutes from previous meeting

The previous meeting, the 2025 AGM, was held in February and was led by the out-going Chair, Natasha Tully, out-going Secretary Nadine Rooke-Bates and KK (as out-going Treasurer).

In the absence of a written set of minutes from that meeting to approve, JO gave a summary of the meeting to say that Natasha had given a stepping-down speech thanking everyone involved in the PTFA for their hard work. His summary of her speech gave an overview of the PTFA's successes since she had joined four years previously, including Monster Balls, Bonfire Night parades, Easter Bunny bounceathons, quizzes and the summer fairs. Special thanks had gone to Nadine and former PTFA members, including Natasha Cresswell and Jolene Ebrey.

LL, JO and JH agreed to hold the 2026 AGM by January 2026, on a date to be confirmed.

Item 4 - PTFA finances

JH led this section of the meeting, beginning with an update on the latest balance of the PTFA account - £7,320.53. She made clear that the PTFA needs to have at least £5,000 in this account at any one time to ensure that it can meet committed costs, such as insurance and contributions towards school trips.

JH said that, in terms of expenditure in advance of the summer fair, the charity was running at a loss of £12.41, but that this did not include projected profit from visitors to the summer fair, which is expected to be considerable.

She added that there had been significant sponsorship pledged from generous local businesses, including Lidl and AirBorn, but that these monies had yet to be received. She added that Lidl's offer of £999 towards a new school sound system could only be considered for that purpose rather than the general PTFA balance sheet, and that a variety of quotes would be needed to get best value for the school before it decided which system to buy.

JH asked JO to give a summary of funding requests received since January via the general PTFA email inbox – edenbridgeptfa@gmail.com. JO said there were three requests, as below:

- a) Anne Slade, the COO of The Pioneer Academy group, requested more PTFA money towards school visits. This would help with Pioneer Passport cultural enrichment, and it would be separate to PTFA funding already given of £5 per pupil on some trips.
- b) Helen Byard, the school's music lead, requested new branded choir T-shirts.
- c) Mrs Byard also asked for £188 to pay for 16 sets of quiet drumsticks for use by all age groups during music lessons.

JH got agreement from the committee that any decisions around these requests would be made at a meeting once the summer fair was over. That way, it would be clearer how much the PTFA could spend.

(Action: JO to write to Mrs Byard and Ms Slade to say a decision will be made on their requests at a meeting in early July.)

Item 5 - PTFA summer fair (Saturday, 21 June 2025 at Edenbridge Primary School, 11am-3pm):

- a) **Stalls** – LL said that, to date, the summer fair had 40 stalls booked, including 10 food and drink stalls (Westerham Brewery TBC – confirmed but not booked) and eight charities.
(Action: LL to chase headteacher's request for police to have a stall alongside fire brigade and ambulance personnel.)
(Action: JC to look into getting a scaffolding company to put up a stage, and to find an outdoor DJ.)
(Action: LL to approach Booker for plastic wine glasses donation for the prosecco van,)

- b) **Entertainment** – this will include an inflatable assault course, fun fair, ponies, Disney princesses, DJ (TBC), a school choir performance and Irish dancing.

(Action: JO to ask Mrs Byard if the pupil who wins Edenbridge's Got Talent (a school-run contest for pupils only) might perform a solo at the summer fair.)

- c) **Sponsorship** – LL said the committee was very grateful for the generosity of local sponsors, which include Lidl, AirBorn, ND Higgins, Le Grys and Signage & Media.

- d) **Legal compliance** – JH said a risk assessment meeting is booked with the school headteacher Miss Gates at 3.30pm on Tuesday 3 June.

(Action: PTFA committee to attend.)

JO confirmed the PTFA still has a valid Lottery Licence, and that he will receive a reminder notification in November 2025. JO said he has got permission from Sevenoaks District Council for a Temporary Event Notice (which includes music and the sale and consumption of alcohol), and he has got permission from Kent County Council's highways team for ankle-high roadside advertisements on the Mont Saint Aignan Way bypass in Edenbridge (opposite and next to Edenbridge Manor Care Home).

(Action: JO to complete booking form for town council permission to install banner on the railings to Stangrove Park. Town council will also put up posters on noticeboards around town, including the market car park, Eden Centre and the park.)

- e) **Publicity** – LL said that the PTFA's new Instagram account and its existing Facebook account are a popular way of getting interest from stallholders and local parents. The Instagram account had 6,100 views as of the 30 days prior to the meeting.

JH said she has bought a half-page advertisement on the summer fair in the County Chronicle – due for publication in early June.

(Action: JH to buy ankle-high signs.)

(Action: JO to contact Sevenoaks Chronicle with item for inclusion in community news ahead of summer fair.)

(Action: KK to send summer fair posters to local pre-schools and nurseries.)

(Action: JO to circulate County Chronicle once it is posted through the letterbox.)

- f) LL said the committee needs to push to find more volunteers among staff and parents as a priority. Volunteers so far (all subject to confirmation and timings):
- Bottle tombola – Leslie Hawkins, Malcolm Ming, Dayna Pledge and Charlene Boughtflower.
 - Sweets tombola – Michelle Debono and her children.
 - Prosecco van – Izzy, Nathan and Emma.
 - Entrance - Jay Mendum and KK to staff this with Ellie Hover and Carol Smith.
 - BBQ – Laura Osborne with at least six others – TBC – for working in two shifts.

- Yucky Dip – to be staffed by JH and JO's daughters with responsible adult TBC.
- Soak The Teacher – TBC (**Action:** KK to find participants among staff and ask pupils who they would like to soak).

(**Action:** By prior agreement with teachers, JO to ask for Year 6 pupils to have done colourful, handmade posters for the above stalls by 6 June before their residential trip).

Item 6 - Calendar of events

Further to an update from KK, there is a welcome evening for new parents of Reception children at the school from 5.30pm to 6.30pm on 1 July. JH, JO and LL will attend to see if any are interested in becoming PTFA members.

LL said she wants the PTFA to run lots of events, including movie nights (KS1 and then KS2 films), quizzes, a renamed Hallowe'en disco, a Christmas fair and a karaoke night for pupils. These will be discussed at a future meeting in July.

Item 7 - Any Other Business

It was discussed that the school wants the PTFA to continue selling school ties. JH is not keen because it is hard to track in the PTFA accounts and brings negligible benefits.

KK mentioned that the school caretaker, Mr John Tenneson, asked if the PTFA wanted to clean and sell second-hand school uniform from the Lost Property bins in the playground. The committee agreed this is not something they want to pursue, as it is time-consuming and not many parents would buy it.

(**Action:** JO to reply to Mr Tenneson.)

(**Action:** LL and KK to liaise over PTFA Trello account to enable better tracking of outstanding actions.)

Item 8 - Date of next meeting

The next formal PTFA meeting will be at 3.30pm at the school on 1 July (finishing prior to the new Reception parents' event).

The meeting closed at 8.10pm.