



## BISHOP ROAD PRIMARY SCHOOL PTFA COMMITTEE

### AGM 2024 MINUTES

Thursday 3<sup>rd</sup> October 2024, 7.30pm via Zoom

#### Attendees

Kate Pearson (Chair)	Mr Joe Emissah (School)
"Alex"	Jo Tomlinson (Christmas Cards)
Annie Tayler (Class Link 4L)	Katrina Brooks (Christmas Trees)
Bazga Ali (Vice Chair)	Laura Eggels (Christmas Market))
Ben Davies	"Miracheta"
"Chloe"	Nicola Beanlands (Uniform)
Dan Cogan (Fireworks)	"Sally"
Ellie Jones (Disco)	Sarah Bice (Website)
Emily Rhidian (Class Link 1B)	Sarah Humphrey (Class Link RJ)
Heather Absalom (Disco/Class Link 4B)	Sarah Kidd (Tea Towels)
Helen Barugh (Class Link RK/2E)	Simon Bull (shadow Website)
Helen Chesman (Class Link Coordinator/Inflatables)	Sophie Donaldson (Uniform)
Helen Dingle (Class Link 4L)	Stephane Pearson (Class Link RF, 4P)
Helen Fazakerley (Class Link 5B)	Tim Shurlock (Treasurer)
Hilary Barnes (Vice Chair)	Will Loughborough (Class Link 3BR, 3HR, 3CS)
Jessica Trahar (Disco/Class Link 5G)	Yanique Slotemaker-Breed (Secretary/Inflatables)

#### 1. Apologies

Anna Lawrence	Jonathan Gunz (Christmas Cracker)
Antonia Pitt (Class Link RM)	Kate Taylor (Website)
Ellie Hall (Christmas Cracker)	Ruth Colson (Treasurer)
Jaipall Wilson (Class Link 5L)	Zinnia Harris (Former Class Link 3CS)

#### 2. Approval of minutes from 2023 AGM

Kate (Chair) welcomed everyone, especially those joining a PTFA meeting for the first time, and explained that the meeting will be recorded for the purposes of minute-taking. Questions from attendees were encouraged, and requested to be put in the group chat which would be monitored by Yanique and dealt with at the end of the meeting.

The 2023 AGM minutes were approved by Kate, Hilary and Yanique.

#### 3. Chair's report

##### PTFA Overview

- The PTFA is a **registered charity** whose sole purpose is to raise money for the school in order to advance the education of the pupils, as stated in our constitution.
- It is a voluntary group of parents, teachers and friends. The money that we raise funds experiences and resources for the children and wider community of the school.
- The PTFA is non-political, unbiased and is impartial in its actions.
- **Membership** of the PTFA is automatically granted to school staff and to parents/guardians of all children on the register of the school.

## Structure

- The **core committee** is elected annually at the AGM. This consists of a Chair, Vice Chair, Secretary, Treasurer, Web Coordinator and Class Link Coordinator. All are volunteers.
- There is then a wider group of **fundraising leads**, who are individuals or teams who run the events and other fundraisers.
- Then we also have **Class Links** in each of the 28 classes in the school, who are tasked with disseminating PTFA information to, and garnering support from, their classes.
- We rely on additional help from the **wider school community** to run events, which can include people offering their time, resources and expertise for free (e.g., design work, printing services, raffle prizes). We need to fill about 1,000 event helper slots each year. Things like working on the bar, selling ice creams, being a fireworks safety steward, staffing the lost children point – the roles are varied and many!

**Please continue to be involved** with the PTFA and encourage your classes to do the same - all parents and carers are members and it's all our children who are benefitting from the PTFA's efforts and the opportunities and resources we are able to fund at school as a result.

## 2023/2024 pledges

Each year we pledge money to the school. Last year we fulfilled our pledges and donated over **£43,000** to the school. This included our **standard pledges** of:

- £10,000 for outdoor learning
- £8,000 for the enrichment fund (incl. author visits, externally-run workshops for each year group)
- £8,000 for main and class library books
- £1,400 for Y6 leaver celebrations.

