

## BISHOP ROAD PRIMARY SCHOOL PTFA COMMITTEE MEETING MINUTES

Thursday 19<sup>th</sup> June 2025  
7.30pm, Edgar Hall (Bishop Road Primary School)

### Attendees

Kate Pearson (Chair)	Helen Fazakerley (former Chair)
Mr Alex Edwards (Assistant Head)	Hilary Barnes (Vice Chair)
Caroline de Villele (2K Class Link)	Laura Elmer (Summer Fair)
Eleanor Jones (Disco)	Sarah Humphrey (Beginners Ball)
Helen Barugh (Secretary)	Sophie Donaldson (Uniform)
Helen Chesman (Class Link Coordinator & Inflatables Day)	Tim Shurlock (Treasurer)

### 1. Apologies

Alister Jones (Quiz Night)	Laura Eggels (Christmas Market)
Bazga Ali (Vice Chair)	Nicola Beanlands (Uniform)
Camilla Postlethwaite (Beginners Ball)	Ruth Colson (Treasurer)
Chris Brooker (Race Night)	Sarah Kidd (Tea Towels)

### 2. Approval of minutes from the last PTFA meeting (11<sup>th</sup> March 2025)

Approved by Kate Pearson and Hilary Barnes.

### 3. Update on finances

Tim talked through the latest finance report which set out the position as at 5<sup>th</sup> June (and therefore didn't include the summer fair). Key updates since the last meeting included:

- 2<sup>nd</sup> hand uniform sales have brought in an additional £300. This takes the total to £1,732 raised which is already above the estimated £1,500 for the year.
- Beginners Ball is now in profit, which is an excellent position for an activity that aims to break even.
- Disco profit has been confirmed at £2,941, which exceeds the expected £2,500.
- Ice cream sales are going well, with £1,004 raised so far and four Friday sales left this term.
- Inflatables Day raised an incredible £4,312.
- The summer fair is expected to have raised around £6,000.
- The two Playful Parenting workshops have raised £199.
- Quiz Night raised £694, which was lower than expected.
- The PAPAYA talk has so far raised £125 through ticket sales (tickets were priced at £3 for regular and £5 for fundraising).
- 'Donations/direct fundraising' total is now £3,953.

Still to be reconciled or received are £1K revenue for uniform (from the Summer Fair); the remaining £375 from the Tesco Stronger Starts Scheme; £211 from Ice Creams (paid in 13<sup>th</sup> June); and £500 employer match-funding from the Disco (via Bec Tonkin).

Kate noted that there are no plans for any 'additional' pledges this year; such as last year's £16.5K (Silverthorne playground), or the previous year's £15K (Grant playground) + £10K (stage). Instead, remaining funds will be rolled over into next year.

The 'basic' pledges (totalling £26,500) will be paid over in July. This includes the Tesco money and the remaining Co-op LCF funds, as part of the outdoor learning pledge. Even when retaining a £10K contingency, this leaves a healthy additional balance of at least £20K which gives room for a significant additional pledge next year. By the end of this school year this uncommitted cash balance will likely increase to at least £27K.

**ACTION:** Tesco requires invoices to demonstrate what the grant money was spent on before they'll release the balance. Mr Edwards to provide these to the Treasurers.

#### 4. Update from school

Mr Edwards confirmed that a production company will be performing Oliver Twist to all years except Reception. The only other enrichment activities remaining are Y4 and Y6 robotics workshops. The school has spent all the money from this year's £8K enrichment pledge.

Mr Lescure ran the enrichment programme this year and it has been a busy programme, well-matched to the curriculum, and of great benefit to the children's learning as well as their experiences. The enrichment lead next year is to be confirmed, but the school is keen to build on the successes of this year. It is important to maintain equality across the school in how children of different ages benefit from the enrichment activities.

Discussions are underway on future projects that the PTFA may be asked to support the next academic year – the focus will likely continue on improving the school environment as this makes the biggest difference to the children. The 'showstopper' play equipment co-funded by previous PTFA pledges has been very successful. The boat playground might be due a refresh but may need a different approach because it's a smaller area.

