

## BISHOP ROAD PRIMARY SCHOOL PTFA COMMITTEE MEETING MINUTES

Wednesday 12<sup>th</sup> November 2025  
7.30pm, Edgar Hall (Bishop Road Primary School)

### Attendees

Kate Pearson (Chair)	Helen Fazakerley (Class Link)
Mr Jake McKeown (for the School)	Suzanne Hetherington (Fireworks)
Hilary Barnes (Vice Chair)	Nikki House (Class Link)
Helen Barugh (Secretary)	Ellie Jones (Disco)
Simon Bull (Web Coordinator)	Laura Jousseime (Class Link)
Helen Chesman (Class Link Coordinator)	Camilla Postlethwaite (Beginners Ball)
Dan Cogan (Fireworks)	Taran Livingston (Ice Creams)
Laura Elmer (Summer Fair)	Tim Shurlock (Treasurer)

### 1. Apologies

Nicola Beanlands (Uniform)	Sophie Donaldson (Uniform)
Bazga Ali (Vice Chair)	Yanique Slotemaker (Inflatables)
Louise Swainston (Summer Fair)	Ruth Colson (Treasurer)
Charlie Webbon (Summer Fair)	Fang En (Class Link)
Chris Brooker (Race Night)	

### 2. Approval of minutes from the last PTFA meeting (14<sup>th</sup> June 2025)

The minutes were approved by Kate Pearson and Hilary Barnes.

### 3. Update on finances – including planned pledges

Tim talked through the Treasurer's report (see Appendix 1). Overall the finances are in an extremely healthy position, with enough in the bank already to fulfil this year's pledges (NB only the 'standard' pledges were paid over last year).

Key points made:

- The report reflects the position as at 10<sup>th</sup> November, so fireworks and tea towels are not yet reflecting the full income and costs.
- Core pledges are remaining at the same amount as last year. No additional pledge is planned this year (as with last year).
- Discos reflects most of the costs plus the income from the Y1/3/5 discos.
- Similarly, ice creams reflects just half a term of sales, which is excellent.
- The line for 'donations/direct funding' captures direct debits, one-off donations, and Easyfundraising revenue.

Kate noted that the school has chosen to roll money over from last year. They are considering a big future project which the PTFA will support.

### 4. Update from school

Mr McKeown started by thanking the PTFA on behalf of the school for the continued support. He noted that the school has been able to purchase a large number of books which provide excellent learning resources, for example in support of this year's hydrology project which he is leading. The following enrichment activities have either already taken place or are planned by Mr Lescure (who is the enrichment lead again this year):

- ZooLab (Reception).
- Explorer Dome (Y3-6).
- Forensic science workshop (Y5).
- Drama workshops for each year group, tying in with history topics (incl. dinosaurs, castles, ancient Greece, World War 2).
- Wizard of Oz performances (Y1-6).

- Performances from Redland Green School Y7 pupils (Y5-6).
- Robotics workshop (Y4).

In response to a question about school trips, Mr McKeown said that some ideas are being investigated and the school is looking to link these in with the hydrology project.

On behalf of the PTFA, Kate extended her thanks to the school – the teachers, support staff and caretakers – who so generously support the PTFA events with their time, energy and enthusiasm in order to make them possible.

## **5. Recap of events and fundraisers since the last meeting**

Attendees talked through the different events, making the following observations:

- The PAPA talk at the end of June was not intended as a fundraiser, but it did raise £200 through ticket sales.
- The Y6 leavers party was excellent and came in under budget.
- Reception welcome drinks had a good turnout and raised £180 despite not being intended as a fundraiser (and with only 3 classes this year).
- Uniform team efforts so far this term have raised a fantastic £770.
- Christmas cards estimated revenue is £600.
- Tea towel sales have been positive.

### Ice creams

Ice cream sales remained popular right through to half term - £1K raised. Sales will resume after the Easter holidays. There was a core team of 4-5 who helped most weeks, and it would be useful to have one or two more in the team to help spread the load, particularly during the summer term when people have weekends away and therefore can't commit to helping on a Friday. It was agreed to promote this nearer the time.

