

BISHOP ROAD PRIMARY SCHOOL PTFA AGM MINUTES

Tuesday, 3 October 2023
7.30pm, via Zoom

Attendees

Kate Pearson (Chair)	Ollie Mobley (Class Link RF)
Mr Joe Emissah (Bishop Road School)	Katie Guthrie
Sarah Carter (former Class Link Coordinator)	Kate Taylor (Website)
Yanique Slotemaker (Secretary)	Sarah Bice (Website)
Baz Ali (Vice Chair)	Antonia Pitt (Class Link 1S)
Hilary Barnes (Vice Chair/Newsletter)	Jo Rose (Class Link 1S)
Helen Chesman (Class Link Coordinator)	Lisa John (Trails)
Ruth Colson (Co-Treasurer)	Becky Bliss (Class Link 5E)
Anna Lawrence (Co-Treasurer)	Louise Swainston (Class Link 3G)
Sarah Kidd (Tea Towels)	Ellen Tozer
Heather Absalom (Disco)	Debs Barrett (Class Link 3M)
Chris Brooker (Race Night)	Laura Eggels (Christmas Market)
Ellie Jones (Disco)	Melissa Burgers (Summer Fair)
Suzanne Hetherington (Fireworks)	Emily Shurlock (Class Link 1MB)
Charlie Musgrove (Class Link RC)	Henna Nathwani (Class Link 2W)
Catriona Johnson (Summer Fair)	Mr Tom Barr (Bishop Road School)
Sarah Smith (Class Link 4DL)	Dan Cogan (Fireworks)
Clare Plaisant (Class Link 5E)	Martin Lancaster
Sarah Neill (Class Link, 3M)	Alister Jones (Class Link 5B)
Liz Smith (Class Link 6T)	Jonathan Gunz (Christmas Cracker)
Katie Allen (Inflatables)	Kate Shilton Hall (Class Link RF)
Rachel Millar (Disco)	

Apologies

Jo Tomlinson (Christmas Cards)	Mr Alex Edwards (Bishop Road School)
Helen Fazakerley (outgoing Chair)	Gillian Self (Uniform)
Ali Potter	

1. Kate welcomed everyone to the meeting, extending a particularly warm welcome to new parents/carers and those who hadn't attended a PTFA meeting before.
2. Minutes from the last AGM (October 2022) were approved; with Kate, Yanique and Hilary having read these recently.

3. Chair's Report

Kate explained that Helen Fazakerley (outgoing PTFA Chair) was unfortunately unable to attend and sent her apologies. Kate read out Helen's report on her behalf, summarized here.

The PTFA is a charity set up to raise money to support the school. Each year we pledge money towards the school libraries, outdoor learning sessions and an enrichment programme.

Last year we had many new people getting involved and some changes within the core team - thank you to each and every one of you.

22/23 was a huge success and we managed to get all the key events and fundraisers up and running again. Thank you to all the event leads/teams who worked so hard to make them such a success. As well as the events, we have amazing people running the other fundraising initiatives like the tea towels, second hand uniform and Christmas cards, and these take a huge amount of time and effort behind the scenes.

We raised over £30k and, due to an accumulation from previous years, we were able to pledge over £50k to the school which we are so proud of. The wonderful new Grant playground development is a shining example of where all this hard work goes. We are so thrilled with this project and the children at Bishop Road will enjoy this for many years to come.

Helen thanked the school team for being so supportive and collaborative throughout her 3-year chair-ship. Thanks went too to the entire school community for supporting the PTFA across all the events last year. In all, we had a whopping 900 helper slots to fill across the events. We're a big school community but we do need everyone to help, even if it's half an hour on the bar.

4. Treasurer's report inc. outline of pledges

Anna Laurence, Co-Treasurer, went through her report covering the period up to 31st August 2023. Key points were:

- i. The opening balance was £48,996.19, and the activities raised totaled £31,154.17.
- ii. £3,706.69 was also raised from direct fundraising/donations, comprising direct debits and the money made from Easyfundraising.
- iii. £52,618.54 has been paid over in pledges to the school.
- iv. The funds balance was £29,715.25.
- v. Excluding the contingency fund of £10,000, there is an uncommitted cash balance of £19,098.25.

Kate praised all the people that had worked endlessly to make the events/activities happen during the year. She added that we expect to find out in November how much was raised via the Co-op Local Community Fund.

