

# BISHOP ROAD PRIMARY SCHOOL PTFA AGM 2022

Tuesday 4<sup>th</sup> October, 7.30pm, via Zoom

## Present:

|                              |                     |                |                          |
|------------------------------|---------------------|----------------|--------------------------|
| Helen Fazakerley, Chair (HF) | Emmy                | Jo Tomlinson   | Liz Smith                |
| Alex Spendley (AS)           | Gemma Cass/McDonald | Jonathan Gunz  | Martha Watton            |
| Alexandria Uko               | Gemma Sly           | Julia Rogers   | Mr Alex Edwards          |
| Ali Potter                   | Hannah Summers      | Julian Somers  | Mr Joseph Emissah        |
| Bazga Ali                    | Hannah Ward         | Kate           | Nicola Beanlands         |
| Becky Kay                    | Hazel Stevens       | Kate Arnot     | Sandra                   |
| Catherine Gill               | Heather Absalom     | Kate Pearson   | Sarah Bice               |
| Catriona Johnson             | Helen Chesman       | Kate Taylor    | Sarah Carter             |
| Chathushka Kiriella          | Hilary Barnes       | Katie Allen    | Sarah Kidd               |
| Cheryl Barlow                | Jackie Baker        | Katrina Brooks | Suzanne Hetherington     |
| Cristiana Ruocco             | Jenna O'Reilly      | Laura Elmer    | Tom Francis              |
| Elijah and Lara              | Jennie Spears       | Lisa Samuels   | Yanique Slotemaker-Breed |
| Ellie Hall                   |                     |                |                          |

## Apologies:

|                 |                |               |             |
|-----------------|----------------|---------------|-------------|
| Dorothy Pereira | Imogen Gladman | Rachel Millar | Tara Magnus |
| Emma Wood       | Jo Colls       | Sarah Smith   |             |

## 1. Approval of minutes from the last meeting

The minutes from the last AGM on Tuesday 5<sup>th</sup> October 2021 were approved by Jennie Spears, Liz Smith and Kate Pearson.

Mr Emissah confirmed that school finances are published on the school performance website: <https://www.gov.uk/school-performance-tables>.

## 2. Chair's report

Helen Fazakerley (HF) started by thanking everyone who has contributed to any PTFA activity; whether that's leading an event/activity or volunteering time – there is a lot of work going on behind the scenes.

She also gave her thanks to the school for helping with the fund-raising activities, and joining in the events where possible, and especially to the caretaker for helping us in the evenings and weekends.

HF explained for newcomers that the PTFA comprises a group of parents/carers who volunteer their time to put on events and coordinate activities which are fun for the kids and raise money for, and in partnership with, the school. She urged everyone to please help if you can, even if it's half an hour of time volunteered on one event.

Having had to reduce in-person events during the pandemic, last year (2021/2022) was a pretty normal year; with the exception that the Christmas fair didn't run and some events had reduced numbers of tickets.

This year (2022/2023) we will run the same events as we did last year, with the development of the Christmas tree sale into more of a festive event. The core team is already at capacity so we won't be adding in more events into the calendar.

### 3. Treasurer's report inc. outline of pledges

The outgoing Joint Treasurer, Alex Spendley (AS), gave the report (ending August 2022). Many activities exceeded financial expectations, and AS thanked all those involved. The total raised was over £36K, of which over £5K was from donations (including direct debits) and through easyfundraising.

The 'Co-Op CTF' item on the report is the amount of the ringfenced Co-op outdoor learning fund spent last year (there is c. £800 remaining). PTFA expenses included a freezer for ice cream sales and two sum-up machines.

Stand-out activities included:

- Christmas trees: £2,926.66
- Discos: £3,180.87
- Fireworks: £5,280.33
- Summer fair: £7,815.91
- Tea towels: £2,843.71

The pledges paid last year include:

- Enrichment fund: £8K
- Book/class library: £9K
- Outdoor learning: £10K
- Y6 leavers: £1,250

The remaining pledge of £15K still due to be paid is for enhancing outdoor spaces (to make them softer, more natural and more fun). The first part of this project is redeveloping the stage area in the main Grant playground, the plans for which are just being finalized.

