

Stockton Heath Primary School Parent Teacher Association Chair's Annual Report - School Year 2021 to 2022

Introduction

The Parent teacher Association (PTA) is a registered charity whose primary aim is to raise funds to enhance facilities and opportunities for ALL children of Stockton Heath Primary School, which mainstream funding is unable to support. All committee members work as volunteers and therefore all funds raised go directly to support the children of the school.

All parents/carers with a child or children in Stockton Heath Primary School are automatically assigned membership to the PTA. Committee members are nominated at the AGM although it is possible to join the committee after the AGM. All activity is done within the limits of the PTA Constitution.

The PTA provides an interface between parents and teachers, thus enabling us to work together to the benefit of the school in general. The PTA "year" referred to for this AGM runs from 1st August 2021 to 31st July 2022. This annual report gives an overview of the activities and initiatives undertaken during this time and a breakdown of funds raised.

Summary of 2021 -2022

Despite the ongoing challenges associated with Covid-19, we managed to run a whole host of events and activities throughout the year, including the return of the Halloween & Easter Discos, 3 Raffle Draws, non-uniform day collections, Bag2School Clothes Recycling, and a Freeze Pop sale during the extremely hot summer.

We had opportunities to "shop" with the Cauliflower Christmas Cards designed by the Children, Personalised Santa Sacks and Fab-bricks Keyrings, and not to forget the contributions we've received as a result of all the purchases made through Amazon Smile and Easyfundraising, which has been an easy and effective way to fundraise without any additional effort.

We would also like to thank those who continue to pay into the 100 club; the proceeds of which are dedicated to maintaining good ICT provision for all the children in our school.

And in terms of other highlights for this year, although it is still very poignant at this time, it was lovely to be able to mark the Platinum Jubilee of HM Queen Elizabeth II with special pin badges for the occasion.

We also have the exceptional individuals in our school, who go above and beyond, like Martha and her Marvellous Makes, Albert's Amazing Bike Ride and Harvey's Awesome Walk to Old Trafford. These children are fantastic role models and have been an inspiration to others particularly with our "22 for 22" challenge.

In addition to the above, we were also able to trial a few other events for the first time with a great response, such as the Christmas Experience Day for the children in place of the usual Christmas Fair, Friday Pizza Night, and then ending

the year on a high, with the Summer Serenade.

Whilst the Treasurer's Report will give a breakdown of the funds raised, the result is that we have successfully managed to fund a new bank of iPads for KS2 (£8k) as well as make a significant contribution towards the Opal Playground Scheme with the artificial grass (£6k) and new wooden outdoor storage around the school (£3600).

So with all that in mind, I would like to thank everyone in our school community - parents, carers, teachers and friends, for continuing to support the PTA. And a personal thank you from me to the rest of the PTA Team. It's easy to forget that we are a group of volunteers, juggling parenting, work, and other commitments along with this role. The success of this year would not have happened without all of the time and effort that you put in.

In particular, I'd like to thank Lucy Wood, who has previously taken on the role of PTA Chair, along with coordinating and overseeing the Cauliflower Christmas Card project over the last few years. Now that her daughter has reached her final year of primary school, she will be stepping down as our Online Events Rep.

And also, a big thank you to Kerry Kousoulou, who is stepping down as PTA Secretary, after being in the role for the last 2 years, but more importantly, will continue to lead the uniform exchange scheme and pop-up shops, which not only help to raise money for school, but provide a much needed service.

And so, looking to the future, with an ambitious fundraising plan for the next phase of the playground development ahead of us - the final plans for the new Natural Play Area are still under review - I hope that we can build on the success and enthusiasm of the last 12 months, continue to encourage more new members to get involved, and generate more fresh fundraising ideas, so that our children have everything they need in school to help them learn, develop and "strive to succeed".

