

**BISHOP ROAD PRIMARY SCHOOL**  
**PARENTS, TEACHERS AND FRIENDS ASSOCIATION**  
**ANNUAL GENERAL MEETING**

Thursday 1st October 2020

Via Zoom

**Present:**

Alex Spendley (AS)	Claire Eatock	Katerine Barker	Ann Fielding
Ali Potter	Dipika Thakur	Katie Allen	Nuala
Alistair Jones	Eleonore Sefer	Katriona Bodley	Oliver Clifford-Mobley
Amanda Nichols	Emma Wood	Laura Eggels	Pippa Smith
Becky Sykes	Gillian Porter	Linda Motz	Rebecca
Bobby Antonio	Gregor Bell	Lisa Samuels	Robert Buckley
Carine Adamson	Helen Fazakerley (HF)	Lucy Lee	Sam Crawley
Carley Nath	Helen Hales	Melissa Burgers	Sarah Carter
Catriona Johnson	Jennie Spears (JS)	Miss Robinson	Sarah Oakley
Charlotte Francis	Kate Pearson	Mr Barr (TB)	Sophie Coles (SC)
Chris Brooker	Kate Sullivan		Suzanne Heatherington
			Thomas J

**Apologies:**

Ann Edmondson	Ros Walker	Abby Atkinson	
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**Approval of Minutes**

The minutes from the last AGM on 1<sup>st</sup> October 2019 were approved by Jennie Spears and Sophie Coles.

**Chair's report**

Helen Fazakerley, Chair, thanked everyone for joining via Zoom and welcomed newcomers. Despite the challenges thrown up by Covid-19 and the cancellation of half of last year's events, Helen highlighted the brilliant Autumn term last year, mentioning especially the Christmas fair and the Fireworks, thanking Sarah and her team for the latter. The committee did not feel that virtual fundraisers during lockdown were appropriate but now they are being explored, starting with the discos.

**Treasurer's report**

Alex Spendley (joint treasurer with Sophie Coles) gave the report. An amazing £24,662 was raised before March (comparable to how much we might have raised in a whole year in the past). Standout events:

- Discos (only half were able to go ahead unfortunately but they were still profitable: £1375)
- Fireworks (£7,152)
- Tea towels (highest ever raised: £3,203)
- Christmas fair (one of highest-earning fairs: £5,487)

Sophie Coles added that appeals and regular giving has raised over £2k. Hopefully we can grow this new income stream, especially as it's not event-dependent.

PTFA Costs include event running costs, replacement of equipment, and pledges that we've paid out already. Closing balance as at 31<sup>st</sup> August 2020 is a healthy £86k. However, once outstanding pledges and our contingency fund are deducted we have an uncommitted cash balance of £42k.

We have agreed with the school to pledge £3k for the enrichment fund this year (spent across year groups to provide extra events such as author visits, beatboxing workshops etc) given many events will not be possible. The book fund - even more important as the school is prioritising fresh books available to all pupils in classrooms rather than the central and key stage libraries – and the other pledges remain unchanged. We think we can afford to honour these pledges. This will be voted on at the next meeting.

We cannot hold a Christmas Fair but will make more of an event, rules-permitting, of the Christmas trees sale. Trees are ordered for 5<sup>th</sup> December.

Music suite: we had committed money but this project is on hold so we have taken the money back out. The building is now required for school to meet Covid-19 guidelines.

Alister Jones asked whether we consider donating funds to the community as a gesture of good will? SC notes that our constitution outlines that we're here to raise money for the school so we would need to ask school; school fundraises for charities (they never raise money for the PTFA, such as non-uniform day); Sarah Oakley added as a charity we can't pass on profits to other charities. JS added that we try and make sure some of our events are community-events, e.g. fireworks, fairs, Climate Change talk 2020, community cinema, and that we're open to further ideas.

