



The Parent Teacher Association (PTA) Of The Cookham Dean Church of England (controlled) Primary School

Registered charity number: 1014698

AGM Chairperson's Report for Year Ending August 2021

First, a huge thank you to all who have supported us and the PTA over the past year. It was never going to be an easy year, we've had to adapt and come up with new ideas and ways of doing things, but everyone has risen to the challenge to help us achieve several of the objectives set out at the beginning of the year.

Our proposed objectives for 2020/21, set out at the last AGM, were:

- To achieve a fundraising level of greater than £12,000
- To provide additional and improved facilities and learning tools for school
- To assist Mrs Reekie's aim at getting Healthy Schools status
- To look at additional ways of boosting the PTA income beyond events
- To look at additional ways of encouraging a stronger sense of community amongst school families, beyond fundraising
- To create and build a new online platform to encourage parents to be more involved, including increasing attendance at PTA meetings, and improve communication overall

We would not have achieved any of this without the help and support in particular of the 2020/21 class reps, a core group of parents, and especially our fellow PTA committee members, Wendy Dean and Tessa Allanson.

1. To achieve a fundraising level of greater than £12,000

Total raised in the financial year 1 September 2020 to 31 August 2021 was approximately £15,800, so the PTA achieved its financial objective in the year 2020/21.

A number of fundraising events were held during the year, including several new events and activities to make up for the shortfall we might have experienced from COVID restrictions.

Fundraising activities we were able to participate in (albeit with some amended processes):

- Maidenhead Boundary Walk
- Christmas raffle
- Christmas tree sale
- Summer raffle
- Swimarathon
- End of term disco
- New uniform sales
- 50:50 Club
- Cashback schemes

New fundraising activities for 2020/21:

- Halloween, Christmas and Easter craft bags
- Matchbox Challenge



- Facebook sales, including Christmas jumpers and toys
- Christmas advent window trail
- School calendar
- Easter walking trail
- Easter colouring competition
- Virtual quiz
- DIY pizza
- Leavers vs Remainers cricket match
- Second hand uniform

Sadly the Swimathon sponsorship money will be in the 2021/22 year finances! Also initiated the Gravity Grand Prix kart process, GGP café and village fete involvement for September 2021, but all those events will be in the 2021/22 year finances.

Other events and activities missing from the year that will hopefully be able to happen this year:

- Autumn disco
- Bonfire Night
- Christmas school events
- Santa's Grotto
- Storytelling evening
- Easter eggstravaganza
- Quiz and dinner
- Ice cream sales
- Summer fete
- Musical soiree

Whilst the trails were hugely popular, we think it would be worth looking to see whether there is a village-wide opportunity to create something bigger and that has more longevity, people might get bored of the same route otherwise!

The Christmas tree sale was a massive success thanks to the new COVID friendly procedures, pre-ordering and a fantastic delivery team. Thank you to Caroline Scottow for coordinating all of that.

The Leavers vs Remainers cricket match was a wonderful event, created and organised by Niall Thorburn. It raised over £2000 and we hope this will be an annual fixture in the school calendar and an excellent 'last hurrah' for Year 6 students and parents.

Taking on second hand uniform and formalising and growing that has been a great way to raise money and promote sustainability in school. Thank you to Jenny Knight for taking that on.

Huge thank you to everyone's massive generosity in a tough year, to our fellow committee members Wendy Dean and Tessa Allanson, the class rep team and all the other volunteers and everyone who supported, bought, and sponsored this past year. This is absolutely a huge team effort, so thank you.



2. To provide additional and improved facilities and learning tools for school

In addition to the annual crucial curriculum support contribution, the PTA funded several projects to improve the facilities and learning tools at school:

- Reception garden improvements
- Buying new laptops for one class
- Improving the reflective garden

Also, as on site fundraising wasn't able to go ahead, we gave each class teacher £200 to spend on items for their classrooms.

We also did our usual donation for the Year 6 leavers trip.

Other things that we approved but that will appear in the 2021/22 year finances:

- Decorating the classrooms
- Electrics for the caravan
- Additional class resources per class (some classes haven't spent the money yet)

Other projects we were anticipating funding, Mrs Reekie was able to get grants and funding elsewhere, which means we head into the new year with a healthy balance awaiting new projects.