The pledges for 2023/4 will start off comprising the c. £28,000 'standard' pledges, and we will review the situation in the spring to see if we can support any additional projects.

5. Deputy Head Teacher's message

Mr Emissah thanked Kate, Helen and the whole of PTFA - including all parents/carers who have helped out - for all their hard work, and expressed how much the school has been appreciative of our efforts to fulfil the pledges made to the school.

Mr Emissah expressed how vital the PTFA was to the children's experiences at the school, and how wonderful the Grant playground development has been.

Kate expressed her thanks to the school leadership team, teachers, caretakers and support staff who help us to run our fundraising activities.

6. Election of the PTFA Committee (Appendix 1 on the Agenda)

The meeting proceeded to the voting in of the new Chair (Kate Pearson), Vice Chair (Hilary Barnes), Class Link Coordinator (Helen Chesman), Event Leads, and all other committee members.

7. Election of Class Links (Appendix 2 on the Agenda) and review of Class Link role

Kate thanked the Class Links for taking on the role and highlighted their role is to:

- i. Keep your class up to date with PTFA goings on by sending on our emails.
- ii. Encourage your class to a) attend our events/participate in our fundraisers and b) sign up to help at our events

The PTFA Class Link role is **not** to organize socials, class camps and teacher gifts – so please do encourage others in your class to take on those things.

8. Independent examiner report

Anna Lawrence (Co-Treasurer) explained that the next report for the charity commission needs to be signed off by a qualified accountant, and was looking for a volunteer (this has since been resolved).

9. PTFA Events for 2023/2024 (Appendix 3 on the Agenda)

Kate confirmed the events running this academic year.

2023

- Friday 13th October: Years 1, 3 and 5 discos
- Thursday 19th October: Welcome drinks for Reception parents/carers
- Saturday 4th November: Fireworks Extravaganza
- Thursday 16th November: PTFA meeting (in person)
- Thursday 23rd November: Christmas market. A lovely evening with great stalls (over 12s only).
- Saturday 2nd December: Christmas Cracker (incl. tree sale). We're delighted that the school has agreed to us running the Cracker alongside the tree sale again this year.

2024

- Friday 2nd February: Race night
- Friday 1st March: Years 2, 4 and 6 discos
- Wednesday 6th March: PTFA meeting (on Zoom)
- Saturday 23rd March: Beginners Ball (Reception)
- Friday 26th April: Quiz night. A new event for 2024!
- Saturday 18th May: Inflatables day
- Tuesday 11th June: PTFA meeting (in person)
- Saturday 15th June: Summer fair
- Thursday 18th July: Year 6 leavers party

Please note in particular the summer dates - Inflatables day (18th May) and Summer fair (15th June). Please encourage your classes to get the dates into their diaries so that class camps can be organised around them. **Action: all.**

10. AOB

i. Team recruitment (handovers during 2023/4)

- **Co-Treasurer.** 2023/4 will be Anna Lawrence's last year. Working alongside Ruth Colson, her successor does not need any specific qualifications - just to be 'good with numbers'.
- **Summer Fair lead(s).** This year's fair will be the leads' last. Melissa, Catriona and Lisa would like to hand on the baton to the next event leads. The ideal situation would be for the new team to shadow the 2024 event, taking over the year after. This is a large event, raising c. £6,000 – we would love it to continue, but we can only do so with a new team on board.
- **Uniform lead(s).** This academic year is Gill Self's last as uniform lead.

Action: all to spread the word to help fill these roles.

ii. Updates from fundraising teams (as applicable)

Kate gave an update on activities already underway which will conclude before the November PTFA meeting. Deadlines and updates were given on Christmas cards, disco tickets/sign-up, and tea towels.

Dan Cogan (fireworks) confirmed that everything was running smoothly and was on schedule. The team relies on volunteers to help run the event – safety stewards can be particularly tricky to recruit. Without the required numbers of volunteers it may be difficult to run the event smoothly.

11. Date of next meeting

PTFA meeting, Thursday 16th November, 7.30pm (in person at school).

Kate thanked everyone for coming. Thanks also went to the committee, event/fundraiser leads and teams, class links and anyone who has attended/taken part in an event or fundraiser. Everyone's time, energy and effort is greatly appreciated.