Ann Fielding queried whether there were pupils on free school meals who may not have access to a laptop / internet at home in the event of a second lockdown / having to work from home when self-isolating. JS says this has been discussed with school and they're looking at who might struggle to be on-line; we'd be happy to support this if additional funds are needed, but would need to agree reallocation of pledged funds.

The school wants to focus on outdoor learning and expand this; may be an area that we spend more money on in future.

Sophie clarified that pledges come from the school asking us; the PTFA doesn't decide what the money will be spent on.

### **Teacher's message**

Mr Barr spoke for the school and gave thanks for all events held last year; over the years these funds have meant a huge amount to the school. Projects have become permanent fixtures (climbing wall, radio, story garden), and events have been great fun.

The school is considering what is possible this year, and how to adapt. The whole school appreciates the efforts of the PTFA, especially with lots going on in own lives.

TB also thanked the parent body in general for support to school through this time, as the teachers have been putting a lot of thought into making it as good as it can be. They were printing off some of the really kind emails from the parents so all staff could read them.

HF responded that we're massively appreciative of what school has done; kids are delighted to be back in school. We feel fortunate to be part of this school community.

## **Election of the PTFA Committee**

The committee have kindly agreed to continue in their roles and have been re-elected:

- Chair: Helen Fazakerley
- Treasurer: Joint treasurers Alex Spendley and Sophie Coles
- Secretary: Amanda Nichols
- Class links: nominated class links as listed in Appendix 2 and duly elected
- Other committee members: nominated the people listed in Appendix 1 as Event Organisers and members of the committee

Lucy Lee proposed and Sam Crawley seconded.

HF recapped on the class links role: set up for the PTFA to send out information to parents who are happy to receive it - GDPR doesn't permit us to share non-PTFA related information. Links often organise class camp or socials but that's not a PTFA role. Classes set up Whatsapp gps / Facebook groups to share other information. JS thanked class links, and welcome to reception class links. Sarah Carter is updating the list.

Event leads are listed and then lots of other parents help these leads; if you'd like to take a role on this year or in future years then do get in touch.

## **Independent examiner report**

AS: the independent examiner report is part of the accounts submission at the end of the year when they are filed with the charities commission; an independent accountant looks over our accounts, reconciles profit and loss and signs off our accounts. All our accounts are public documents stored by the charity commission.

## **PTFA Events for 2020/2021**

2020/21 calendar is now online with key autumn term dates as follows:

- Virtual discos have been booked: 9<sup>th</sup> and 16<sup>th</sup> October; if popular we can run more
- Tea-towels
- Christmas cards
- Christmas tree sale: 5<sup>th</sup> December
- Looking into Christmas raffle: whether stall holders at Christmas market might donate prizes, we'd need to sell online raffle tickets;
- Looking into an advent calendar: drawings from kids / local artists, paper recyclable, would need someone to help run that; cost would be £5-6; attendees thought a good idea.

Additionally: Coop fund is ongoing: if you are a member of the loyalty scheme than you can support Bishop Road; we've received around £800 and this is to purchase waterproofs so all children can take part in outdoor learning.

## **A.O.B.**

Road safety: Gregor Bell raised the issue of speeding traffic along Bishop Road at collection time.

TB: road safety team from Bristol council came to observe area at pick up and they agreed to fund three crossing attendants. Ann Fielding added that there is a consultation on Bristol Council website where you can actively suggest traffic calming measures etc.

Tea-towels: Gillian Porter is kindly leading this again; paper for portraits has been distributed to all classes. Teachers will post artwork into the PTFA red box for Gillian to collect. JS to discuss with school where we might centrally divide and package tea towels (food tech room?); delivery of tea towels will be to children via teachers this year. Stick with price point of £5.50 per tea towel.

Bags: SC suggested bags with teachers' faces on. There are teachers who don't have a class, who would need to draw their portrait. HF to ask Miss Robinson to get all staff, including office staff et al, to supply pictures. GP to provide squares (4.5cmx4.5cm).

