

**BISHOP ROAD PRIMARY SCHOOL PTFA
COMMITTEE MEETING MINUTES**

Wednesday 7th March 2023

7.30pm via Zoom

Attendees

Helen Fazakerley (Chair)	Gillian Self (Uniform)
Kate Pearson (Vice Chair)	Becky Kay
Sarah Carter (Class Link Coordinator)	Kate Taylor (Website) (5M)
Yanique Slotemaker (Secretary)	Cheryl Barlow (RH + 3C)
Miss Billie Williams (School Representative)	Helen Chesman (2CB) (Class Link Coordinator)
Hilary Barnes (Newsletter) (2JB)	Katie Allen (Inflatables)
Gemma May (2CB Class Link)	Lisa John (Summer Fair)
Chris Brooker (Race Night) (2JB + 5D)	Sarah Carter (Class Link Coordinator)
Anna Lawrence (Treasurer)	Sarah Bice (Website Coordinator)
Sarah Kidd (Tea Towels)	Ann Edmondson
Billie Williams	Katrina Brooks (Christmas Trees)
Jonathan Gunz (Christmas Cracker)	Catriona Johnson (Summer Fair)
Ellie Jones (Disco Team)	Melissa Burgers (Summer Fair)
Suzanne Hetherington (Fireworks)	

Apologies

Ruth Colson (Treasurer)	Sophie Coles
Liz Smith (5D Class Link)	Ali Potter (Ice Creams)
Heather Absalom (Disco Team)	Jo Tomlinson (Christmas Cards)
Mr Joe Emissah (School Representative)	Mr Alex Edwards (School Representative)
Martha Watton (RS + 3C)	Rachel Miller (Disco Team)
Bazga Ali (Vice Chair)	Catherine Hill (RM)

1. Helen welcomed everyone and introduced herself as PTFA Chair to anyone joining a PTFA meeting for the first time.
2. Helen proceeded to the voting-in of the PTFA Secretary, Yanique Slotemaker. 20 people voted which was required to be quorate.
3. Minutes from the last meeting (16 November 2022) were approved by Kate Pearson and Sarah Carter. Key actions noted were:
 - a) Bank account details from the PTFA website were removed, to prevent fraud.
 - b) The Year 6 Leavers team has been set up.

4. Update on 2022/2023 finances.

Anna Lawrence ran through the financial report, including a review of recent events/activities.

- a) Disco profit (for both events) is currently £1,540, though banked cash is to be added and expenses need to be paid from the Years 1, 3 & 5 event
- b) Race Night profit is likely to be £1,200 once card machine revenue is included

- c) Tea towels raised £1,888, which is slightly lower than previous years, perhaps due to increased supplier costs
- d) Bishop Road Bell (trail guide) has raised £85 since being posted on the website before February half term
- e) Christmas Cards: £796
- f) Christmas Market: £1,364
- g) Christmas Cracker, our new event held alongside the Christmas tree sale, raised a fantastic £1,742
- h) Christmas Trees raised £1,711. This is down on previous years which could have been due to the later date, increased competition, people's environmental concerns and/or economic factors
- i) £1,908 from 'direct fundraising' comprises direct debits and Easyfundraising revenue

We have so far raised £17,288 this academic year. Helen thanked all the people who have worked so hard to make these events/activities happen.

Helen is working with others to transfer money from old (Lloyds and HSBC) accounts into the main NatWest account. If this can't be resolved in good time, we may need to temporarily hold back the stage repairs pledge.

Anna confirmed in response to a question that our banked funds accrue interest but as they are current accounts it is not a significant amount.

5. Update from school.

Miss Williams, Bishop Road Enrichment lead, thanked Helen and the PTFA for all the hard work involved in raising funds to support the school.

Miss Williams' full update on how the enrichment funds are used is appended. All years will be taking part in Shakespeare-themed activities and enjoying a King's coronation party. Other highlights for terms 4 & 5 include:

- a) Reception: Hedgehog visitor; police car visit
- b) Year 1: Dogs Trust; fire safety visit
- c) Year 3: Dogs Trust; Aardman workshop
- d) Year 4: Fairtrade talk
- e) Years 5 & 6: Bristol City Ladies visit

**Please see supporting document from school with full plans to date for the Enrichment program.*

6. Recap of recent events & fundraisers (since November 2022).

Christmas cards. Helen thanked Jo for her hard work, and acknowledged that whilst it is an early kick-off each academic year it is necessary to get everything ready for Christmas.

