

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

Tuesday 5th October 2021

Via Zoom

Present:

Helen Fazakerley (HF)	Jonathan Gunz	Claire Eatock	Charlotte Francis
Alex Spendley (AS)	Dipika Keen	Ali Potter	K Gold
Jennie Spears (JS)	Zoe Mason	Amy Barnfield	Joanne Baird
Sarah Carter	Jodie Murray	Joanna Wong	Sarah Parker
Lucy Lee	Chris Brooker	Tara Chattaway	Nicole
Sophie Coles (SC)	Sarah Kidd	Catriona Johnson	Rowan
Kate Taylor	Ann Edmonson	Amanda Nichols	Jo Tomlinson
Anna Lawrence	Grace Sproat	Ali Johnson	Gillian Self
Pippa Smith	Molly Zoeller	Ollie Moss	Helen Chesman
Jackie Baker	Liz Smith	Ed & Liz	Suzanne Hetherington
Charlotte Scadding	Maria Newman	Helen Hales	Joe Emissah (joined towards the end)
Laura Eggels	Melissa Burgers	Tom Barr (TB)	

Apologies:

Ellie Hall	Sarah Smith		
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Approval of Minutes

The minutes from the last AGM on 1st October 2020 were approved by Jennie Spears and Sophie Coles.

Chair's report

Helen Fazakerley, Chair, thanked everyone for joining via Zoom and welcomed newcomers. She gave an overview of the role of the PTFA, and a reminder that everyone is very welcome to attend meetings and become involved. Helen thanked everyone for their efforts over the past year; raising £11k despite lockdown and Covid-related restrictions. This year will be as close to a usual fundraising as possible, with only the Christmas Fair not running this year (due to lack of event coordinator and reliance on indoor spaces at school).

Treasurer's report 2020-21

Alex Spendley (Joint Treasurer) gave the report (ending August 2021). We made just over £11k, which is significantly less than a usual year but really impressive given the circumstances. Alex paid credit to

people who put on events – some of them new events such as the remote magic shows and trail guide – and thanked all teams for their efforts in fundraising this year.

Standout events:

Discos (remote)	£1,177
Tea Towels	£3,360
Trail Guide	£1,161
Christmas Trees	£2,833
Christmas cards	£660

Other fundraising:

Gocardless	£2400 (thank you to Sophie for setting this up, and thank you to those parents who donate by monthly direct debit)
Easyfundraising	£900

Pledges: Alex explained there is a backlog of unpaid pledges from previous years and £27k will be paid to the school this term (to contribute to the Enrichment fund, book fund, outdoor learning and Christmas books). Pledged amounts for 2021-22 are to be discussed and agreed with the school.

After the PTFA's committed contingency fund of £5,000, the balance at the start of this year stands at £6,000 (though this is liable to change depending on past and current pledges being firmed up).

Charlotte Francis asked whether the banks the PTFA holds accounts with are ethical (such as Smile Bank and Starling). JS noted they're historical bank accounts and that there are current challenges with switching to smaller, more ethical options, but that we will continue to consider them. SC added that there are often additional costs involved, and inconveniences with cash limits, queues at Post Office to deposit / withdraw, which aren't practical for a PTFA.

Ollie Moss asked whether the school's finances are published; TB will look into it.

Jonathan Gunz suggested any reserves could be put in a higher interest account.

Deputy Headteacher's message

Mr Barr stood in for Mr Emissah (who joined later) and thanked everyone, noting that teams have had to work twice as hard to get half as much this past year, with fundraising needing even more time and effort than usual. He thanked the PTFA for supporting the school and reiterated how the children all benefit from these funds.

Mr Barr introduced the school's main fundraising theme this year: investing in outdoor spaces. He noted this is both necessary and beneficial to the children, not least while Covid means we are utilising outdoor space more. Already the school has put a shelter up in the nature garden. The outdoor learning space on the field will be further developed and all classes will be offered six rather than three sessions this year (on rotation so they should all hopefully enjoy some good weather).

Jenny (Badgers Forest School) is working hard to develop the school's outdoor learning offering at the field. The school hopes to replace the trim trail in Silverthorne playground which is 15 years old, popular and in constant need of repair. Finally, the school will look at what more it can do to enhance the nature garden. HS asked whether a group of parents could get involved; TB thought it might be possible to have parents as part of a steering group and so HS will look to get a cohort of people together.

(Mr Emissah joined towards the end of the meeting and added that the school is blown away by the money the PTFA community has managed to raise this last year, it was hugely impressive. They're really excited with the PTFA events coming up; all of them, big and small, are hard work. Thank you.)

Jonathan Gunz noted that Cotham Gardens have just invested in their green space and recommended we take a look.

Charlotte Scadding mentioned that her husband runs the [Green Play Project](#) which designs playgrounds for schools; the school will contact him in relation to the planned developments.

Mr Barr mentioned that the music suite has moved into long-term goals. (The School House has lots of small rooms; the plan was to knock through to make drama and music studios. But given current climate the school has decided to pause this.)

Election of the PTFA Committee

The committee for this year:

- Chair: Helen Fazakerley
- Vice Chair: Jennie Spears
- Treasurer: Joint treasurers Alex Spendley and Anna Lawrence
- Secretary: Lucy Lee
- 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

The Chair thanked Sophie Coles, outgoing treasurer, who built the new PTFA website, ran website sales and served as joint treasurer for seven years. Helen presented Sophie with a plant as a token of the PTFA's massive appreciation of all she has done.

We welcome Anna Lawrence as our new Treasurer and Kate Nash as website coordinator.

All committee members and class links were voted in unanimously.

The Beginners Ball will be held in the Spring and is often organised by a Reception class link; anyone interested in helping with this should contact Helen.

