

# **BISHOP ROAD PRIMARY SCHOOL PTFA**

## **AGM 2025 MINUTES**

Thursday 2<sup>nd</sup> October 2025, 7.30pm via Zoom

### **Attendees**

Kate Pearson (Chair)	Jordana Collett (Class Link)
Anais Peiffer (Class Link)	Julie Menzies (Class Link)
Bazga Ali (Vice Chair)	Laura Elmer (Summer Fair)
Camilla Postlethwaite (Beginners Ball)	Laura Jousseme (Class Link)
Eira Child (Class Link)	Liz Sinclair (Class Link)
Ellie Jones (Disco)	Louise Fearnside (Class Link)
Ellie Rennie (Christmas Cracker)	Mark Lazarides (Class Link)
Fang En Sin (Class Link)	Nicola Beanlands (Uniform)
Helen Barugh (Secretary)	Sarah Gerrard (Class Link)
Helen Chesman (Class Link Coordinator + Inflatables)	
Helen Fazakerley (Class Link)	Shivani Baynham (Christmas Cards)
Helen Greer (Class Link)	Simon Bull (Website)
Hilary Barnes (Vice Chair)	Sophie Donaldson (Uniform)
Jess Gitsham (Tea Towels)	Tim Shurlock (Treasurer)
Mr Joe Emissah (Head Teacher)	Mr Tom Barr (Assistant Head)
Jenny Heath (Class Link)	Yanique Slotemaker (Inflatables)

### **1. Apologies**

Apologies received from Ruth Colson (Treasurer), Jaipall Wilson (Class Link) and Nikki House (Class Link).

### **2. Approval of the minutes from the 2024 AGM**

Kate (Chair) welcomed everyone to the meeting, especially those joining a PTFA meeting for the first time. She explained that the meeting would 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 Hilary.

The minutes of the 2024 AGM were approved (Kate Pearson, Hilary Barnes, Helen Chesman).

### **3. Chair's report**

Kate began by outlining the purpose of the PTFA:

- 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.
- We raise money by organising events and sales for the children, their families, and the local community to enjoy.

- Membership is automatically granted to school staff and to the parents and guardians of all children on the register of the school.
- The PTFA is non-political, unbiased and is impartial in its actions, and it is run by volunteers.

In terms of its 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.
- There is then a wider group of individuals or teams who run all the individual events and sales.
- Each class has one or more Class Link, who disseminate PTFA information to their classes and generally garner their classes' support.
- We also heavily rely on additional help from the wider school community. This can be resources and expertise (e.g., design work, printing services, raffle prizes) but also running the events themselves. We need to fill about 1,000 helper slots each year, including working on the bar, selling ice creams, being a fireworks safety steward, staffing lost children points – the roles are varied and many!

Kate thanked everyone for their continued engagement and for joining the AGM tonight. All children at the school benefit from the PTFA's efforts and the opportunities and resources we are able to fund at school as a result.

The purpose of this AGM is to review the past school year. Each year we pledge money to the school. Last year we fulfilled our pledges of £27,400 to the school, comprising our standard pledges of the below (there were no additional pledges last year):

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

After paying over these standard pledges we finished the year with £40,000 in the bank. These funds roll over into this year.

Kate noted that last year's fundraising was a huge success and it's really wonderful to celebrate that here. Thank you to everyone who has contributed to this brilliant total. That includes people who bought things, volunteered for things, organised things, donated things, attended things. It's genuinely making a real difference to the children's experiences at school and to the wider school community.

#### **4. Treasurer's report**

Tim began by thanking Ruth for her help in compiling the Treasurer's Report, noting that it's a joint effort. He also noted that the report and accounts will be subject to an independent examiner's report – Lauren Hodgkinson has kindly agreed to complete this again. Once complete, the final accounts will be submitted to the Charity Commission (the deadline is June 2026).

The report covers the financial year 1<sup>st</sup> September 2024 – 31<sup>st</sup> August 2025. Key points:

- The opening cash balance in September 2024 was £25,444.30.
- The amount raised by events and sales during the year was £38,198.43. Event expenses are included in the calculation of net funds raised for each event. All events had net positive funds raised.
- Other notable contributions to the total amount raised:
  - Around £2,000 from 'go cardless' direct debits
  - Around £1,000 through Easyfundraising
  - Around £1,200 from Tesco (the rest of the £1,500 will follow this year)
  - £500 match funding from an employer (via the disco team).
- All 2024/5 pledges have been paid to the school (£27,520.99). This included two sets of ringfenced money which directly supported outdoor learning.
- There were direct expenses to the PTFA this year of £1,039.71.
- Overall, we're in a very strong position going into this year. Even accounting for the recommended £10,000 contingency, there is already enough to pay the equivalent of last year's pledges.

Kate went on to note that:

- Uniform raised £3,300 last year (cf. £1,500 the year before that), due to having more pop-up sales, a few more team members, mending donations for re-sale, and the mending service.
- The £4,300+ raised by Inflatables may well have been a record for that event.
- The Christmas tree and Cracker teams still managed to raise a great amount despite the disruption caused by Storm Darragh.
- We're very grateful to those contributing via direct debits.
- Please sign up to Easyfundraising if you haven't already (it's quite literally 'free money'), and please investigate any employer match funding schemes. **Action: all.**

Kate went on to outline our position for 2025/6. We're in discussions with the school about pledges. Likely to be the standard pledges (£10K outdoor learning, £8K enrichment, £8K books, £1,400 Y6 Leavers), and possibly an additional small-ish pledge for something like playground improvement or playground equipment.

