

BISHOP ROAD PRIMARY SCHOOL PTFA COMMITTEE MEETING MINUTES

Thursday 13th November 2024

7.30pm Edgar Hall

Attendees

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| Kate Pearson (Chair) | Dan Cogan (Fireworks) |
| Hilary Barnes (Vice Chair) | Chris Brooker (Race Night) |
| Helen Chesman (Class Link Coordinator) | Tim Shurlock (Treasurer) |
| Laura Eggels (Christmas Market) | Kate Taylor (Website) |
| Caroline de Villele (Class Link/Xmas Cracker) | Jenny Molyneux-Mead (Class Link) |
| Ellie Jones (Disco) | Ruth Colson (Treasurer) |
| Connie Smith (Class Link) | Simon Bull (Website) |
| Mr Tom Barr (Assistant Head) | Will Loughborough (Class Link) |

1. Apologies

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| Helen Fazakerley (former Chair) | Sarah Bice (Website) |
| Jonathan Gunz (Christmas Cracker) | Louise Swainston (Summer Fair) |
| Becky Kay (Uniform) | Jo Tomlinson (Christmas Cards) |
| Sophie Donaldson (Uniform) | Sarah Bice (Website) |
| Nicola Beanlands (Uniform) | Bazga Ali (Vice Chair) |
| Laura Elmer (Summer Fair) | Yanique Slotemaker (Secretary) |
| Charlotte Musgrove (Summer Fair) | Sarah Kidd (Tea Towels) |

2. **Minutes from the last meeting** (11 June 2024) were approved by Kate Pearson and Hilary Barnes. Mr Barr will check whether the school were able to purchase some larger sacks for the older kids' sack races on sports day.

3. Update on 2024 finances

Tim Sherlock ran through the financial report, including a review of recent events/activities:

- The opening balance as at 1st September 2024 was £25,444.20.
- Uniform have so far raised £664.50, with further sales planned.
- Beginners Ball (March 2025) has so far spent £230 on advance payment for the DJ.
- Disco 1 (Years 2/4/6, October) raised £1,483.47. Disco 2 (Years 1/3/5) is in March 2025.
- Fireworks revenue is £11,256.81 but expenses remain to be paid. Dan estimates the funds raised will be c. £6,000.
- Ice cream sales raised £526.22. Sales will resume in May 2025.
- Tea Towels revenue is £3,057.67 but expenses remain to be paid. Estimated income is c. £1,500.
- Reception Welcome Drinks raised a bonus £81.82.
- Christmas Market currently -£362.51 funds raised, as £537.51 expenses have been paid and £175 payments received. The event is on the 28th November 2024.

It was agreed that the remaining "Co-op LCF" money (£214.82) will be included/paid over in this year's outdoor learning pledge.

Basic pledges of £27,400 for 2024/5 were agreed as follows:

Enrichment fund: £8,000

Books: £8,000

Outdoor learning: £10,000

Y6 leaver celebrations: £1,400

We will review in the spring to see if we can pledge an additional amount, as we did for the Silverthorne playground development pledge of £16,500 last year.

Tim explained that some expenses from the Year 6 Leavers 2023/24 pledge were paid in Sept 2024 and are therefore showing on this 2024/5 report.

Stripe/Website reconciliation was briefly discussed: everything is reconciled to 6th Nov, but there is an issue with zero costs items i.e. under 3s firework tickets. Led to a suggestion of online/digital ticketing to remove postage issues.

Discussed that SumUp machines can't differentiate between ice cream sales and uniform sales occurring on the same day - but teams agreed they are happy to manually work out split from the data collected.

4. Update from school

Mr Barr, year 5 teacher/Assistant Head, thanked the PTFA for all the hard work involved in raising funds to support the school. He said it was great to see the tangible outcomes such as the playground work in Grant and the soon-to-be completed Silverthorne, about which the children were very excited. He also described the enrichment activities that already had taken place and those still to come (arranged by Mr Lescure, this year's Enrichment Lead).

Highlights for terms 1 & 2 include:

- a) Reception: Zoolab visit
- b) Year 4: Mayan workshop
- c) Year 6: WW2 workshop

Upcoming workshops:

- a) Reception: Fairy Tales (TBC)
- b) Year 1: Dinosaurs
- c) Years 1+2: circus; fire service visit
- d) Year 2: knights and castles
- e) Year 3: Stone Age workshop
- f) Years 3/4: Evolution of travel through time workshop
- g) Year 5: Robotics; Crime & Punishment
- h) Year 5: Forensic Science
- i) Year 6: Red Cross First Aid

He said some author visits had also been funded by the PTFA, and that there is still £3,000 left in the kitty for further events/workshops.