Mr Edwards thanked the PTFA for their hard work and everyone who contributes, acknowledging the huge difference it makes to the school.

Attendees agreed it was helpful to use school letters to acknowledge the benefit of the enrichment fund and to make explicit which activities have been funded by it. This helps raise the profile and remind parents of the value this adds to children's experiences at school.

Kate extended her thanks to teachers and staff who have supported events, and particularly to the caretakers who have been so helpful.

#### 5. Recap of events/fundraisers since the last meeting

- a) Beginners Ball (22<sup>nd</sup> March): this was a good event and the same DJ has already been booked for next year. Sarah and Camilla have agreed to stay on the Committee as permanent Beginners Ball leads, to help guide future years' teams. It was agreed to continue inviting teachers in case they would like to attend.

- b) Quiz Night (25<sup>th</sup> April): a really great evening. We were a few tables down on last year, which impacted ticket/bar sales, and there was a large amount of stock left for the next event. The core team weren't able to secure additional helpers. Alister has confirmed he's happy to be quizmaster next year but a new lead/team is needed to organise the event if people want it to continue.
- c) Ice cream sales (resumed in May): the team is still looking for a new lead. There was some discussion of the feasibility of selling ice creams after sports days, but on balance it was agreed there are some practical issues that make this difficult.
- d) Inflatables Day (17<sup>th</sup> May): this benefited from great weather. The team extended their thanks to the teachers who managed the inflatable football, to Gary the caretaker who was amazingly helpful, to BRAC for allowing early access on the Friday, and to all the volunteers who staffed the inflatables on the day. Overall, it was challenging getting sufficient volunteers and many of the 161 slots weren't filled until the very last minute. The DJs did a great job of announcing the volunteer shift changes, and recruiting more helpers from attendees to keep the inflatables open. The team estimates approximately 558 kids and 444 adults attended.
- e) Playful parenting workshop (22<sup>nd</sup> May): Feedback from the 15 attendees was resoundingly positive, and thanks given to Maria Peters for conceiving and running it. A decision hasn't yet been taken on whether to run again – one suggestion was to consider alternating years to appeal to new parents joining the school.
- f) Summer Fair (14<sup>th</sup> June): this ran to a similar format as last year, and the team will look at which stalls made most money to consider changes for next year. Overall, they noted that the band worked well in the boat playground and the wet bar was a success. There were 177 slots on the sign-up and it was a significant challenge getting sufficient coverage to keep everything open. The team were well organised to close stalls as and when needed. There are a lot of toy/book donations left over and the team will consider how to manage donations differently next year.
- g) Uniform team update: 2025/6 will be Sophie's last year, and she is looking for support on the mending side as well as someone to take over. Sales (on-site and via email/Facebook) have gone well and Sophie's mending service has generated a significant increase in revenue. The team has been managing donations so that they don't end up with too many of one thing, and will do an appeal directly to Y6 parents this term. The team has been clearing the lost property at the end of term to try to reduce waste, taking photos and posting on Facebook – this is time-consuming and most things don't get claimed. Pop-up sales will continue next term. The team are receiving a lot of donations which aren't suitable for resale (e.g. stained).

Overall, several of the events this year have struggled to attract enough volunteers. There was some discussion about why this might be and how to address it, including:

- Shortening the length of events (e.g., Inflatables Day).
- Running some slots with two rather than three volunteers (Inflatables Day).
- Amending sign-ups before events to ensure any gaps are at the end rather than mid-way through (all).
- Have plans (incl. signage) in place to close stalls/inflatables early if needed (all).

- Consider adding sign-ups to the ticket sales site and/or on ticket confirmation emails to bring people on-board early. **ACTION:** Web Coordinators to investigate.