We also fulfilled an **additional pledge** of £16,500 for the development of the Silverthorne playground. Work on a replacement for the trim trail is starting in a few weeks' time, which is really exciting. Hopefully it'll be as popular as the installation of the new play equipment in the Grant Playground last summer, for which the PTFA pledged £15,000.

Last year's fundraising was a huge success and it's really wonderful to celebrate that here. As well as raising lots of money to fund opportunities and additional resources at school, it's worth remembering too that the fundraisers themselves are all really good fun! They provide the kids as well as their grown-ups with some fun and joy, which is important.

Thank you to everyone for last year. People who bought things, volunteered for things, organised things, donated things, attended things. It's genuinely making a real difference to the kids' experiences at school and to the wider school community.

## **4. Treasurer's report inc. outline of pledges**

Tim ran through the financial report, for the period covering 2023/4 (up to 31<sup>st</sup> August 2024).

### 2023/4 Fundraising Achievements

- All 2023/4 pledges were paid to the school in July.
- The opening cash balance as at 1<sup>st</sup> September was £29,715.25.
- With the recommended £10,000.00 contingency the PTFA closed the 2023/4 year with an uncommitted cash balance of £14,889.18, which is a great head start for the 2024/5 pledges.
- The total funds raised was £33,524.12. Additional income of £7,213.33 was received from the Coop Local Community Fund and other donations/direct fundraising (including Easyfundraising), giving us a closing funds balance of £25,444.30.

- Kate thanked Tim for his input and noted the fundraising totals varied from £304 for the trail guide up to £7,412 for the summer fair - every fundraiser contributes towards the PTFA's ability to keep pledging these sums to the school.

#### 2024/5 Pledges

- Kate confirmed the PTFA will pledge the same 'standard' pledges in 2024/5: £10,000 for outdoor learning, £8,000 for books, £8,000 for enrichment, £1,400 for Year 6 leavers. This was agreed by those present.
- Kate explained that the situation will be reviewed in the spring to assess whether the PTFA will be in a position to pledge an additional amount.

### **5. Deputy Head Teacher's message**

Mr Emissah thanked Kate and the whole of the PTFA for all their efforts and hard work allowing the school to enhance the children's experience and learning journey at Bishop Road. He stated that it has been wonderful to see the projects that the PTFA have been able to support the school with, and that the school is really appreciative of the positive impact the PTFA has on the children's experience at Bishop Road.

He reiterated that the PTFA's fundraising enables the school to do such a variety of things with the children, including outdoor learning sessions which are hugely popular and greatly valued. The enrichment activities give an extra dimension to what's going on in the school that the school's budget alone wouldn't ever stretch to, and provides excitement and variety.

Mr Emissah stressed the importance of the books fund, which supports and enhances the culture of the school, and assists the school in trying to give children in their early years a really wonderful and rich experience. Mrs Hatcher moved into the Librarian role in the last year or so, and having these reading resources available makes the school's book purchases just that bit more exciting, and it is something that new parents are always told about.

Kate thanked Mr Emissah for his kind words, and asked him to relay our thanks to teachers and non-teaching staff for all their support – including having wet sponges thrown at them by eager kids, helping run stalls at weekends several times a year, and staying late to lock up for evening events.

### **6. Election of the PTFA Committee (Appendix 1)**

Kate then moved the meeting on the election of the PTFA Committee.

#### Core Team:

- Kate explained that Tim has replaced Anna Lawrence as Treasurer (already voted in at the SGM at the end of last term).
- We are welcoming Simon Bull who is shadowing Kate Taylor as Web Coordinator this year, with the view to taking over from her in September 2025.

#### Fundraising Leads:

- Kate expressed her gratitude to people reprising their roles as well as new people coming in taking over from those who have passed on the baton.
- The Christmas Market team are moving on after this December's event. Tara Chattaway has very kindly agreed to take over.
- Jo Tomlinson, who has been steadfastly leading the Christmas Cards project, is handing over the baton after December. Shivani Baynham is considering taking on the role.
- Ryan and Katrina Brooks are handing over the Christmas Tree Sale after December to Mike Hales.