Vivien Lang - Chair

The Committee

<u>Executive Committee</u>	<u>Committee Members</u>	<u>Teacher Representatives</u>
Chair: Vivien Lang	Laura Higginson	Cate Baker
Treasurer: Lynsey Cumberland	Lucy Simmers	Hannah Bird
Secretary: Kerry Kousoulou	Kate Hughes	
Online Events: Lucy Wood	Samantha Jones	

	Ashley Platt	
	Paul Jackson	
	Julie King	
	Emily Newlands	
	Kay Slater	

Money we had at start of the year **20,375.58**

Money In

Just Giving	-
Amazon	227.09
Stampastic	-
Easy Fundraising	48.11
Non Uniform Day	1,029.93
Miscellaneous	9,247.49
Christmas	4,214.60
Uniform Donation	85.00
Smarties Challenge	594.98
Bags2School	360.00
Pizza Night	661.30
Spooky Disco	1,413.48
Fab Bricks	436.80
Christmas Raffle	1,335.00
Easter Disco & Raffle	1,492.56
22 FOR 22	3,633.60
Summer Serenade	7,594.96
Jubilee Pin Badges	465.00
Freeze Pop Friday	152.80

Money In Total **32,992.70**

Money Out

School	23,925.00
Parentkind	116.00
100 Club	170.00
Just Giving Subs	36.00
Miscellaneous	108.38
Christmas	1,070.27
Pizza Night	499.68
Spooky Disco	380.39
Fab Bricks	299.25
Easter Disco	317.97
Summer Serenade	2,167.70
Jubilee Pin Badges	165.35
Freeze Pop Friday	40.79

Money Out Total **29,296.78**

Money we have now **24,056.50**

**Stockton Heath Primary School PTA
Audit of Accounts 2021/2022**

Scope of Work

To independently evaluate the PTA accounts for the period 1st August 2021 – 31st July 2022.

During the year the PTA bank account was moved from the HSBC Bank to the Nat West Bank.

- The HSBC Bank account was closed on 17th March 2022
- The Nat West Bank account was opened on 22nd September 2021
- Balances were transferred over from HSBC to Nat West as follows:-
 - £22,000 on 11th March 2022
 - £1,091.16 on 17th March 2022
 -

Overview of the Work Completed

Summary	Description	Comments
Agreed opening and closing bank account balances on reconciliation of bank statements/PTA accounts	Opening balance on bank statement £20,377.47 Opening balance on PTA account £20,375.58 Difference of £1.89	This amount of £1.89 is historical and the opening balance on the 20/21 PTA accounts have been adjusted to reflect this.
	Closing balance on bank statement and PTA accounts agree - £24,056.50	No issues
Query - amounts paid in/paid out on bank statements but not included on PTA accounts	Total Paid In = £643.10	Payments/cheques included at 20/21 year end as unrepresented. 20/21 accounts checked - no issues
	Total Paid Out = £644.99 (cheque numbers 101043, 101045, 101046, 101049).	
Expenditure Bank statements reconciled with PTA accounts.	Awaiting cheque books to review cheque payments. On receipt of cheque books examples of expenditure to be checked/confirmed.	HSBC and Nat West cheque stubs checked against accounts - no issues
Income Bank statements reconciled with PTA account	Awaiting paying in book to review income receipts. On receipt of paying in books examples of income to be checked/confirmed.	NatWest paying in book stubs checked against cash paid in on accounts - no issues
Ensure all cheques are consecutive	HSBC - cheque numbers 101051, 101052	No issues
	Nat West - cheque numbers 00001-00007	No issues
Payment receipts	Receipts for most payments had been received and where there were no receipts this had been noted on the PTA accounts	To continue to provide receipts for all payments. School to provide receipts for donations to the school budget.

Summary

- This report has been prepared in time for the PTA meeting on Tuesday 15th November 2022, there are a couple of outstanding issues that require attention on receipt of cheque and paying in books. All outstanding issues have now been resolved (23.11.22)
- The majority of payments are made by debit card or an online transaction, cheques are used occasionally and good practice would be to take a copy of the cheque/cheque stub for audit purposes. Two cash withdrawals were made from an ATM.
- A large amount of cash is received during fund raising activities, i.e. Christmas fayre, summer serenade etc and good practice would be for this to be counted in school at the time of the event if possible.

Completed by: Tracy Roberts (School Business Manager)

15th November 2022

Updated 23rd November 2022