## 6. Summer events

- a) PAPA YA talk (24<sup>th</sup> June): 70 of 150 available tickets sold so far.
- b) Year 6 leavers party (17<sup>th</sup> July): the team requested an increase in budget, but as the school felt £900 was already generous the team agreed to stick to the original budget. Mr Edwards added that the PTFA's £500 contribution to the Cattle Country coaches no longer covers their cost, but that the total £1,400 Y6 Leavers pledge as a year-specific pledge each year is the right amount. There is an important principle that PTFA money is used equitably across the year groups.
- c) Year 6 Leavers Hoodies: the team has completed the project and the hoodies will be delivered around the 23<sup>rd</sup> June. Reminder given that children are not to wear them in/around school until the last week of term.

## 7. Dates for events in 2025/6 academic year

- a) Dates have been set for formal approval at the AGM – see appendix. **ACTION: All to avoid 13<sup>th</sup> June (Summer Fair) weekend for class camps, please!**
- b) Kate noted that the dates for the Christmas Market, Christmas Cracker, and Quiz Night are contingent on leads coming forward.
- c) Christmas card and tea towel projects will begin in September.

## 8. Team updates

On recruitment:

- Committee: Helen Barugh has agreed to take on the Secretary role and Antonia Davies joined the Committee as Web Coordinator.
- One person came forward to join the Fireworks team, following the call-out.
- Fundraising roles are needed urgently for commencement in September:
  - o Christmas market (27<sup>th</sup> November) – lead + team
  - o Christmas cracker (6<sup>th</sup> December) – lead(s)
  - o Ice cream sales – lead
- Plus, looking further ahead:
  - o Quiz night (27<sup>th</sup> March 2026) – lead + team

**ACTION: volunteers to come forward if we are to run these fundraisers, which together would typically raise £6K.**

Attendees said thank you and farewell to:

- Yanique Slotemaker (Secretary)
- Kate Taylor and Sarah Bice (Web Coordinators)
- Laura Eggels, Ruth Wainwright, Becky Sykes, Laura Birch and Jo Wong (Christmas Market team)
- Jo Tomlinson (Christmas Cards)

- Katrina and Ryan Brooks (Christmas Trees)
- Ellie Hall and Jonathan Gunz (Christmas Cracker leads)
- Jodie Murray (Ice Cream lead)
- Alister Jones (Quiz Night lead)

## 9. AOB

- Parents/carers collection for Mrs Powe's retirement: Kate will send round a reminder. There will be a community-facing event for Mrs Powe, details TBA by the school.
- Better engagement: Ideas are welcome around how to continue to better engage parents/carers. It was noted that posters help.
- Music: Discussion around whether the PTFA could support music activities. Mr Edwards noted the school is aiming to continue building links with other schools to provide more exposure to music.

Kate thanked everyone for their attendance and continued support, and closed the meeting. **NEXT MEETING** will be the AGM, to be held online on Thursday 2<sup>nd</sup> October.

## Appendix: 2025/6 Events

### 2025

- Thursday 2<sup>nd</sup> October – AGM (Zoom)
- Friday 17<sup>th</sup> October – Years 1, 3 and 5 discos
- Thursday 23<sup>rd</sup> October – Reception parents/carers welcome drinks
- Saturday 8<sup>th</sup> November – fireworks extravaganza
- Wednesday 12<sup>th</sup> November – PTFA meeting (in person)
- *Thursday 27<sup>th</sup> November – Christmas market\**
- Saturday 6<sup>th</sup> December – tree sale *and Christmas Cracker\**

### 2026

- Friday 6<sup>th</sup> February – race night
- Friday 6<sup>th</sup> March – Years 2, 4 and 6 discos
- Tuesday 10<sup>th</sup> March – PTFA meeting (Zoom)
- Saturday 21<sup>st</sup> March – Beginners' ball
- *Friday 27<sup>th</sup> March – quiz night\**
- Saturday 16<sup>th</sup> May – inflatables day
- Saturday 13<sup>th</sup> June – summer fair
- Thursday 18<sup>th</sup> June – PTFA meeting (in person)
- Thursday 16<sup>th</sup> July – year 6 leavers' party

\*Christmas Market, Christmas Cracker, and Quiz Night are contingent on new event leads coming forward.