We need a Year 6 Team to coordinate the hoodies and party on the field; we'll talk with the Year 6 class links. Pippa Smith kindly offered her help.

We need to think about cake sales going forward (there is a new law – [Natasha's Law](#) – that requires that all ingredients in baked goods are clearly labelled, which would be very difficult for us). Similarly with ice creams – think about next Spring. Thank you to Ann and Ali for all their work in this area.

Sarah Kidd is kindly going to take over from Gillian for tea-towels. Thank you to Gillian for doing a sterling job on coordinating the brilliant Bishop Road tea-towels over the last few years.

Thank you to all class links; as events warm up we'll be looking to you to gather volunteers.

Independent examiner report

Alex recapped that 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 them off. All our accounts are public documents stored by the charity commission. The independent examiner's report is submitted at the end of June.

PTFA Events for 2021/2022

Helen shared the 2021/22 calendar with us. Key points:

- Christmas card designs by next Weds 13 October
- Fireworks 6th November is very exciting – tickets on sale this week
- Xmas market team is working hard already (this is an adults only shopping event with local crafts' stalls on 25th November)
- Discos via Zoom (3rd December and 31st March)
- Christmas trees have already been ordered, thank you to Ryan and Katrina Brooks.
- In the new year we'll have the Race night and Beginners Ball
- And in the summer we'll run the Summer Fair – save the date 18th June 2022 (thank you to those from the Christmas Fair team who are moving to help with this event), and hopefully Inflatables Day on Sunday 15th May.

It will be great to get these events back on. If anyone has other ideas please do say, gather a team and get it running – we're open to new ideas but need help to organise it.

AOB

Gillian asked about a Green Rep for each class. Charlotte Francis and Gillian Self are leading an independent group of parents interested in helping make Bishop Road as green as possible. Do get in touch with class link who will pass to Sarah Carter and to Charlotte and Gillian if you'd like to be involved. (NB. This is separate from PTFA activities but is designed to support the school in their efforts to become more sustainable.)

It was asked if we could do a disco in person in March? Joe Emissah thought this should be possible, Covid-restrictions permitting.

Claire Eatock asked about utilising class email lists for non-PTFA issues. HF noted that the GDPR form doesn't permit us to use the lists for non-PTFA emails. Jonathan Gunz suggested that the GDPR form provided to new starters could be amended to make it clearer how the email addresses are going to be used. JS confirmed we will continue to amend and improve the form.

Jackie Baker asked about the state of the school toilets, mentioning that some children do not want to go because the toilets can be unpleasant. Mr Emissah said the toilets had been redone in stages over the last few years and £40-60,000 had been spent in this regard. This is something some parents would like to discuss further with the school and should contact Mr Emissah separately.

HF thanked everyone for attending. There was preference to continue holding PTFA meetings via Zoom for now. Do email Bishoproadptfa@gmail.com for any further queries.

Next PTFA Committee Meeting Wednesday 17th November 7.30pm, Zoom

Appendix 1

PTFA Event Organisers and Core Team 2021/2022

Role	First	Last	
PTFA Chair	Helen	Fazakerley	
Vice Chair	Jennie	Spears	
Secretary	Lucy	Lee	
Treasurer	Anna	Lawrence	Outgoing: Sophie Coles
Treasurer	Alex	Spendley	
Class Link Coordinator	Sarah	Carter	
Banker	Chris	Brooker	
Website Coordinator	Kate	Taylor	New specific role Outgoing Sophie Coles
Events	First	Last	
Race Night	Chris	Brooker	
Fireworks	Sarah Simon Jon	Oakley Bodley Potter	
Christmas Market	Dipika Sophie Kate	Thakur Nioche Castle	
Christmas Cards	Jo	Tomlinson	
Christmas Trees	Ryan & Katrina	Brooks	
Christmas Fair	Position vacant		Not running in 2021
Bingo Night	Sarah	Darling	
Disco	Amanda	Nicholls	
Quiz Night	Alister	Jones	
Inflatables	Sue	Doody	
Beginners Ball	TBC		
Summer Fair	Melissa Catriona	Burgers Johnson	
Cake Sales	Ann	Edmondson	
Ice Cream Sales	Ali	Potter	
Tea Towels	Gillian	Porter	Need new lead for 2022
Uniform Sales	Gill Jodie	Self Murrey	
Year 6 Leavers (hoodies and party)	TBC		Need year 6 team for 2022

Appendix 2
PTFA Class Links 2021/2022

RH	Lucy Lee
RU	Ellie Hall
RU	Jackie Baker
RK	Linda Motz
RM	Jonathan Gunz
1C	Beth Sutherland
1C	Alison Johnson
1T	Jodie Murray
1T	Jo Baird
1A	Helen Chesman
1A	Molly Zoeller
1H	Jo Tomlinson
1H	Alison Troskie
2B	Sarah Smith
2G	Chantal Lewis
2G	Sarah Humprey
2L	Helen Hales
2L	Pippa Elsey
2D	Linda Motz
3S	Jo Wong
3S	Ollie Moss
3D	Michelle Jones
3D	Anna Lawrence
3R	Fozia Ismail
3R	Flora Fenton
3R	Will Cartwright
3W	Charlotte Scadding
3W	Jodie Murray

4B	Bitra Taghavi
4W	Liz Smith
4L	Sarah Carter
4S	Maria Newman
5E	Laura Eggels
5G	Dipika Thakur
5P	Ali Potter
5P	Laura Herbert
5L	Grace Everard
6T	Laura Jackson
6T	Rachel Thomas
6C	Becky Mitcham
6C	Zoe Mason
6Y	Emma Carroll
6Y	Pippa Smith
6R	Claire Eatock