

Bishop Road Primary School PTFA Committee meeting minutes

Tuesday 8th March 2022

7.00pm Online via Zoom

Attendees

Helen Fazakerley (Chair) (HF)	Jonathan Gunz
Jennie Spears (Vice Chair) (JS)	Linda Motz
Anna Lawrence (Treasurer)	Ali Potter (Ice creams)
Sarah Carter (Class link coordinator)	Sarah Smith
Lucy Lee (Secretary) (LL)	Jackie Baker
Alex Spendley (Treasurer) (AS)	Catriona Johnson (Summer Fair)
Chris Brooker (Race Night)	Liz Smith
Amanda Nicholls (Discos)	Samuel Mak
Kate Taylor (Website)	Jodie Murray
Alex Edwards (representing School)	Suzanne Hetherington
Ollie Moss	Cheikhouma Bousso
Dave Eatock (Year 6 Leavers)	
Sue Doody (Inflatables)	

Apologies

Molly Zoeller	Grace Everard
Jo Baird	Jo Wong
Claire Eatock	Beth Sutherland
Jo Tomlinson	Zoe Mason

1. Minutes from the last PTFA meeting in November 2021 were approved by Lucy and Jennie. Helen welcomed everyone to the meeting and thanked those attending our third of four meetings this academic year.

Outstanding from last meeting: Allotment beds on field funded by PTFA and previously looked after by Allotment Club; Jenny of outdoor learning can't take these on. Are there any parents who might like to help look after them? Ali queried whether BRAC could look after them?

2. Update on finances 2021/2022

Alex Spendley gave an update:

Figures in red to be updated once events this term have happened; cost to Resilience talk will be updated.

- Christmas trees raised a fantastic £3,000, Christmas market £2,100 - well done to both teams.
- Non-uniform day raised £450, similar with Mad hair day.
- Final figure for Fireworks is £5,200 which is fantastic.

- Direct fundraising (easyfundraising and direct debits) £3,000 – very generous of people giving via regular giving, thank you.
- Coop fund has £800 left for Jenny to spend on outdoor learning

Alex estimates we will exceed our £20,000 target for the year.

All pledges paid to school for 2019, 2020, 2021 (£60,000).

Pledges for this year: enrichment, book fund, outdoor learning, Y6 leavers, enhancing outdoor space.

Once pledges and contingency are taken into account we have £10,000 uncommitted funds.

Helen reiterated thanks to all those who ran events in the winter term. We won't be reaching pre-pandemic fundraising figures but we still have events coming up and our total should look fairly healthy. Perhaps next year we could reintroduce the Christmas Fair (no team currently in place and would need to be established before summer hols) or something else.

Helen asked Mr Edwards whether end of Christmas and Summer terms we could continue to have a non-uniform day / funny hair day etc as these have made nearly £1,000 in the past year. Mr Edwards can't see why not, and they're enjoyable.

3. Update from school including overview of Enrichment plans: Mr Edwards shared the school's calendar of enrichment events for the year [Appendix 1], with the following funded by PTFA: Outdoor learning – upped funding so each class now gets 6 sessions; Mr Edwards reiterated that these sessions are such a success, and the impact has been enormous on children and teachers.

Explorer dome: every year group gets access to a big inflatable dome like a planetarium, to be put up in the gym; it's exciting and magical.

Reception: Travelling light theatre workshop.

Y1: author visit.

Y2: Circus skills, Pirate attack, author visit.

Y3: performance of Charlotte's web.

Y4 Mayan architecture workshop – wooden sticks, rubber bands, amazing creations;

Y4 and Y6 have Rolls Royce come in as one of the Chair of governors helps us do the Bloodhound project designing rocket cars that race across the playground.

Y5: Forensic Science workshop.

Y6: Architecture workshop, Rolls Royce, Cattle Country trip (not doing Life Skills – they're struggling for volunteers; school trying to find replacement).

Helen commented how wonderful it is to see and understand what PTFA raised money gets spent on. We'd like to share this understanding with the school community.

Mr Edwards thanked parents for everything they do to make these experiences possible.

► See attached enrichment plan with full details for 2021/22 academic year.