**ACTION:** Helen Chesman and Taran Livingston to promote this through the class links network towards the end of term 4.

### Discos

Discos went well and ran smoothly – over £2,000 raised. There was good feedback again for DJ Noel. The team noted that the price of the Macro shopping has gone up so they may need to look again at tuck/bar pricing. The team is planning to stay on for the next few years, but more hands to help with the preparation in the weeks before the events would be helpful.

### Fireworks

All agreed the fireworks were truly excellent! Dan estimates £8-9K raised.

There is a good core team in place but more people will be needed in future, especially because the 2026 event will be Dan and Simon's last year at the helm. It's a big event to pull together and hard work for the people involved – the core team were on site all day to set up. SignUp Genius doesn't really work for securing people to attend all day, so a different approach is needed to attract people to volunteer for this. This year's event was supported by 15 stewards who were on a corporate volunteering day, and this really helped but isn't something that can be relied on in future.

The fireworks event used digital ticketing for members of the community for the first time this year – the digital ticket prices were slightly higher than school family tickets to cover the supplier's 40p fee per ticket. The arrangements for the school community remained the same, with children being given wrist-bands to take home. Tickets were available first through the school, and all agreed this was important as it's primarily a school event. The posters for the event included a QR code linking straight through to the sales site, and there was speculation that this had helped increase sales. In general, the fireworks team concluded that the hybrid ticketing worked well. If the event is to be entirely digital tickets then they would need more people on the gate.

There had been some feedback that people would like food to be available. This could be considered for next year.

There were 2,300 tickets sold (cf. 2,000 last year), approx. 1/3 were sold digitally and 2/3 via school. There was some discussion about whether the event can be expanded, given it sold out. However, the team has risk assessed and 3,000 is too many. In general, people felt that this year's event was good and not too crowded despite the high number attending. It was noted that opening up to the community has enabled the event to grow and this has helped offset the increased price of fireworks.

There were two medical incidents at this year's event, but neither was caused by fireworks.

The discussion concluded with Kate, on behalf of the whole committee, extending a massive thank you to Suzanne for 10 years on the fireworks team.

## **6. Upcoming fundraisers (before the next meeting on 10<sup>th</sup> March)**

- There will be a further uniform sale (21<sup>st</sup> November), and the team is looking for purple tops and Christmas jumpers to sell
- The Christmas Market (27<sup>th</sup> November) has a full complement of stall holders and the team is doing a great job of pulling this together at a busy time of year. We're grateful to Izzy and team for coming forward to run the event.
- Christmas Cracker (6<sup>th</sup> December) – thank you to Ellie and team for taking this on, again at such a busy time of year. Christmas tree sales are being led by Mike Hales and preorders are now live on the PTFA shop.

## **2026 events**

- 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

## **7. AOB**

Kate asked everyone to look out for an email about **Easyfundraising**, and asked people to please spread the word. It's very easy to register for an account and it makes a big difference. There are around 250 supporters registered at the moment, although we don't know how many are active, and we have a community of around 1,500 parents and carers.

If you are on an events team, please look out for **employer match-funding schemes** as these can also be a valuable source of additional income.

The Web Coordinators and Hilary have started discussions with the school about a **redesign and update to the PTFA website**, particularly looking to reduce duplication across the different parts of the site. Mr Brooks is willing to work with us on this. They are currently testing feasibility and hope to start the build in the new year.

The web team has also done a range of **background updates** and data cleaning to bring everything up to date. This is nearly complete, with Bristol City Council holding the last thing that needs doing. Whilst this work won't show to everyday users, it's a vital part of keeping the website up and running and the team feel we're in a better position than this time last year. It was also noted that having two Web Coordinators works well as it would be too much work for one person.

There was discussion about whether **ApplePay/GooglePay** can be added as part of the payment options and whether there is a cost to doing so. Simon agreed to investigate and report back.

