

BISHOP ROAD PRIMARY SCHOOL PTFA COMMITTEE

MEETING MINUTES

Wednesday 16th November 2022

7.30pm Edgar Hall, Bishop Road

Attendees

Helen Fazakerley (Chair)	Rachel Miller (Disco Lead)
Kate Pearson (Vice Chair)	Bazga Ali (Vice Chair)
Sarah Carter (Class Link Coordinator)	Kate Taylor (Website) (5M)
Yanique Slotemaker (Secretary)	Cheryl Bcotlaan (RH + 3C)
Mr Alex Edwards (Representing Bishop Road School)	Chris Brooker (Race Night) (2JB + 5D)
Jo Tomlinson (Christmas Cards Lead)	Hilary Barnes (2JB)
Gemma May (2CB Class Link)	Catherine Hill (RM)
Helen Chesman (2CB Class Link)	Martha Watton (RS + 3C)
Anna Lawrence (Treasurer)	

Apologies

Ruth Colson (Co-Treasurer)	Suzanne Hetherington (Fireworks)
Sarah Bice (Joint Website Coordinator)	Sophie Coles
Liz Smith (Class 5D Link)	Katie Allen (Inflatables)
Ellie Jones (Disco Team)	Ali Potter (Ice Creams)
Heather Absalom (Disco Team)	Katrina Brooks (Christmas Trees)
Gillian Self (Uniform)	Ryan Brooks (Christmas Trees)
Jonathan Gunz (Christmas Cracker)	Ellie Hall (Christmas Cracker)

1. Minutes from the last meeting (22 June 2022) were approved, with Kate, Sarah and Yanique having read these recently. Helen welcomed everyone back and thanked everyone for all their hard work this year.
2. Helen mentioned that one of the main actions from the meeting minutes was for the charity commission details to be updated. Helen confirmed that she would update this.
3. Update on finances 2022/23 including planned pledges.

Helen explained that the finance update would include anything from 1 September 2022, to date. Helen highlighted the figure may yet go up slightly as we were awaiting the final number from the Fireworks Display, in particular the amount from the bar. That being said, Helen was very pleased with the current state of the accounts.

Anna talked us through the PTFA Financial Report (1 September - 10 November 2022), and confirmed that from the events held to date we managed to raise the sum of £11,200

Tea towels - The figure of £3,713.29 currently showing on the report is revenue only. Anna confirmed that we are still waiting for the cost to come through so this figure will reduce.

Fireworks

Similarly the Fireworks figure shown will increase as awaiting takings from the bar. At present the event raised just under £6,000.00. Helen advised that this figure is likely to be closer to £7,000.00. Helen explained that PTFA uses an external bar company due to the size of the event. The PTFA then get a kick back.

Helen confirmed that they sold more tickets to the fireworks this year than last year, because the amount of tickets available had increased from 2021.

The plan is to go a bit bigger again. Helen confirmed that Fireworks Team is still to have their debrief, so next meeting more information on plan for 2023 and final figures.

Discos - Anna confirmed that the first Disco has raised a total sum of £1,350.00. The second Disco for year groups 1, 3 and 5 is to be held in March next year. Thank you to the team for a successful event.

Welcome Drinks for Reception parents - Total funds raised: £174.35 (although not run as a fundraiser). This was a lovely event to run again and the second-hand uniform sold well.

Ice Creams - From the beginning of the school year has raised a total sum of £589.00. Sarah mentioned that they are currently ok for team members, but it is Ali's last year next year and so a new lead is required.

Christmas Cards - current funds raised £800.00.

Donations/Direct fundraising - £718.77

Anna confirmed that overall the sums raised since the beginning of this school year are looking really good, and gives a promising start to the year.

