



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

Wednesday 6th March 2024
7.30pm, via Zoom

Attendees

Kate Pearson (Chair)	Hilary Barnes (Vice Chair)
Anna Lawrence (Treasurer)	Ruth Colson (Treasurer)
Yanique Slotemaker (Secretary)	Sarah Bice (Website)
Helen Fazakerley (former Chair)	Sarah Carter (Ice creams)
Helen Chesman (Class Link Coordinator; Beginners Ball)	
Alice Jones Child (1CB)	Laura Eggels (Christmas Market)
Cheryl Barlow (1W)	Jaipall Wilson (4LL)
Alister Jones (Quiz night)	Sadie
Gillian Self (Uniform)	Rachel Miller (Disco)
Chris Brooker (Race Night)	Dan Cogan (Fireworks)
Lisa Bannister (5W)	Mr Alex Edwards (School)
Sarah Kidd (Tea Towels)	Nicola Beanlands (Uniform)
Anna Poole (2A)	Melissa Burgers (Summer Fair)
Molly Zoeller (Beginners Ball)	Catriona Johnson (Summer Fair)
Caroline Darras	Heather Absalom (Disco)
Emily Shurlock (1MB)	Katie Edwards-Jones (2A)
Katie Allen (Inflatables)	Liz Smith (Y6 leavers)

1. Apologies

Ellie Hall (Christmas Cracker)	Mr Tom Barr (School)
Jonathan Gunz (Christmas Cracker)	Mr Joe Emissah (School)
Annabelle Kiddey	Kate Taylor (Website)
Ellie Jones (Disco)	

2. Minutes from the last meeting (16 November 2023) were approved by Kate Pearson and Hilary Barnes.

3. Update on finances (period up to 28 February 2024)

Anna Lawrence ran through the financial report. She relayed that we started the year with just under £30,000 as our opening cash balance and we have now got just under £50,000 in the PTFA bank account.

Updates since the last PTFA meeting:

- a) Second hand uniform has so far raised £615.50 (got a few plans to sell at further events/after school, therefore it is anticipated that this will increase).
- b) October disco profit was c. £1,400 (years 1/3/5). The years 2/4/6 disco only just took place on the 1st March so we're awaiting the final profit.
- c) Race night was incredibly successful and raised £1,409.90.
- d) Tea towels raised £1,622.81.
- e) Christmas cards raised £649.80.
- f) Christmas Cracker raised £1,302.43.
- g) Christmas Market raised £1,642.98.

- h) Christmas trees raised £1,850.01

So far this academic year we have received £2,478.22 from 'direct fundraising', which includes direct debits and Easyfundraising income. This total also includes a parent's very generous CAF cheque for £300, and a £500 donation as match-funding from the employer of one of the Christmas Market event leads.

PTFA expenses of £806.97 include insurance costs, web hosting, the event shelter and urns.

The 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.

Taking into account the pledges above plus a contingency fund of £10,000, the PTFA has an uncommitted cash balance of £11,795.71. We are therefore currently discussing with school the possibility of a further pledge to be made this year for further playground development.

Anna Lawrence mentioned as a final remark that she is stepping down at the end of this school year and urgently needs someone to put themselves forward to step into her shoes so that they can be voted in at the June meeting [since resolved].

4. Update from school

Mr Alex Edwards thanked the PTFA for all the hard work involved in raising funds to support the school.

The enrichment fund provides the children with many varied activities, including the following this term:

- a) Year 5: forensic science workshop + Bikeability
- b) Year 3: circus skills
- c) Year 4: African dance workshop
- d) Year 6: beatboxing workshop
- e) Years 1&2: fire service visit to school.

Outdoor learning continues and is hugely popular with the children. The school is looking at other larger projects and so there is plenty more to come!

Kate Pearson thanked Mr Edwards for his kind remarks – parents/carers really like to hear about the lovely things the children experience due to the PTFA's fundraising efforts.

5. Recap of recent events & fundraisers (since the November meeting)

Kate Pearson moved the meeting on to recap recent events and gave the floor to the event leads who were at the meeting.

Christmas Cards. Kate Pearson thanked Jo Tomlinson for organizing this lovely fundraiser.

Tea Towels. Sarah Kidd fed back – the new supplier worked well and it's likely we'll stick with them next year. The 10-15 tea towels that were left were donated to the school's cookery room, so all stock is now gone.

Christmas Market (23 November). Kate Pearson thanked the team who ran the event and fed back that it was a really lovely and brilliant start to the festive season. Lots of positive feedback from the vendors who had hired a stall, which is very encouraging for next year.

Christmas Cracker and Tree Sale (2 December). Kate Pearson fed back that this was another lovely festive event with great attendance. Having the earlier date of 2 December made a big difference in terms of the tree sales and also in terms of the number of people that could attend the event. Therefore, the PTFA will aim to do this again next year.

Race Night (2 February). Chris Brooker fed back that the night was very successful and had lots of good feedback. The team are happy to run the event again next year, even though some of them will no longer have kids at Bishop Road. Kate Pearson added that it was a really fun evening and would highly recommend more people try to attend next year!

Years 2/4/6 Discos (1 March). Heather Absalom fed back stating that it went really well. The team used a new DJ this year who seemed very popular; he adapted the discos well for each different year group. Good sales on tuck and the bar, just waiting on final profit calculations.

Kate Pearson thanked everyone involved and moved to discuss upcoming fundraising events.

6. Spring/summer events and fundraisers

Beginners Ball (23 March). Molly Zoeller and Helen Chesman fed back that they are all up to speed with the event, currently trying to get people involved with the volunteering on the day and making cakes/biscuits to be sold at the event.

Quiz Night (26 April). Alister Jones confirmed that things are going to plan. Managed to recruit a core team who are helping with planning and organizing. Likely to need a few more people to help on the night itself.

Ice Creams. Kate Pearson confirmed that sales should resume in early May, and we're hoping to have SumUp machines tethered to phones to try to speed up transactions (**Action: Ruth Colson and Sarah Carter**).

Inflatables Day (17 May). Katie Allen fed back the team had their first meeting ahead of this year's event. All in hand, and meeting again before Easter. Tickets will go on sale just after the Easter break. Plea for more team members as next year will be the entire team's last.

Summer Fair (15 June). Catriona Johnson and Melissa Burgers fed back stating that they have their first meeting on 12 March. A lot of the same team joining this year, but made a plea that they will require new people to volunteer to lead the event next year.

Year 6 Leavers (18 July). Liz Smith confirmed that the team had a couple of meetings and the event is all in hand. Andy Carroll is pushing forward the leavers' hoodies project.

7. PTFA Team recruitment (to shadow ASAP and take over 2024/5)

- Co-Treasurer, to take over from Anna Lawrence [post since filled].
- Summer Fair Leads, to shadow the current leads in 2024 before taking over in 2025.
- Inflatables Day team members, to join the team before taking over in 2026.

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

8. AOB

Second Hand Uniform. Gillian Self confirmed that the team has some lovely new volunteers. Very exciting news that the school has offered the team to have space to store the uniforms on site, which will help hugely with pop-up sales and donations.

Silverthorne Playground. Kate Pearson confirmed a new project might be getting underway to develop/replace the trim trail using a new PTFA pledge this year, further to the Grant playground project that was recently completed.

Kate Pearson then moved on to close the meeting and thanked everyone for their hard work and support.

9. NEXT PTFA MEETING - TUESDAY 11 JUNE 2024, AT SCHOOL.