We had already confirmed with the school that we have c. £28K ready to pledge for this year. During the meeting HF confirmed a further pledge of £10K for the stage (used for school performances) which is in need of repair.

Jonathan Gunz asked whether we can organize one or two non-uniform days this year, as this could potentially raise £1K. **To be confirmed by the school.**

### 4. Deputy Head Teacher's message

Mr Emissah expressed how great it was to have the events running again last year, which were even more appreciated following the reduction of in-person activities during the pandemic. He relayed his, Mrs Powe's and all the teachers' appreciation for all the efforts made and energy spent on fund-raising, also stating that the PTFA contributes to the social fabric of the school.

He thanked the PTFA for the outdoor learning pledge in particular, which is a considerable contribution and so much enjoyed by the kids, as well as the investment in books which enables the school's culture of reading and storytelling. So many things have been made possible through the enrichment fund, including visits from/activities with authors, beatboxers, engineers, architects, kung fu practitioners and the Explorer Dome.

Mr Edwards will share at future meetings this year all the enrichment activities the PTFA funds.

## 5. Election of the PTFA Committee

The committee for this year was nominated and elected as follows:

- Chair: Helen Fazakerley
- Vice Chairs: Kate Pearson and Bazga Ali
- Joint Treasurers: Anna Lawrence and Ruth Colson
- Class Link Coordinator: Sarah Carter
- Website Coordinators: Kate Taylor and Sarah Bice
- Banker & event support: Chris Brooker
- Other committee members: as listed in Appendix 1 as Event Organisers and members of the committee
- Class links: as listed in Appendix 2

HF confirmed that the Class Link role is to pass on PTFA communications to classes, including telling everyone when tickets/items go on sale and explaining how they can get involved.

We urgently need to fill the role of Secretary – **please could all Class Links put a call out to their classes to see who can take this on.**

## 6. Independent examiner report

AS confirmed that this report, created for the charity commission, has been submitted.

## 7. PTFA Events for 2022/2023

This side of Christmas:

- 29<sup>th</sup> September: **New parents' drinks.** This was a great success, with c. 80-100 people attending, with a bar and a 2<sup>nd</sup>-hand uniform stall.
- 14<sup>th</sup> October: **Disco for years 2, 4 and 6.** (Other year groups will be in the spring, including the Beginners' Ball for Reception.)
- 5<sup>th</sup> November: **Fireworks.** Tickets are on sale! Although capacity has been increased on last year, it won't be as large as previous years (which required a lot of marshals). Tickets are being sold to the school community only – those outside of the school can attend, but tickets will be delivered to classes.
- 16<sup>th</sup> November: **PTFA meeting.**
- 24<sup>th</sup> November: **Christmas market** (an evening event for adults only).
- 10<sup>th</sup> December: **Christmas tree sale with extra festive fun.**

## 8. AOB

If anyone has a business Zoom account we can use for PTFA meetings please let us know.

Jennie Spears thanked HF for all the work she puts into the PTFA, it is much appreciated.

## 9. Next PTFA Committee Meeting

|                         |        |                         |
|-------------------------|--------|-------------------------|
| Wednesday 16th November | 7.30pm | In person or zoom (TBC) |
|-------------------------|--------|-------------------------|