There was some debate about Bishop Road '**keep cups**'. After the experience at the summer fair, when many cups were left on-site after the event, there was discussion about whether a sale or return

option would be viable. However, this has been tried before and keeping the cups clean and suitable for use can be problematic. There is anecdotal evidence that adding the price of the cup put some people off buying a draught pint at the summer fair, so are they too expensive? Could we sell them at the entrance rather than at the bar, so that the costs are separated? After some discussion, it was agreed that there's no perfect answer to this but it was felt that the eco-friendly aspect is important.

**ACTION – Summer Fair team to consider testing selling keep cups at the entrance.**

Kate relayed that we can get a discount on the 'grants for schools' website. It would cost £63 to subscribe for this year, and we can then trawl through to look for grants that can be applied for. It seems like a valuable resource but it would need a volunteer to look through for suggestions and make the grant applications. Kate will talk to the school in the first instance, to check for any crossover.

**Uniform team update** – Sophie is running two mending workshops (20<sup>th</sup> November + 7<sup>th</sup> December) to try to boost the mending/upcycling team (currently just her), and potentially find her replacement as team lead as this is her last year at Bishop Road. Mr McKeown agreed the school would take any donations which aren't suitable for re-sale, for embroidery/sewing, or for the children to wear when painting.

The fireworks team bought 2 new heavy-duty **gazebos** this year. These can be used for other events.

Finally, Kate again noted that, after 3 years as **Chair of the PTFA** and the preceding year as Vice Chair, she is looking for a volunteer to take over from September. She is keen to do a good handover. Hilary is remaining as Vice Chair and will be there to assist. It could be a job share – two people sharing might work well. Kate will look at building a short job spec to help people know what they would be committing to and will circulate in the new year.


**8. The next meeting will be held online at 7.30pm on Tuesday 10<sup>th</sup> March 2026.**

# Appendix 1: Treasurer's report

Bishop Road PTFA

Treasurers Report

Period up to: 10th November 2025



Opening Cash Balances at 1st September 2025	£40,285.40	
Event Fundraising Activities 2024/25	Funds Raised	Estimated Income
2nd Hand Uniform	£770.51	£3,000.00
Beginners Ball		0
Discos	£2,075.06	£2,500.00
Fireworks	£8,450.61	£8,000.00
Ice Creams	£998.54	£2,000.00
Inflatables Day		£3,500.00
Race Night		£1,500.00
Summer Fair		£6,000.00
Tea Towels	£3,004.28	£1,500.00
Welcome Drinks	£181.97	£0.00
Xmas Cards		£500.00
Xmas Cracker	-£349.45	£1,300.00
Xmas Market	£512.06	£1,500.00
Xmas Trees		£1,500.00
Quiz Night		£1,000.00
Summer Fair 2025	-£325.85	
	Total	£15,317.73 £33,800.00
PTFA Income, Expenses & Pledges		
Donations/Direct fundraising	£367.47	
	Total	£367.47
PTFA Expenses	-£70.80	
Pledges (Paid)	£0.00	
	Total Expenses	-£70.80
Closing Funds Balance as at 10th November 2025	£55,899.80	

Cash Balances				
Funds Balance Held As:				
	Natwest Treasurer Account		£55,899.80	
	Subtotal		£55,899.80	
Including:	Ring fenced funds		£0.00	
			£55,899.80	
Committed PTFA Pledge Breakdown				
	Amount Pledged	Amount Paid	Income	Commitment Remaining
Enrichment Fund 24/25	£8,000.00	£0.00	£0.00	£8,000.00
Book/Class Library 24/25	£8,000.00	£0.00	£0.00	£8,000.00
Outdoor Learning 24/25	£10,000.00	£0.00	£0.00	£10,000.00
Year 6 Leavers 2024/25	£1,400.00	£0.00	£0.00	£1,400.00
			£0.00	
Committed Pledges Outstanding £27,400.00				
Recommended Contingency Fund £10,000.00				
Uncommitted Cash Balance at 31/08/2025 £18,499.80				