Pledges outlined for 2022/23:

Enrichment Fund 22/23 - £8,000.00

Book/Class Library 22/23 - £8,000.00

Outdoor Learning 22/23 - £10,000.00

Enhancing Outdoor Space 22/23 - £15,000.00

Yr 6 Leavers 22/23 - £1,250 previous pledge, but would like to increase to £1,400

Stage repairs - £10,000.00

Helen and Anna elaborated on the Year 6 pledge. Usually £500 is given towards the coach costs for Cattle Country trip and the remaining is for the party. Mr Edwards advised the coach costs have increased and will confirm these for 2023. Helen requested the fund for the party is increased slightly, to avoid parents funding different parts of the leavers event. It was agreed that the PTFA would liaise with school and come back on this.

Anna confirmed that at present, the PTFA funds (money in the bank) after all pledges leaves £2,300.00 uncommitted.

Discussion regarding Natwest PTFA Account, and was agreed that we would keep this given that this was the only bank that had a local branch which was easily accessible for funds to be deposited after events.

Helen mentioned that whilst the aim was to go with a more 'green' bank, this was not at present a priority but would be kept under review. Attendees confirmed no further queries on finance matters/report.

4. Update from school was presented by Mr Edwards.

Mr Edwards thanked everyone for all their hard work and how appreciative the school has been of the PTFA's efforts.

Enrichment funds enabled the following, with approx. £5,000.00 of the funds now spent by the school (Miss Williams leads on Enrichment):

- a. Reception Classes - will have a Chinese New Year Zoo Lab visit
- b. Year 1 - Dinosaur workshop project, and Dogs Trust will be visiting
- c. Year 2 - Knights and Castles workshop which will link in with their history topic
- d. Year 3 - Geography workshop
- e. Year 4 - Mayan drumming and Robotics workshops
- f. Year 5 - Bridge building workshop
- g. Year 6 – Anderson shelter workshop, Rolls Royce workshop and a visit by Jason Singh (nature beatboxer, producer, DJ).
- h. All years will take part in samba workshops as part of the twin city project.

Mr Edwards confirmed that there will be more enrichment experiences and will confirm at the next PTFA meeting. Mr Edwards confirmed he would provide Helen with a full list of projects when possible, so this can be shared with all the school community.

5. Recent Events & Fundraisers (review)

- October disco (years 2,4,6)
 - Rachel Miller confirmed that the disco in October was a great success and a lot of great feedback received from the parents.
 - Two things that they wanted to mention was that the music was too loud for the younger children and that perhaps next year's would need to extend the volunteering with tidying up so we would not rely so much on the caretaker.
 - Rachel mentioned that, whilst helping to organise, she would not be attending the March disco itself. This will be discussed further within the team's debrief.
- Fireworks
 - The team that led the event were not present at the meeting, however Helen fed back to say that the event had been a great success and as mentioned earlier in the meeting the takings would be approximately be £7,000.00 but this would be confirmed once the money taken from the bar was known.

- Full debrief to be scheduled and take place among the team, which would be fed back in next meeting.
- Tea towels
 - Tea towels and other items ordered will be delivered to the classrooms in early December. Exact date to be confirmed.
- Christmas cards
 - Jo confirmed that all items had arrived and she has been in the process of organising them by class.
 - Jo confirmed that the aim would be to have them distribute via the classes to the children in w/c 21 November.
 - Jo emphasised the need for the forms to be distributed within the first week of September term.
 - Gateway reminder very helpful, and Jo noted it helped with parents submitting their orders by the required deadline.

