



BISHOP ROAD PRIMARY SCHOOL PTFA COMMITTEE MEETING MINUTES

Thursday 16th November 2023
7.30pm Edgar Hall

Attendees

Kate Pearson (Chair)	Anna Poole (2A)
Hilary Barnes (Vice Chair)	Sarah Grant (Carter)
Alice Jones Child (1CB)	Kate Taylor (Website)
Elly Meller (1MB)	Cheryl Barlow (1W)
Miss Eloise Evans (School)	Laura Eggels (Christmas Market)
Alister Jones (5G)	Jo Tomlinson (Christmas Cards)
Gillian Self (Uniform)	Jaipall Wilson (4LL)
Chris Brooker (Race Night)	Jonathan Gunz (Christmas Cracker)
Lisa Bannister (5W)	Rachel Miller (Disco)
Sarah Kidd (Tea Towels)	Dan Cogan (Fireworks)

1. Apologies

Yanique Slotemaker (Secretary)	Katie Allen (Inflatables)
Anna Lawrence (Treasurer)	Annabelle Kiddey (Beginners Ball)
Ruth Colson (Treasurer)	Ellie Hall (Christmas Cracker)
Baz Ali (Vice Chair)	Mr Tom Barr (School)
Helen Chesman (Class Link Coordinator)	Mr Alex Edwards (School)
Katrina Brooks (Christmas Trees)	Mr Joe Emissah (School)
Sarah Bice (Website)	Melissa Burgers (Summer Fair)
Catriona Johnson (Summer Fair)	Lisa John (Summer Fair/Trails)
Helen Fazakerley (former Chair)	

2. Minutes from the last meeting (14th June 2023) were approved by Kate Pearson and Hilary Barnes.

3. Update on finances (period from 1st September to 10th November 2023)

Kate Pearson ran through the financial report, including a review of recent events/activities.

- a) Second hand uniform raised £311.50 (including £130 from Reception welcome drinks).
- b) October disco profit is £1,439.61 (years 1/3/5). The years 2/4/6 disco will be in March.
- c) Fireworks is projected to have raised just over £5,000.
- d) Ice creams raised £603.39, from 6 weeks of sales.
- e) Tea towels revenue is £3,370.95 so far, but costs are yet to come out.
- f) The 'missing teacher' trail guide raised £275.23 over half term.
- g) Christmas cards are projected to raise £722.55 (to be confirmed in January).
- h) Christmas trees: online sales have totaled £337.31 so far.

All these events/fundraisers so far this term have raised £9740.50.

We have also received £2730.54 from our participation in the Co-op Local Community Fund. From October 2022 to October 2023, Co-op members who selected us as their cause and scanned their membership card at the check-out facilitated donations of 1p per £1 spent.

We received £521.13 from 'direct fundraising' (incl. direct debits and Easyfundraising income).

The standard pledges for 2023/4 total £27,400 and comprise:

- a) £8,000 for the enrichment fund
- b) £8,000 for class and main library books
- c) £10,000 for outdoor learning
- d) £1,400 for year 6 leaver celebrations.

It has been a brilliant start to the year. Kate thanked all event/fundraising leads for their efforts.

The uncommitted cash balance (incl. existing pledges and £10,000 contingency) is £4,416.15. We intend to review the situation in the spring to see if any further pledges can be made.

In response to a question about input into what pledges are made - all parents/carers are automatically PTFA members, and the committee welcomes all input/suggestions; through direct contact, via Class Links, and by participation in meetings.

An example was given of a suggestion the PTFA fund new bike storage, which was taken to the school for discussion. However, the school chose not to take it any further due to road safety concerns.

4. Update from school

Miss Evans (school's enrichment lead, year 5 teacher, and Head of Art) thanked the PTFA for all the hard work involved in raising funds to support the school.

Miss Evans really appreciated all the different activities that the enrichment fund is able to provide. Activities already completed/underway in terms 1&2 include:

- a) Reception: ZooLab visit
- b) Year 3: Aardman workshop
- c) Year 4: Mayan architecture workshop
- d) Year 6: Anderson Shelter workshop

...with more to come!

She also noted that there has been really positive feedback about the new play equipment in the Grant Playground, and all the children continue to love their Outdoor Learning sessions.

Question asked about whether enrichment activities could be outside of school grounds: Miss Evans will investigate whether this will be an option, considering cost/logistical implications.

5. Recap of recent events & fundraisers (since the 14th June meeting)

Summer Fair (17th June). Kate thanked the team for a really wonderful event, which raised almost £6,000.

The Year 6 Leavers had a great time at their party on the 20th July.

Ice Cream Sales (until 13th October) were really successful. Feedback from the team included the SumUp machines be tethered to phones so that poor signal doesn't slow sales.

Years 1/3/5 Disco (13th October). Rachel fed back on behalf of the disco team:

- a) Going ticketless worked really well.
- b) The DJ did reduce the volume after some discussion.

- c) Great recycling system of asking parents to take home glass bottles.
- d) Tuck prices were kept as low as possible, with profit margins saved for the bar.
- e) Mr Turtle was extremely helpful.

Reception Welcome Drinks (19th October). All went well, drinks sold, uniform sales were made. No need for tables and chairs next year!

The Curious Case of the Missing Teacher. Kate thanked Lisa John who put this together, along with the 26 households who put posters up in their windows over half term. We received such lovely feedback from families who had completed the trail.

Fireworks (4th November). What a night! Kate thanked the team for an amazing event, with many impressed customers. Dan's feedback:

- a) Some costs were up by 20% (incl. toilets, medical, electrics) whilst the revenue was flat; therefore profit margins reduced.
- b) Ticket prices were kept in line with rival events', but ticket sales were lower than 2022. Bar sales were also down.
- c) Many people were spotted bringing in their own drinks rather than buying from the bar. Communication for next year's event to make it clear that this is a fundraiser.
- d) Team would like to consider selling cans rather than on-tap beers, as this will make the drinks easier to transport on site and perhaps help sales.
- e) Team would also like to consider marketing/selling the event to wider community next year, in order to increase ticket sales.

6. Ongoing/upcoming events and fundraisers (until 6th March meeting).

Christmas Cards. All received by Jo, ready to be sorted and delivered to classrooms. Jo won't involve teachers next year, with designs instead returned to a box in school reception.

Tea Towels. In production, using new supplier. Sarah hopes they will be ready in good time, with less drama than last year (hence the change in supplier!).

Christmas Market (23rd November). Laura reported there will be a few more stallholders this year. There has been more admin to complete this year (incl. licensing and insurance).

Christmas Cracker/Tree Sale (2nd December). SignUp is live, with fewer but longer slots. There will be a reminder about tree ordering next week (hopefully sent from school).

Race Night (2nd February). Chris said the team were all ready and looking forward to it!

Years 2,4, 6 Disco (1st March). Team are happy and looking forward to next event.

7. AOB

Grant Playground Development

- Lots of great feedback about the new equipment.

Team Recruitment - still looking for:

- Co-Treasurer, to take over from Anna from September 2024, with prior handover.
- Summer Fair Leads, to shadow the current leads in 2024 before taking over in 2025.
- Uniform Lead - Gill Self is ending her tenure this academic year. She is in contact with Mr Emissah to discuss options for storing uniform at school.

Action: ALL to help find volunteers to fill these roles please.

8. Next meeting - Wednesday 6th March 2024 (Zoom).