We have started this year with £40K in the bank. The school has decided to build up a healthy surplus of PTFA funds over the next few years in order to invest in a large-scale project. This would be similar in scope to recent large projects (e.g., the food tech room, story garden, significant playground developments) and is likely to focus on re-organising/developing internal space following the reduction to 3 Reception classes this year. More to follow in the November meeting.

## 5. School's message, inc. enrichment report (Appendix 1)

On behalf of Mr Emissah, Mr Barr extended a massive thank you to everyone who contributes to the PTFA. He noted that the amount of money raised each year is an incredible achievement, and the school is enormously grateful for the many hours contributed by so many people. He drew attention to the impact that PTFA funding has across the school, for example in new playground equipment. The legacy can also be seen,

for example in the climbing walls which have provided children with opportunities over such a long period of time. The school is looking forward to supporting another full programme of events this year.

On behalf of the PTFA, Kate extended thanks to the school for the assistance provided to support the PTFA events and sales, including teachers who attend events and contribute to their success, and particularly to the caretakers who really go the extra mile to support the practicalities of running events in school after hours.

Appendix 1 sets out all the different events supported by the £8,000 enrichment fund during the 2024/5 academic year. Mr Lescure was the Enrichment Lead and he put together a fantastic programme. Every year group benefited from at least two different activities.

There was general agreement that parents are not always aware which activities have been funded by the enrichment fund. Mr Emissah kindly offered to communicate this alongside the school letter in the coming week.

## **6. Election of the PTFA committee (Appendix 2)**

Kate then moved the meeting on to the election of the PTFA committee.

### **Core team**

- We welcome a new Secretary, Helen Barugh.
- We also welcome new Web Coordinators; Simon Bull and Antonia Davies. Although they were heavily involved last year, they are being formally voted in this year

### **Fundraising leads**

- Kate expressed her gratitude to people continuing in their role as well as new people coming into afresh.
- Camilla Postlethwaite and Sarah Humphrey have agreed to stay on as permanent leads for the Beginners' Ball. Annabelle Kiddey has already volunteered to join this year's event team.
- We now have leads for all the Christmas activities, with thanks to all involved:
  - Shivani Baynham has taken on Christmas cards.
  - Mike Hales shared Christmas trees last year and is now leading this.
  - Izzy Borrie has taken on the Christmas Market.
  - Ellie Rennie is leading the Christmas Cracker.
- Taran Livingston is the new lead on ice creams.
- Two people are considering sharing the lead for the quiz night.
- Martha Watton has volunteered to coordinate the Y6 leavers party.

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 2. This was unanimously passed.

## 7. Election of Class Links (Appendix 3) and review of Class Link role

Kate outlined the role of the class link. The Class Link Coordinator (Helen Chesman) sends updates by email from the PTFA, which class links then forward to each class via a 'bcc' email. Class links also support by encouraging people to sign up to support events and sales.

Parents/carers must opt in to receive PTFA emails – we have a webform for collecting their consent. Class links should keep a contact list of names and email addresses for their class, and keep this up to date – adding people on as they join and removing them when they leave. This can then be passed on to the next year's class link.

It's also helpful if class links can attend the three regular PTFA meetings each year, or send a representative, so that all classes are represented in any decisions.

The PTFA class link role does not extend to organising class social activities/camps, coordinating teacher gifts or sending on letters from school. Whilst some class links choose to do this, it's not an official PTFA-related responsibility.

Kate moved the motion for the attendees to vote in the new class links, as set out in Appendix 3. This was passed unanimously.

## 8. PTFA events for 2025/6 (Appendix 4)

Kate ran through the events calendar for the coming year, as set out in Appendix 4. In particular, big thanks to the new leads for the Christmas Market and the Christmas Cracker which means these events can now go ahead as originally planned.

It is particularly appreciated if classes can avoid scheduling class camps that clash with the summer fair on Saturday 13 June 2026. **Action: all to spread the word.**

## 9. Team recruitment

With thanks to the various new leads that have come forward, the main area that now needs support is the uniform team. Sophie Donaldson described how she is mending and upcycling branded school cardigans and jumpers, which not only means they can be sold on at a reasonable price but also emphasises an ethos of reuse. She has also upcycled gingham that has been donated but was too stained to sell on.

Sophie also described the many polo shirts that have been donated but are too stained to sell. She invited suggestions about how these could be used, with suggestions including making into cloths, using as a scrap store resource, reuse/recycle/art projects within school.

Sophie anticipates stepping down from this role in July and would really welcome both some help and someone to take on the responsibility in due course. **Action: all to help find volunteers.**

## 10. Brief updates on upcoming fundraisers

Kate ran through the upcoming fundraisers, as set out in the agenda:

- Pop-up uniform sale tomorrow, Friday 3 October, in the Edgar Hall after school (update: this raised £450!).
- Tea towels – sales will be open until 31 October via the PTFA shop.
- Christmas cards – designs to be returned and orders placed online by Friday 10 October.
- Years 1/3/5 discos on Friday 17 October with ticket sales open via the PTFA shop until 15 October. Please also sign up to help on the night.
- Fireworks on Saturday 8 November, ticket sales for school members are live with those for the wider public to go live imminently. Please also sign up to help on the weekend itself.
- Christmas market on Thursday 27 November in the evening, adults only.
- Christmas tree sale on Saturday 6 December with advance sales available through the PTFA shop soon.
- Christmas Cracker on Saturday 6 December.

## 11. AOB

Kate informed the meeting that this upcoming year (2025/6) will be her third and final year as Chair. Therefore, the PTFA is looking for a new Chair to take over from September 2026. If anyone would like to find out more about the role, please contact Kate for a no-commitment conversation. There is the opportunity for a period of shadowing and handover during this year. **Action: all to spread the word.**

## 12. Date of next meeting

The next meeting will be on Wednesday 12 November, 7.30pm at school.