

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

Tuesday 11th March 2025

7.30pm Zoom

Attendees

Kate Pearson (Chair)	Kate Taylor (Web Coordinator)
Antonia Pitt (RM Class Link)	Laura Eggels (Christmas Market)
Bazga Ali (Vice Chair)	Laura Elmer (Summer Fair)
Chris Brooker (Race Night)	Mike Hales (Christmas Trees)
Ellie Hall (Xmas Cracker)	Mrs Billie Williams (for School)
Ellie Jones (Disco)	Nicola Beanlands (Uniform)
Helen Barugh (RK/2E Class Link)	Ruth Colson (Treasurer)
Helen Chesman (Class Link Coordinator/Inflatables)	Simon Bull (Web Coordinator)
Helen Fazakerley (5B Class Link)	Tim Shurlock (Treasurer)
Hilary Barnes (Vice Chair)	Yanique Slotemaker (Secretary/Inflatables)
Jo Rose (RM Class Link)	

1. Apologies

Sophie Donaldson (Uniform)	Sarah Bice (Website)
Alister Jones (Quiz Night)	Sarah Kidd (Tea Towels)

2. Approval of minutes from the last PTFA meeting on 13th November 2024

Approved by Kate Pearson and Hilary Barnes.

3. Update on finances, including 2024/5 pledges

Tim Shurlock ran through the financial report (for the period up to the 10th March), including a review of recent events/activities. Highlights and figures confirmed since the last meeting included:

- Uniform: £1,429. There has been steady income, which is great, and Tim also thanked the team for keeping such clear records of the sales.
- Discos: £1,649 (some 7th March disco figures still to come)
- Fireworks: £8,986
- Ice creams: £724
- Tea towels: £1,758
- Christmas cards: £722
- Christmas Cracker (mini version): £628
- Christmas market: £1,692
- Christmas trees: £2,055
- Playful parenting: £95

Donations/direct fundraising total of £3,266 includes Easyfundraising and GoCardless (direct debit donations) revenue, as well as £1,125 from the Tesco Stronger Starts scheme (with the remaining £375 to follow).

The total amount ringfenced for outdoor learning will be £1,714.82, which will be paid over as part of the £10,000 outdoor learning pledge in July. This comprises the £1,500 from Tesco and £214.82 left over from a Coop grant.

The closing funds balance as at 10th March is £49,126. Following the basic pledges of £27,400 and a

contingency fund of £10K, there is an uncommitted cash balance of £11,511.

Kate thanked Tim for the report, and appreciated his efforts in updating it the day before the meeting so that it included the most recent data. We have had a great start to the year and are in a position to offer the school an additional pledge over and above the basic pledges already agreed.

Kate has spoken to Mr Emissah and made him aware that the PTFA would be in a position to pledge at least another £12K this year, probably £14K, and possibly even £20K (the exact amount being somewhat dependent on the weather for Inflatables and the Summer Fair). School is evaluating options for potential projects.

4. Update from school, including enrichment activities

Mrs Billie Williams thanked the PTFA for all the hard work involved in raising funds to support the school. She explained that Mr Lescure is the current Enrichment Lead and he has planned a programme of events with a focus on history, with workshops for all year groups.

Highlights:

- Reception: ZooLab, Railway Safety Workshop
- Year 1: Circus Skills Workshop, Dogs Trust visit, History Curriculum Drama Day – Dinosaurs
- Year 2: Circus Skills Workshop, Knights & Castles Workshop
- Year 3: Stone Age Workshop, Dogs Trust visit, Evolution of Travel Through Time Workshop
- Year 4: Mayans Workshop, Evolution of Travel Through Time Workshop
- Year 5: Robotics Workshop, Crime & Punishment Through History Workshop, Forensic Science Workshop
- Year 6: World War 2 Workshop, Red Cross visit.
- £550 was put towards author visits as part of the Reading Festival.

There is also an interactive theatre performance of Oliver Twist planned for all year groups in three sessions (KS1, lower KS2 and upper KS2).

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

Uniform Sales (Nicola Beanlands). Two successful pop-up sales so far raising £300 each. None planned for this term as purple tops stock is low. She asked if the community can be reminded that they offer a repair service for purple tops, and please email bishoproaduniform@gmail.com to arrange donations. **Action: Repair service to be mentioned again in next newsletter and on FB. Kate will ask if school can include a reminder in their next community letter.**

Christmas Market, 28th November (Laura Eggels). The extra costs from BCC were only £69 in the end, and the event was oversubscribed with stallholder applications. The new team could possibly add more tables and make greater use of the outdoor space. Leafleting the local community really helped footfall and reaching out to Paper Plane and Gallery 212 for stallholders was useful. Query raised whether the Silverthorne Hall/gym could also be used for expansion. **Action: Market team to explore (BCC will require further detailed risk/H&S assessments).**

Christmas Tree Sale, 7th December (Mike Hales). Kate thanked the team for all their hard work in putting on the sale despite the difficult circumstances of Storm Darragh. Mike reported that despite the main Cracker being cancelled, tree sales were actually up from last year. He also sent out a survey to customers and has received useful feedback to consider this year.