4. Winter events & fundraisers (review)

- Christmas Market – handing over to new team for next year; Ruth put it on Instagram which was a great way of spreading the event more widely.
- Christmas Trees – Katrina and Ryan are kindly happy to run again next year; was fantastic. 3rd of 10th Dec – any views?
- End of term non uniform – see above

5. Spring / Summer events

- Hot chocs – HF had about 50 offers of help from the Y1 and Y2 parents and carers; thank you so much. The team did a brilliant job making 240 cups of hot chocolate in good time. Helped emailing the year groups directly rather than everyone; might that be helpful for school fair etc? JS: we have done via sign-up genius. HF: direct communications to particular year groups to take ownership of certain tasks.
- Jo McAndrews talk: thank you to Charlotte for organising this excellent talk and to Jennie for chairing it so well. Jennie updated us: sell out event (100 tickets) with Stoke Bishop school, organised by Charlotte Francis. Really useful talk. We've got the notes and recording that we'll circulate / add to the website together with a questionnaire to gather feedback to inform future events.
- Disco (25th March): Amanda has gathered a team to help with organising discos going forward. We're thrilled the next round (25th March) will be back in Silverthorne Hall; tickets go on sale on Monday. A DJ from Party Peeps who's long wanted to work with Bishop Road will run this next round of discos.

The school has advised the only limit on numbers will be how many can be accommodated safely within fire regulations, which is 200. Thus 140 child tickets for each disco will be on sale and 50-60 parent tickets, with parents advised to look after more than one child (siblings not to attend). Unfortunately, this will still mean there may be people who are unable to purchase tickets who wanted to come; discussed whether Dirac centre has greater capacity, Amanda to look into this again. (Note: capacity total is 200 – same as Silverthorne Hall.)

Discussed how to make this inclusive of all children wanting to attend, regardless of personal funds. Mr Edwards and JS to liaise on holding tickets back for those in receipt of pupil premium and giving them first refusal of free tickets.

► Mr Edwards to invite teachers to the discos.

Re drinks: glasses stay in the bar area at disco so can use glass rather than plastic or metal needed for events on the Field.

- Race Night (Moved to 1st April) Thanks to Chris for running this.

► Mr Edwards will let the teachers know.

CB has the TENS licence; needs to email Thomas Powe the lettings form; HF to look for a risk assessment form and update. Card payments for bar but cash for betting - float is in the School safe. Jennie will show Chris (and other event leads) how the sum-up machine works.

- Inflatables (15th May): Thank you to Sue and her team for their work on this. There are six on the team but we need loads of people to help

Struggling to find a DJ for this event (previously it was a parent who's since left) – help appreciated.

As per disco, will endeavour to make tickets available to those in receipt of pupil premium.

Discussed creating separate sign-up genius sheets for different year groups, pairing those year groups who haven't attended before with those who have. Mr Edwards to set up a sign-up sheet for staff to run one of the inflatables.

Ongoing discussion re recyclable glasses (applicable to Summer Fair too). They don't store well in the shed (crack in the cold). We will promote the need to bring your own cup, possibly with a discount on drink purchased. Could serve largely cans but this still creates waste. Consider purchasing branded cups to sell (no glass on field, look at metal ones). JS to look into cost of serving only cans, vs purchasing some branded cups to sell. HF wondered whether we could hire plastic cups and ask for a deposit for each cup.

▶ Sue to look into this and make decision.

- Summer Fair (18th June, 1pm-4pm) Catriona has kindly joined Mel in running this and the Summer Fair team will meet next Tuesday.

They are planning for all usual events – games in boat playground; 'Dads' band playing on the stage in Grant playground; Red Dragons to do a demo; best in show and raffle announcements; discussing with Mr Emissah about having a choir or ukulele band perform – JS suggested asking the Bristol Beacon team who run the instrument lessons at school, Mr Edwards to discuss with them and Mr Emissah next week. Governors will be on the bottle stand. Police horses to visit. Teachers doing 'beat the goalie'.

Money: ▶ Catriona to liaise with JS on sum-up machine. Catriona has spoken with Anna about floats.

Food: discussed BBQ and concluded bar snacks and cakes sufficient given timing of fair. Team considering Ice creams; Joe's Bakery donations; possibly watermelon which Tesco have donated in previous years. (▶ Team to liaise with Inflatables who utilise Joe's Bakery, Dave Giles, Pawsons and Co-op.)

▶ Mr E to check date is in Mrs Powe's diary so she can judge best in show fruit and veg.

- Y6 leavers party and hoodies (Wed 20th July – penultimate day of term) Dave Eatock updated us: there will be a formal meeting next week to decide theme, share out jobs etc. He thanked previous teams for having made it all fairly straight forward for them. HF: misprint on dates letter; plan to have all four classes together.
▶ HF to put hoodie team in touch with Mr Edwards.