Tea towels. Helen thanked Sarah, particularly as she faced supplier issues/delays. Sarah may consider other suppliers next year. The remaining 70 towels will be on sale either on the website or at events such as the summer fair (to be confirmed).

Christmas market. Helen thanked the new team for all their hard work in putting on a lovely event.

Christmas Cracker, including the tree sale. This was a really successful event which was enjoyed by lots of families. Jonathan provided some feedback:

- a) It took a lot of work to initiate the event, but it should be easier to run in future years.

- b) The most successful sections were the gingerbread men, lucky dip and face painting.
- c) We really appreciated the support from the school teaching staff, including those who took part in the 'snowball the teacher' and 'beat the goalie' activities.
- d) It would be much appreciated if the event could be run a week earlier in 2023. This earlier date would alleviate some of the time-pressures on the team running it, and might also help increase tree sales back up to previous levels (43 fewer trees were sold this year compared to last).

Race night. Chris fed back on this event:

- a) Date worked well, larger turnout than past year.
- b) A great night, with some teachers in attendance too.
- c) Happy to organise again next year.

Bishop Road Bell. Helen thanked Lisa who originally put this together and also updated it for this year. We might keep promoting to this/next year's Reception classes. Lisa might consider simplifying/shortening for younger ages.

Years 1, 3 & 5 Disco (3rd March). Ellie fed back on this event:

- a) Profit is not yet finalised; will be able to feedback on this in next meeting.
- b) Year 5 ticket sales were lower than expected, only 70-75 tickets sold.
- c) Generally, a very smooth-running event, with a lot of positive feedback.
- d) Core team of three for each set of discos (i.e. two teams).
- e) Sign up (for volunteers) had a good response.

7. Spring/summer events.

Beginners' ball (25th March). Since the meeting this event was run very successfully by a great team of Reception parents – an update will be provided at the next meeting.

Inflatables day (20th May). Date change noted (it was previously going to be 14th May). A few more people are needed to join the core team as it is the last year for a few people in the current team. **Please get in touch if you can help.**

Summer Fair (17th June). Mel, Catrina and Lisa are again taking the lead on this event.

Year 6 leavers (20th July). The party and hoodie teams are set up, though a party lead still needs to be appointed.

Ice cream sales. Ali is leaving so a replacement is needed – **please get in touch if you can help.**

8. Other activities.

Outdoor 'enhancing space' update

- We have pledged £15,000 towards developing the playground.
- Green Play Project will commence works over the summer.
- Final sign-off on the proposed works/design to be approved by the school.

Easyfundraising

- Kate Pearson described Easyfundraising, where we can all raise money for the PTFA at no cost to us whenever we shop online. Over 7,000 participating brands donate when a purchase is made having started off on the Easyfundraising app or website, or having downloaded their browser extension (called a 'donation reminder').

- These Easyfundraising donations really mount up and make a big difference. We currently receive c. £200 per quarter and have raised £3,747 since inception.
- We currently have 220 supporters. **Please consider creating an Easyfundraising account** via <https://www.easyfundraising.org.uk/causes/bishoproadschoolptfa/>.

Co-op Local Community Fund

- Kate confirmed our playground development project is one of 3 local charitable causes Co-op members can support each time they shop in store - for every £1 spent, the PTFA will be donated 1p.
- We are eligible for these donations until 21st October 2023, so the sooner we have more supporters, the more money we'll be able to raise to put towards our £15,000 pledge.
- **To help, become a Co-op member (via the 'Co-op: Membership Rewards' app), choose us as your local cause, and scan your Co-op membership card (via the app) when you shop in store.**
- The funding will be received in November 2023.

Second-hand uniform

- A sale will be run at the summer fair.
- Gill confirmed that she will do one more year. Becky Kay has offered to get involved – thank you.

9. AOB

Charity commission updated with new team info

- Helen will action this and provide an update at the next meeting.

Newsletter

- Helen thanked Hilary for her hard work on the recent newsletter and confirmed the plan is to publish one per term (three per year).

Team update

- Sarah (Class Link Coordinator) will be stepping down in the summer and Helen Chesman will take over.
- Helen announced that she would be stepping down as PTFA Chair at the next AGM (October), and Kate Pearson (current Vice Chair) will take up the role.
- A recruitment drive will follow, to fill the PTFA Vice Chair position and various positions across the events.

10. Next meeting

Provisionally 13th June 2023 (TBC).