- The Inflatables team bowed out after last summer's event and the new team will be led by Helen Chesman, Molly Zoeller and Yanique Slotemaker.
- The Summer Fair team bowed out after last summer's event and the new team will be led by Laura Elmer, Louise Swainston and Charlie Webbon.

Kate thanked everyone for all their efforts and moved the motion for the attendees to vote the Core Team and Fundraiser Leads in as per Appendix 1, which was passed unanimously.

## **7. Election of Class Links (Appendix 2)**

Kate moved the motion for the attendees to vote the new Class Links in as per Appendix 2 (with the exception of Zinnia Harris who has left the school), which was passed unanimously.

## **8. Independent examiner report**

Kate confirmed that the PTFA have appointed an independent examiner to sign off this year's accounts for the charity commission.

## **9. PTFA events for 2024/5 (Appendix 3)**

Kate ran through the events schedule for 2024, as per Appendix 3, asking everyone to mark their diaries - with particular emphasis on the summer events so that they don't clash with class camps:

- Sat 17<sup>th</sup> May – Inflatables Day.
- Sat 14<sup>th</sup> June – Summer Fair.

## **10. Team recruitment**

Kate relayed that team members are required for the following:

- a) Ice Creams - to help run the Friday sales (May – October).
- b) Summer Fair. This is a huge event, so plenty of hands are needed to get the event running – specifically reps are needed for the second-hand toys and book stall.
- c) Christmas Cracker.
- d) Fireworks – especially stewards.

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

## **11. Brief updates on upcoming fundraisers (as at 3rd October)**

Kate ran through the upcoming fundraisers:

- a) Uniform Sale (Friday 4<sup>th</sup> October 2024): cash and card payments welcome.
  - b) Tea Towels: sales are now open on the PTFA shop.
  - c) Christmas Cards: the deadline to return designs and order is Friday 11th October.
  - d) Disco (Y2/4/6, Friday 18th October): tickets are on sale on the PTFA shop, and please sign up to help.
  - e) Fireworks (Saturday 9th November): tickets are for sale and can be delivered via classrooms at no extra cost or posted for £1.
  - f) Christmas market (28<sup>th</sup> November): applications are now open for stallholders. Please spread the word to any friends/family who are local traders and might be interested in a stall.
  - g) ASDA: ASDA customers can raise money for us via ASDA Rewards through the Cashpot for Schools Scheme, which runs until 30<sup>th</sup> November.
- 12. Tesco**: vote for our PTFA using the blue tokens in the Stronger Starts fundraising scheme, available in 17 local stores. Running until mid-January.

### 13. AOB

- GDPR – any GDPR lawyers/specialists please get in touch with Kate (since resolved).
- Q&A – Yanique confirmed that there were two questions on the group chat, which were directed to Mr Emissah to respond to:

Question	Answer
Can the PTFA provide extra funding for outdoor learning, as sessions have been reduced?	<p>Outdoor learning sessions were temporarily doubled using COVID recovery funds, which are now depleted.</p> <p>The PTFA's current contribution is already substantial, and the school does not wish to receive any more funding for outdoor learning than what is already pledged (£10K per year).</p> <p>From September 2025 the school will be returning to all year groups enjoying three sessions of outdoor learning per year. Returning to three sessions allows all year groups to continue participating - it is unusual, in a primary setting, to be able to offer this to every year group, but this has been prioritized.</p>
Can the PTFA use the Arbor app for communication or ticket sales?	It is not currently known if the PTFA can utilize the Arbor app for these purposes, but the suggestion will be investigated further (action: the original questioner, Dan Cogan).

### 14. Date of next meeting: Wednesday 13<sup>th</sup> November, 7.30pm (at school).

Kate thanked everyone for attending and brought the meeting to a close.