- Beginners Ball (date TBC): HF is meeting via zoom next Monday with Reception volunteers. This is a non-profit making event; on a Saturday with entertainment and cakes as Reception don't have the disco.
- Ice creams: HF mentioned to Mr Emissah the other day asking if we could sell ice creams again. Given [Natasha's Law](#) we would need access to boxes with list of ingredients on for cakes and ice creams going forward. Ali Potter said this would be possible and the team will also simplify what's on offer (with the added benefit of helping the queue move more quickly). Mr Edwards said this was fine to start selling after Easter.
 - ▶ Ali to recruit a new team.

6. Misc / other

- PTFA team – key changes: Jennie has been helping with PTFA events and organisation for 11+ years in various roles. From the end of this academic year she will step down from Vice Chair and we will need a replacement. It could be taken on by a couple of people who would share the role; we'll put out an email with what the role entails, but please could class links pass on.
- Alex has been treasurer for eight years. Anna has taken over from Sophie but we need someone else too. AS will put in writing what his role involves (reconciling bank accounts and payments; managing events and takings; he has designed spreadsheets and reports; prepare termly report; a couple of forms to fill in). Anna does all the banking and payments. Alex will be around to support and handover.
- Outdoor learning / Coop fund update: HF reported that Jenny, who runs outdoor learning at Bishop Road, has purchased a heater with the funds raised from the Coop, and will purchase a shelter. The Coop been kept in loop with updates and photos and they're pleased with how the funds raised have benefitted Bishop Road pupils. The waterproofs and hot water bottles already purchased have been great for the outdoor learning experience.
- Enhancing outdoor space project: HF and LL awaiting meeting with Mr Powe and Mr Grinbergs.
- Second hand uniform sales – not discussed
- TENs: HF there was a limit on number (alcohol and music) but we can now have 15 per year which covers all our events
- Reception induction packs date: ▶ HF asked Mr E to let us know the date so we can add to it.

7. AOB - None

NEXT MEETING – Pencilled for Tues 14th but Y6 camp that week so date might change. ▶ HF to confirm.

APPENDIX 1

Bishop Road Enrichment and Opportunities – 2021/22

Year group	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Reception				<p>Outdoor Learning (Wednesday 06.04.22)</p> <p>Summer Performance: 21.03.22 and 22.03.22</p>	<p>Travelling Light Theatre Workshop (Tues 17.05.22)</p> <p>Outdoor Learning (Wednesdays)</p>	<p>Outdoor Learning (Tuesday AMs + Friday PMs)</p> <p>Explorer Dome (Mon 20.06.22 AM & Tues 21.06.22 PM)</p>
Year 1			<p>Outdoor Learning (18.02.22)</p>	<p>Outdoor Learning (Friday AMs 04.03–08.04.22 and Tuesday 05.04.22)</p> <p>Pip Jones Author Visit (Mon 07.03.22)</p>	<p>Outdoor Learning (Tuesdays and Friday AMs)</p>	<p>Explorer Dome (Tues 21.06)</p>

Year 2	Circus Skills (Thurs 30.09, 1 hour per class)			Pirate Attack (Thurs 24.03.22) Pip Jones Author Visit (Mon 07.03.22)		Outdoor Learning Explorer Dome (Mon 20.06)
Year 3	Outdoor Learning (Tuesdays from 14.09.21)	Outdoor Learning (Tuesday 14.12.22) Bath Uni – Charlotte’s Webb Performance (17.11.21)				Explorer Dome (Weds 22.06)
Year 4	Outdoor Learning (Fridays from 17.09.21) Mayan Architecture (Weds 13.10 and Thurs 14.10)		Outdoor Learning (Fridays 07.01 – 11.02.22)			Explorer Dome (Fri 24.06) Rolls Royce – Bloodhound Balloon Cars

Year 5		Forensic Science Workshop (Tues 09.11, 1 hour per class)	Outdoor Learning (Tuesday 15.02.22 and Friday PM 18.02.22)	Outdoor Learning (Tuesdays and Friday PMs 01.03-08.04.22: <u>not</u> Tuesday 05.04.22)	Outdoor Learning (Friday PM)	Explorer Dome (Weds 22.06 PM & Thurs 23.06 AM)
Year 6	Architecture Workshop: Anderson Shelter (Thurs 21.10 & Fri 22.10 – 2 hours per class)	Outdoor Learning (Tuesdays and Fridays 02.11-10.12.22)				<p>Trip – Cattle Country</p> <p>Explorer Dome (Thurs 23.06 & Fri 24.06 AM)</p> <p>Jason Singh Beat Boxing Workshop (TBC)</p> <p>Rolls Royce Bloodhound Rocket Car Visit</p>