Mini Christmas Cracker, 9th December (Ellie Hall). Kate briefed attendees on the background to

the rescheduled event – the school were forced to cancel the event on the 7th due to the storm warnings in place for Storm Darragh. The team were understandably extremely disappointed as not only would the children miss out, but also the team had already put a lot of hard work in preparation for it, and there was a risk of financial losses. It took a great deal of effort to pull together a mini-event 2 days later, run by a skeleton team, which was very well supported by the school and community. It was amazing that half the budgeted total was raised in just those 1.5 hours, and Kate congratulated and thanked the team again.

Ellie Hall thanked those who helped make the Mini Cracker come together. The main objective on the 9th was to sell all the perishable items which was achieved. It was felt that everyone enjoyed the event, particularly the new Santa's Letters stall!

Playful Parenting workshop, 14th January. Kate thanked Maria Peters (Communication Skills Coach + Improv Comedy Performer) who initiated and ran the event. It received entirely positive feedback from the 20 attendees and pending school approval we intend to run a second workshop in May.

Race Night, 7th February (Chris Brooker). A sell out! 80+ tickets sold, Chris wonders if they might fit another 10-15 comfortably in the hall next year. It was a really fun evening and the team are happy to run it again in 2026. Approx £300 of bar stock was returned to the shed for future events.

Year 1/3/5 Discos, 7th March (Ellie Jones). All went smoothly with a good SignUp response for helpers. Ticket sales slightly down this time. Feedback for the DJ remains entirely positive. Ellie and Heather have clearly labelled what leftover stock is available for other events in the PTFA shed.

Corporate Initiatives. Kate thanked all the Asda and Tesco shoppers. The Asda Cashpot for School scheme (Sept-Nov 2024) raised £159 and we were awarded first place (£1,500) out of the three participating charities in the Tesco Stronger Starts scheme (Oct-24 - Jan-25).

6. Spring/summer events and fundraisers

Beginners Ball, 22nd March. All going well. Camilla Postlethwaite and Sarah Humphrey are leading. Team making good progress. Tickets are on sale.

Quiz Night, 25th April. Alister Jones leading. Tickets on sale from 17th March. Format same as last year – tables/teams of 4, £10 per person. Alister needs 1-2 people to help with preparation for the event and will need 5-6 volunteers to help on the night. **Action: volunteers to come forward (contact alister.jones302@gmail.com).**

Ice cream sales. Resuming at the start of May. Action: Kate to check if Jodie still willing to oversee (since actioned: Jodie will lead until July-25).

Inflatables Day, 17th May (Yanique Slotemaker). All on schedule, new team is using the previous team's guidance notes.

Playful Parenting workshop, 22nd May (TBC). Excited to be running another workshop (date TBC with school) – the taster session was very welcoming and really fun.

Summer Fair, 14th June (Laura Elmer). The new team are in the early planning stages, following the old team's guidance. New sub-teams to run the different stalls will soon be assigned. Discussions ongoing about what children's groups are available for the 'main stage' line-up.

Year 6 leavers party, 17th July. Being led by Flora Cartwright, Fozia Ismail Spicer and Lisa Bannister, who have a meeting tonight.

7. Team Recruitment

- **Secretary.** Yanique is stepping down in July, but we're putting the call out for her successor now in case they can come forward any sooner. Main responsibilities are monitoring the PTFA mailbox, and helping with the 4 meetings we have a year (prepping the agenda and writing up the minutes). Please spread the word. It'd be lovely to get someone in ASAP, as Yanique is also one of the leads for Inflatables, which is in May. **Action: volunteers to come forward (contact BishopRoadPTFA@gmail.com).**
- **Quiz Night Lead.** This year is Alister's last at the helm. He has offered to continue to be the quiz master and write questions (if needed), but if we want the event to live on we will need a lead to come forward to organise it. **Action: volunteers to come forward (contact BishopRoadPTFA@gmail.com).**

8. AOB

Silverthorne Playground Development: Lots of great feedback about the new equipment. We pledged £16.5k towards this in 2024.

Year 6 Hoodies: Project is underway. Ellie Cook is co-ordinating this year.

Easyfundraising (www.easyfundraising.org.uk/causes/bishoproadschoolptfa): A really easy (and free) way to raise money for the school. We've had 3 new supporters sign up in the past month (thank you!). We tend to get c. £300 per quarter so these small transactions really mount up and make a big difference. **Action: continue to remind the school community to use it.**

Parents Lottery:

Kate asked for feedback from attendees on a new initiative from Parentkind (our membership organisation). There's a draw every week and it costs £1 per ticket to enter. You can buy multiple tickets per draw, by one-off payments or direct debits. Schools receive 60% of ticket revenue from people supporting their cause. Each week there's the chance to win one of their guaranteed prizes, depending on how many digits are matched in the correct order (£25,000, £1,000, £25, £5).

Pros: this could be a new revenue stream for the PTFA / wider friends + family might want to play (thinking especially grandparents) / it's low effort from an organizational perspective / it might appeal to people who don't support the PTFA in other ways, e.g., if they can't typically make it to events.

Cons: it's another thing to tell/remind people about / people might feel there are enough PTFA comms/requests already.

Action: Kate to review comments and decide with committee if worth pursuing.

Cost-effective shopping: Brief discussion following Ellie Jones' query on whether there should be best practise guidance for buying event stock, e.g., always using the same brands/retailers for consistency or shop around for best price. Generally agreed that flexibility would be best, with a note that the large supermarkets are typically the cheapest option.

9. Next meeting - Thursday 19th June 2025 (7.30pm, at school).

Kate thanked attendees for their support and contributions and ended the meeting.