**Appendix 1**  
**PTFA Core Team and Event Organisers**  
**2022/2023**

| <b>Role</b>                                   | <b>First</b>                         | <b>Last</b>                            | <b>Notes</b>  |
|---|--------------------------------------|--|---|
| <b>PTFA Chair</b>                             | Helen                                | Fazakerley                             |   |
| <b>Vice Chairs</b>                            | Kate<br>Bazga                        | Pearson<br>Ali                         | Outgoing: Jennie Spears   |
| <b>Secretary</b>                              | Position vacant                      |  | Outgoing: Lucy Lee  |
| <b>Treasurers</b>                             | Anna<br>Ruth                         | Lawrence<br>Colson                     | Outgoing: Alex Spendley<br>once bank accounts<br>consolidated, staying on<br>until resolved |
| <b>Class Link Coordinator</b>                 | Sarah                                | Carter                                 | Sarah stepping down in<br>summer 2023, being<br>replaced by Helen Chesman                   |
| <b>Website Coordinators</b>                   | Kate<br>Sarah                        | Taylor<br>Bice                         |   |
| <b>Banker &amp; event support</b>             | Chris                                | Brooker                                |   |
| <b>Event</b>                                  | <b>First</b>                         | <b>Last</b>                            | <b>Notes</b>  |
| <b>Race Night</b>                             | Chris                                | Brooker                                |   |
| <b>Fireworks</b>                              | Simon<br>Jon                         | Bodley<br>Potter                       |   |
| <b>Christmas Market</b>                       | Ruth<br>Laura<br>Becky               | Wainwright<br>Eggels<br>Sykes          | Outgoing: Dipika, Sophie,<br>Kate   |
| <b>Christmas Cards</b>                        | Jo                                   | Tomlinson (Summers)                    |   |
| <b>Christmas Trees</b>                        | Ryan & Katrina                       | Brooks                                 |   |
| <b>Christmas Cracker<br/>(mini-fair)</b>      | Jonanthan<br>Ellie                   | Gunz<br>Hall                           |   |
| <b>Bingo Night</b>                            |                                      |  | Sarah Darling now left. Not<br>running at the moment  |
| <b>Disco</b>                                  | Amanda<br>Ellie<br>Rachel<br>Heather | Nicholls<br>Jones<br>Millar<br>Absalom | Amanda stepping down this<br>year – handover with new<br>team                               |
| <b>Quiz Night</b>                             |                                      |  | Not running at the moment   |
| <b>Inflatables</b>                            | Sue                                  | Doody                                  | New lead needed for 2024  |
| <b>Beginners Ball</b>                         | TBC                                  |  | Ideally looking for Reception<br>parents with older BR<br>children                          |
| <b>Summer Fair</b>                            | Melissa<br>Catriona                  | Burgers<br>Johnson                     |   |
| <b>Cake Sales</b>                             | Ann                                  | Edmondson                              | Not currently running   |
| <b>Ice Cream Sales</b>                        | Ali                                  | Potter                                 | Need new person for 2023  |
| <b>Tea Towels</b>                             | Sarah                                | Kidd                                   | Outgoing: Gillian Porter  |
| <b>Uniform Sales</b>                          | Gill<br>Jodie                        | Self<br>Murrey                         |   |
| <b>Year 6 Leavers (hoodies<br/>and party)</b> | TBC                                  |  | Need year 6 team for 2023   |

**Appendix 2  
PTFA Class Links  
2022/2023**

|     |                          |
|-----|--------------------------|
| RH  | Cheryl Barlow            |
| RK  | Emma Wood                |
| RM  | Catherine Gill           |
| RS  | Martha Watton            |
| 1A  | Jonathan Gunz            |
| 1C  | Dorothy Pereira          |
| 1C  | Cristiana Ruocco         |
| 1F  | Becky Kay                |
| 1F  | Sophie Adams             |
| 1S  | Linda Motz               |
| 2CB | Yanique Slotemaker-Breed |
| 2CB | Gemma May                |
| 2JB | Julia Rogers             |
| 2JB | Hilary Barnes            |
| 2TB | Rachel Millar            |
| 2TB | Sandra Trager            |
| 2JS | Kate Arnot               |
| 2JS | Tara Magnus              |
| 3C  | Sarah Smith              |
| 3G  | Tom Francis              |
| 3RT | Jackie Baker             |
| 3RT | Hannah Summers           |
| 3W  | Hazel Stevens            |
| 3W  | Emma Webster             |
| 4B  | Catherine Gill           |
| 4B  | Nicola Beanlands         |
| 4L  | Lisa Samuels             |
| 4S  | Jo Colls                 |
| 4S  | Jenna O'Reilly           |
| 4W  | Julian Somers            |
| 5D  | Liz Smith                |
| 5E  | Bitag Taghavi            |
| 5L  | Tom Francis              |
| 5M  | Sarah Carter             |
| 6C  | Laura Eggels             |
| 6P  | Dipika Thakur            |
| 6R  | Imogen Gladman           |
| 6Y  | Ellie Hall               |
| 6Y  | Sophie Collett           |