6. Winter/Spring events

- Christmas Market (24th Nov)
 - To be held next week and is aimed at anyone from 12 and over.
 - Class links to do a final promotion push to their retrospective classes to encourage people to come.
- Christmas Cracker (10th Dec)
 - To be held alongside the Christmas tree sale, free to attend and relatively low-key event.
 - It will be held in the afternoon from 1pm - 4pm.
 - Class Links need to push tree sales and pre-order of the trees - cut-off date is 30 November 2022 midnight, via the PTFA Shop.
 - Needs to be clear that people can still come to the Christmas Cracker event even if they have not bought a tree.
- Race Night (3rd Feb)
 - Thank you to Chris for running another great Race Night last year.
 - Moving this to February when there's less going on worked well.
 - Confirmed that this will be promoted in the new year.
- End of Christmas term non uniform/dress up day – discuss with school
 - Helen asked Mr Edwards whether the school would be open to continue the end of term non-uniform/dress-up day for £1 in donation to PTFA. Mr Edwards confirmed that the school's position was that they wanted to move away from this, and, should it happen in future, an external charity would be chosen.
- March disco (3rd March)
 - This would be for years 1,3 and 5 and same format as October Disco.
 - Full update to be given in next meeting.
- Beginners ball (pencilled for 25th March)
 - Helen confirmed that there is a need for a team to be set up with the aim to commence the planning in early 2023.
 - It is to be an afternoon event, low key, for parents and children that are new to the school to have an opportunity to meet each other.

It was queried by Mr Edwards whether a Quiz and Curry night might be re-established. Helen mentioned that, while fun, this historically is not a big money-maker, and would also need someone to take on running the event.

7. Other activities

- Outdoor 'enhancing space' update
 - This will focus on the stage area in the Grant playground; three companies were invited for a site visit and to submit designs and costs for providing some exciting play structures, not dissimilar to the aging trim trail. The PTFA has pledged £15k and the school have said they will top this up; lots of the cost will be on the protective ground covering that is needed for this type of equipment.
 - Helen confirmed that currently the school were awaiting the final sign off by the Governors due to the large sums involved.
 - The aim is to have the playground to be enhanced during the summer holidays to avoid disturbance.
- Easyfundraising drive
 - Helen emphasised how this is an easy way for people to raise money for the PTFA.
 - An email to be circulated by way of the class links.
- Y6 leavers' team organised (pencilled for 20th July – check EOT date)
 - Helen confirmed that there was a need for volunteers to compile a team to take on the organisation of the Year 6 leavers events.
- Possible talk (akin to previous Caroline Hickman)
 - Helen mentioned that she would like to see if we could get another similar event set up, whereby we have a guest speaker/lecture on a relevant topic for parents and teachers to attend via Zoom or in person akin to Caroline Hickman's talk.
 - Everyone in attendance agreed that this would be a good plan, given the positive feedback received after the last event.
- Revival of the 'Bishop Road Bell'
 - Helen and other attendees discussed the possibility of reintroducing the Bishop Road Bell treasure hunt/walking tour which last year during Covid was a great success and received a lot of positive feedback.
 - Further discussions to be picked up in the new year.
- Uniform sale
 - Gillian kindly ran a super second-hand uniform stall at the last summer fair and it was suggested in a previous meeting to put on a second-hand uniform sale for Reception parents but on the Gloucester Road (outside a shop belonging to a friend of Gillian), which could even sell the generic uniform to non-BR people. Further update on this at next meeting.
 - Helen mentioned that Gillian Self who takes the lead on this has announced she will be stepping down soon and replacement is needed, potentially to hand over to during the next school year.

8. AOB

- a. Charity commission updated with new team info

- i. Helen to action this.
- b. Banking
 - i. Anna mentioned the PTFA banking details have been publicly available on the website. Urged this to be changed to avoid being scammed but also avoid getting one off donations at random which are untraceable.
 - ii. Suggestion was made that a one-off donation option could be added to the PTFA Shop. It was agreed between Helen, Anna and Kate for this to be actioned.
- c. Voting Secretary
 - i. Helen confirmed that Yanique Slotemaker will be taking on the role and the vote will be next meeting.
- d. Newsletter
 - i. Hilary has confirmed that she will take this on.
- e. Business Zoom account
 - i. Helen confirmed that we are still looking for anyone who does have a business Zoom account that we would be able to use for the occasional meeting and for this query to be circulated within the classes again.
 - ii. This was noted as ongoing business.

Helen thanked everyone for coming and ended the meeting.

NEXT MEETING – 7th March 2023