

Cookham Dean PTA Report 2019/2020

Chair – Vicki Aggar

We started the year with an active and engaged PTA meeting where the Chair agreed with all those in the room to the below objectives for the coming school year:

- To achieve a fundraising level of greater than £20,000.
- To improve the quality of the School's facilities and learning tools.
- To look at additional ways of boosting the PTA income outside of events, including maintaining the focus on providing information to new reception parents to get them involved from the beginning.
- To improve awareness of the VCF, match funding and GAYE.
- To continue to increase parental involvement and input to the PTA.
- To continue to increase attendance at PTA meetings

Summary

The first half of the year started off brilliantly with class reps in place who were fully engaged and committed to their assigned class fundraising activities for the year. Sadly, owing to the COVID 19 pandemic all activities following the February half term were cancelled as Britain went into lockdown and schools closed for the first time in our lifetime.

This meant that PTA activity only took place over 6 months rather than the full school year with key activities and projects having to be cancelled such as the school quiz, the various school discos, and of course the summer fete which is a large fundraiser for the school. Despite this however, £12,000.00 was made for the school during this short period of time and it is now being allocated to various items requested by the school (for approval later in the meeting). The PTA was also still able to fully fund the Year 6 leavers activity as well as usual so that those leaving the school did not miss out on all annual traditions.

Objective 1

Whilst we didn't hit the target of 20k or above in fundraising terms, it was still a very successful first part of the year which put us well on track to achieve our anticipated fundraising objectives. With 12,000.00 raised in the first 6 months of the school year it meant that crucial equipment required by the school was still able to be purchased.

Objective 2

Through the money raised in the first part of the year the PTA was able to fulfil its second objective by being able to partially 'top up fund' IT equipment for the school classrooms – specifically smart/interactive TV screens for the teachers to use to aid active learning in the classroom.

Objective 3

Objective 3 was focussed on thinking creatively about how the school could raise funds other than through events. Objective 3 was partially met through the development/approval of an online app that would help receive and coordinate money raised for the school in a much more efficient way. It

also saw the start of the 50:50 lottery club set up by a parent. On reflection improved resources and information on ways to donate to the PTA still need to be improved, such as improved promotion of sites like give as you live and also to increase awareness of the VCF set up in the school – specifically for new parents. This should be focussed on in future years.

Objective 4

As above.

Objective 5 & 6

Engagement from parents was particularly good at the start of the school year, and certainly varying the times for the PTA meetings was important in order to capture as many parents as possible. It was very difficult to keep engagement with parents whilst in lockdown owing the multiple challenges and pressures each parent faced at that time. New events such as the santas grotto and the sports dinner helped to capture a different audience and it was agreed that diversity of activity would be explored in future years to continue to engage with as many parents as possible. In hindsight, more could have been done by the PTA during the lockdown period, but with little time to plan and prepare alongside limited parent availability sadly this wasn't possible.

Conclusion

Despite the multiple challenges that this year brought, it still felt like the PTA had a successful year. Cerayinly financially we were able to continue to support the school with resources and the children had a lot of fun at the events that were able to run. Projects that started will hopefully be able to be continued in future years, one of which being the PTA app which should make life a lot easier for both event organisers and parents.

I thoroughly enjoyed the role as PTA chair last year and the opportunity it gave me to get to know other parents in the school better and I look forward to maintaining an active supportive role as we continue in to what will be another slightly different year than normal with regards to PTA events.

Vicki Aggar

Cookham Dean School PTA

AGM Treasurer's Report for year ending 31st August 2020

The balance of the PTA account on 1st Sept 2019 was **£34,544.62**. The balance on 31st Aug 2020 was **£24,304.92**.

The balance of the Voluntary Contributions Fund (VCF) on 1st Sept 2019 was **£23,880.28**. The balance on 31st Aug 2020 was **£23,510.28**.

Receipts

Fundraising

- 2019/20 was a successful year for fundraising, considering that the covid-19 pandemic, lockdown and school closure meant that many of the usual events were not able to be held. The net amount of funds raised through events and activities after expenses and costs was **£15,666.91**. This excludes uniform sales and receipts to the VCF account.
- Total income to the PTA account including the net of uniform sale/costs was **£11,149.92**. This includes payments to the PE kit suppliers for kit that had been ordered and paid for by parents in the previous year.
- Total income to the PTA account including uniform takings but excluding uniform stock costs was **£24,639.72**.
- The pattern of fundraising this year was that **£8,665.09** was raised during terms 1 and 2. Funds were raised from autumn events such as the Gravity Grand Prix (**£935.88**) – another increase in profits - and the Autumn disco (**£468.05**). The contribution received from Cookham Dean Village Club for our support on Bonfire night was held at the previous years amount (**£300**) despite a further decrease in profits overall at the event due to bad weather. The boundary walk raised **£312** and teatowel sales **£644.40**. Collecting money in a smarties tube raised **£409.50**. Funds were raised at school Christmas events such as the Christmas Raffle and Christmas production refreshments, and the new Santa's Grotto (**£1,435.61**). Another increase in profits from the Christmas tree sale (**£2,159.45**). Countrystores donated **£2,000** from their plastic bag sales.
- Terms 3 and 4 are generally the quiet terms, but in 2019/20 an impressive **£4,417.04** was raised. The Sports Dinner raised **£2,550.64** for the PTA plus **£4,641** for Pete Reed – the paralysed Olympic rower. The Swimathon again raised slightly more than the previous year (**£1,364.75**). Bags2schools raised **£294.40** and bedtime stories **£182.50**. The Easter event had to be cancelled but **£24.75** was made by selling the Easter eggs.
- There were no events in terms 5 and 6 due to the covid-19 restrictions. Popular and profitable events such as the summer fete, quiz night and summer disco were all cancelled.