5. Recap of recent events & fundraisers (since June 2024)

Kate thanked all the individuals and teams involved in fundraisers since the last meeting.

Summer Fair (15th June): New leads are in place for 2025.

Year 6 Leavers Party (18th July): A great success.

Ice Cream Sales (ended 25th Oct): The team had struggled to get enough volunteers on some weeks which led to cancelled sales.

Discos (18th Oct): A really successful event which was enjoyed by the kids. Ellie fed back that the team were really happy with the DJ.

Reception Welcome Drinks (24th Oct): All went well, drinks sold, uniform sales were made.

Fireworks (9th November): An amazing event - many impressed customers. Dan's feedback:

- a) The postal tickets made some sales reconciliation difficult - he wondered about using online/digital tickets next year. Ruth Colson will peruse the Parentkind site for ideas.
- b) There was an extra £2k of VAT to be paid this year - it's all more expensive to run. Adult tickets prices were raised by £1 each to keep in line with rival events, it was still cheaper than the Cricket Ground event and equal to Henleaze.
- c) There were 2.5k tickets available and we think approx 2.3k were sold, which felt like a good number for the spectator area size.
- d) The light show was particularly spectacular - could it be included more in promo material next year?
- e) The team could do with a couple more SumUp machines, especially to cover really busy times at the bar. Ruth and Helen C are looking into this.
- f) Suggestion was made that perhaps parents could add a contact number to kids' wristbands to assist with any lost children.
- g) Struggled to get volunteers, especially safety steward roles. Proposal to only release ticket sales after the 12 steward roles have been filled, as the event can't run without the appropriate number.
- h) Suggestion of restructuring the bar volunteering to cover really busy periods with more people, and have fewer there for quieter periods.
- i) Suggestion of a roving SumUp machine selling cans etc, 'Beer Buggy'.
- j) Fewer people this year were spotted bringing in own drinks rather than buying from bar, so hopefully it has been made clear enough that this is a school fundraising event.

Christmas Cards: Expected to raise £650. Products will be sent home via classrooms w/c 25th November. About 283 children took part in the project, yr6 uptake was disappointing - the deadline clashed with the timing of their residential.

Perhaps going forward there could be an incentive i.e. - class with the most designs, best design per class gets a bag of sweets/book.... This might garner some encouragement and enthusiasm from the teachers?

Question asked as to whether we should continue this next year, as Jo plans to step down, and the effort required to manage it all isn't necessarily reflected in money raised.

Tea Towels: In production. Sarah hopes they will be ready in good time. Spares will be sold at the Christmas Cracker event.

6. Upcoming fundraisers (before the next meeting on 11th March)

Uniform and Christmas Jumper Sale (15th Nov): Donations are welcome any time.

Christmas Market (28th Nov): All going well, there are plenty of stallholders (plus a waiting list) and there is good sign up for volunteers. Laura mentioned that Bristol City Council now charges £40 plus a charge per stall to host these events, so they are expecting profit to be a little lower than previous years. Discussion around whether we could ask Scout group to borrow their large tables for additional stall holders to use (since actioned by Chris Brooker).

Christmas Cracker and Tree Sale (7th Dec): Sign-up going live this week. There will be a reminder about tree ordering and early bird discount too (hopefully sent from school). There will be a few new stalls for this year, including comics/annuals and a biscuit raffle, run by governors. Tea towels will also be on sale. We are taking donations of comics/annuals, lucky dip prizes, and biscuit packs.

Mr Barr confirmed that the teaching staff have agreed to staff the snowball-throwing game again this year.

Race Night (7th Feb): Chris said the team were all ready and looking forward to it! They will put out a save the date communication before the Xmas hols.

Years 1,3, 5 Disco (7th March): Team are happy and looking forward to next event. DJ is booked and paid for.

7. AOB

Playground Development

- Still lots of great feedback about the equipment in Grant playground.
- Work is underway on the Silverthorne development. We contributed £16.5k to this last year.

Playful Parenting Workshop (TBC Jan/Feb 2025):

- A new event suggested and being run by a Year 2 parent - initial taster evening to test interest in the subject, followed by a 4-week course for those willing to sign up. Marketing to occur pre-Xmas with event page set up to register interest in event and take a £3 deposit. More info to follow!

Easyfundraising/Tesco/Asda schemes:

- Kate will send a reminder out before Christmas to make the most of these free fundraising opportunities.

Team recruitment (Summer Fair 14th June):

- Additional team members still welcome to join the new core team to ease organisation of event.

New uniform

- Dan will look into whether the PTFA can take over selling new uniform.

8. Next meeting - Tuesday 11th March 2025 (7.30pm Zoom)