Advent calendar: printers have given templates, for a designer to use and fill. We used to use Christmas card submissions for Christmas fair flyers. SC: we can do online gallery of all Christmas cards. HF: call out for advent calendar designer (computer skills and time). Lisa Samuels suggested an online advent calendar with clips etc. LL: facts about teachers / challenges etc.

Virtual events: Charlotte (climate change talk organiser) has emailed HF with ideas, such as auction of promises. JS suggested that the Embrace screening, climate talk, etc could be offered as webinars, for a nominal fee. SC: virtual balloon race: you buy a balloon, it's online, you can personalise, race over 24 hours, great non-plastic; good event for the Spring. SC: launch a JustGiving campaign in the Spring.

Outdoor learning: TB leading. JS: Co-op funding is ring-fenced for waterproofs, Coop may donate more than we need so we'd go back and check Coop would be happy with us spending it on other outdoor equipment. We need to provide evidence to the Co-op that we've spent it in that way (no faces in photos etc). Y3 have started already and enjoying it. TB to talk with committee further.

HF thanked everyone for attending; a great turnout. Do email [Bishoproadptfa@gmail.com](mailto:Bishoproadptfa@gmail.com) for any further queries.

Next PTFA Committee Meeting Wednesday 11th November 7.30pm, Zoom

## Appendix 1

### PTFA Event Organisers and Core Team 2020/2021

Role	First	Last	
<b>PTFA Chair</b>	Helen	Fazakerley	
<b>Vice Chair</b>	Jennie	Spears	
<b>Secretary</b>	Amanda Lucy	Nichols Lee	
<b>Treasurer</b>	Sophie	Coles	
<b>Treasurer</b>	Alex	Spendley	

<b>Class Link Coordinator</b>	Sarah	Carter	
<b>Banker</b>	Chris	Brooker	
<b>Event</b>	<b>First</b>	<b>Last</b>	
<b>Race Night</b>	Chris	Brooker	
<b>Fireworks</b>	TBC		
<b>Christmas Market</b>	Dipika Sophie Kate	Thakur Nioche Castle	
<b>Christmas Cards</b>	Jo	Summers	
<b>Christmas Trees</b>	Ryan & Katrina	Brooks	
<b>Christmas Fair</b>	Helen	Fazakerley	
<b>Bingo Night</b>	Sarah	Darling	
<b>Disco</b>	Justin	Vafadari	
<b>Quiz Night</b>	Kate	Flanagan	
<b>Inflatables</b>	Sue	Doody	
<b>Beginners Ball</b>	TBC		
<b>Summer Fair</b>	Melissa	Burgers	
<b>Cake Sales</b>	Ann	Edmondson	
<b>Ice Cream Sales</b>	Ali	Potter	
<b>Tea Towels</b>	Gillian	Porter	
<b>Uniform Sales</b>	Carine	Aguet	
<b>Newsletter</b>	Lisa	John	

## Appendix 2

### PTFA Class Links 2020/2021

<b>Class</b>	<b>Class link</b>
RM	Chris Brooker
RLS	Katriona Bodley
RLS	Melissa Burgers
RK	Kate Pearson
RK	Gem Cass

RH	Rebeca Waldock
RH	Catriona Johnson
1LA	Sarah Smith
1LE	Kate Sullivan
1LE	Susy Cook
1A	Helen Hales
1A	Pippa Elsey
1W	Linda Motz
2S	Sam Crawley
2S	Becky Sykes
2W	Lucy Lee
2W	Pippa Smith
2U	Beth Sutherland
2U	Rachel Bourne
2G	Mary Evans
2G	Alison Johnson
3C	Bita Taghavi
3B	Chris Brooker
3M	Sarah Carter
3W	Katherine Barker
4Y	Laura Eggels
4R	Dipika Thakur
4F	Katie Allen
4D	Ann Edmondson
5P	Robert Buckley
5P	Anna Bywater
5E	Rachael Edge
5T	Chris Brooker
5C	Claire Eatock
6E	Ros Walker
6TO	Gill Self
6TA	Abby Atkinson
6TA	Alister Jones
6L	Tara Walsh