- Other sources of income for the year included **£595.28** raised through the weekly tuck shop. Two new initiatives raised funds – cashback such as Give as you live, empties please (**£262.77**), and the 50/50 club lottery (**£1,025**). Uniform sales made a loss of **£4,667.99**, primarily due to payments from parents being made in 2018/19 but the payments to the supplier being made in 2019/20.

Voluntary Contributions Fund

- Parent contributions VCF totalled **£11,765**. **£660** of this was a gift from the Year 6 leavers. This represents an increase of £865 on the previous year, and increase for the second year. in a row. No gift aid claims were made during this financial year.

Expenditure

- The PTA was in a good position to spend, with projects planned for 18/19 well underway. Expenditure excluding uniform costs was **£21,399.62**. Total PTA expenditure including uniform cost was **£34,889.42**
- The money donated to school to spend on the curriculum remained at **£6,825**.
- **£13,508.85** was donated to school to allow them to fund projects. This included **£7,851.22** for new ipads, **£330** for a road safety workshop, **£225.88** for the reflective garden, and **£4,665** for smartboards. In addition there was **£436.30** donated for individual class projects from cake sales.
- The PTA donated **£619.15** towards the year 6 leavers events. The committee agreed to overspending the budgeted £550 as the alternative to Legoland was more expensive.
- **£246.97** was spent on PTA expenses.
- **£151** was spent on the summer fete and **£48.65** on the chickens
- **£13,489.80** was spent on uniform stock purchases.

Voluntary Contributions Fund Expenditure

- The school withdrew **£13,000** from the VCF during the year. This was used to balance the school budget and support other curriculum resources.

Outlook

- At 31st August 2019 the PTA bank account balance is **£24,304.92**. Curriculum support and other regularly funded projects amount to approximately **£8,000**. Fundraising will be needed to fund new initiatives in 20/21, and we will need to be creative in approach and not rely on or assume that the usual events will be able to proceed, or if they do, be as profitable.
- Despite an increase in the VCF contributions this year, the VCF account balance has still reduced slightly. Efforts to raise awareness have had a positive effect, and needs to continue.

Wendy Dean, Treasurer

2019

2020

£	Funds were received from	£
6,088.01	Summer Fete	-
1,747.59	Christmas Events (raffle, Rec & KS1 nativities, yr3/4 christingle, carols, Santa's grotto)	1,435.61
2,096.33	Xmas Trees	2,159.45
6,658.25	Social Events (Sports dinner)	2,550.64
2,269.09	Kids Events (Autumn Disco, Bedtime stories)	735.30
2,771.52	Other (tea towels, Cake sales, Tuck shop, cashback, charity donation)	4,999.28
2,379.03	Community Events (Gravity Grand Prix, Bonfire, Swimathon, Boundary Walk)	2,912.63
10,080.25	School Uniform	8,821.81
	50/50 Club	1,025.00

34,090.07	Total PTA Income	24,639.72
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-	Gift Aid Payments from HMRC	-
10,020.00	VCF Donations eligible for gift aid	10,480.00
1,745.00	VCF contributions ineligible for gift aid	2,150.00

11,765.00	Total VCF Income	12,630.00
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45,855.07	Total Income	37,269.72
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Expenditure

(6,825.00)	Curriculum support to school	(6,825.00)
(608.20)	Yr 6 Leavers outing + Gifts	(619.15)
(521.63)	Donations to school to fund projects	(13,508.85)
(5,962.69)	Uniform	(13,489.80)
(1,080.12)	PTA Expenses	(246.97)
(47.19)	Sports Trophies	-
(223.00)	Loss-making events/activities	(199.65)

(15,267.83)	Total PTA Expenditure	(34,889.42)
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(13,000.00)	Expenditure from VCF Account	(13,000.00)
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(13,000.00)	Total VCF Expenditure	(13,000.00)
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(28,267.83)	Total Expenditure	(47,889.42)
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18,822.24	PTA Deficit/Surplus for the Year	(10,249.70)
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15,732.38	Balance Brought forward in PTA account	34,554.62
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34,554.62	Accumulated PTA Account Funds at Year End	24,304.92
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(1,235.00)	VCF deficit/surplus for the year	(370.00)
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25,115.28	Balance brought forward in VCF account	23,880.28
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23,880.28	Accumulated VCF Funds at Year End	23,510.28
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Represented by Assets as follows:

34,554.62	Cash	24,304.92
5,494.09	Stock of Uniforms	6,686.08

40,048.71	Total Assets	30,991.00
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Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
The Parent Teacher Association of the Cookham Dean Church of England
(Controlled) Primary School

**On accounts for the year
ended**

31/8/2020	Charity no (if any)	1014698N
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Set out on pages

1-5
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: Paul Griffiths

Date: 16/6/21

Name: Paul Griffiths

Relevant professional NA

qualification(s) or body
(if any):

MIET ACGI

Address:

56 ALWYN RD; MAIDENHEAD
SL6 5EL

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]