3. To assist Mrs Reekie's aim at getting Healthy Schools status

Due to the pandemic, we had to cancel Tuck Shop. We sold off excess stock. And as school is aiming to achieve Healthy Schools status, we agreed to not re-start Tuck Shop in its traditional format. The format of this going forward is something for the new co-Chairs to discuss.

We have also been more mindful and considerate with prizes and goodies for events, for example, we checked in with parents for the disco before giving out sweets.

Not perfect, but a start with work still to do. This year looking at monthly 'healthy snack' events and not as many, if any, cake sales.

4. To look at additional ways of boosting the PTA income beyond events

This year, given the pandemic, there were several events and activities we couldn't run, so we had to come up with a series of new ways to raise money:

- Walking trails - donations
- Facebook selling group
- Craft bags
- Second hand uniform sales
- DIY pizza
- Several new sponsorship events, eg matchbox challenge, Leavers vs Remainders cricket match



- Cashback - AmazonSmile, Give As You Live (although this could be pushed further), Stikins and Stampastic and a one-off event with a local business, Sible Cups. Could look at more link-ups with local businesses

We have also been exploring further the opportunity to get match funding from volunteer employers, eg a parent is currently in the process of trying to gain match funding for the Gravity Grand Prix fundraising. We would definitely recommend the new co-Chairs look into this further.

5. To look at additional ways of encouraging a stronger sense of community amongst school families, beyond fundraising

We utilised the Facebook page and group much more, and created the selling group.

We organised non money raising events, eg art competitions, Reception parent drinks and community-wide events, eg walking trails. We secured donations of books from The Little Bookshop and gifted them to the children at Christmas, we organised Father Christmas letters, half term Facebook LEGO competitions, end of year Treasure Hunt with prizes donated by Baker Ross and donated activity books after a donation from KidsCo Australia.

We also entered a kart into the Gravity Grand Prix (GGP) for the first time, which was as a result of a comment on our PTA survey at the beginning of the year. The GGP was a fantastic community event to be a part of and a brilliant school occasion. We also ran our usual café, which included donations from the Handmade Cake Co as well as school parents and carers.

In addition we hosted a pocket-money stall at the village fete and organised some volunteers to help with the logistics.

We would encourage the new co-chairs to continue to support the village, church and local businesses where possible.

6. To create and build a new online platform to encourage parents to be more involved, including increasing attendance at PTA meetings, and improve communication overall

We explored PTA Events further, but decided not to use it this year, Wendy prefers the personal touch for the uniform and there were no events that were big enough to require the effort required, new co-Chairs can explore further.

We did use Google Forms and Sheets to encourage online payments, doing a lot of personalised reference codes. We used QR codes on posters to help parents find the information they needed.

And, as mentioned before, we utilised the Facebook page and group much more, as well as forming a Class Reps WhatsApp group, used the school newsletter more, did a lot more 'ads' and posters and updated the PTA page on the website.



Attendance at meetings was consistent across the year, with an average of 15 people attending each meeting, this may have been partly due to the fact meetings were on Zoom so easier to attend without having to worry about childcare.

We publicised PTA meetings via the newsletter, Facebook and WhatsApp.

We have now stepped down as co-Chairs after completing our agreed term of one academic year. We would like to welcome Isadora Bennett and Jessica Harris as co-Chairs, and Joe Bennett as vice chair, of The PTA Of The Cookham Dean Church of England (controlled) Primary School. We wish them luck and will support them fully.

Lizzie Parnell and Tori Dixon
Co-chairs 2020/21



The Parent Teacher Association (PTA) Of The Cookham Dean Church of England (controlled) Primary School

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AGM Treasurer's Report for Year Ending 31st August 2021

The balance of the PTA account on 1st Sept 2020 was **£24,304.92**. The balance on 31st Aug 2021 was **£26,217.52**.

The balance of the Voluntary Contributions Fund (VCF) on 1st Sept 2020 was **£23,510.28**. The balance on 31st Aug 2021 was **£27,092.17**.

Receipts

Fundraising

- 2020/21 was a successful year for fundraising, considering the COVID restrictions prevented several of our usual high profit events from being held. The net amount of funds raised through events and activities after expenses and costs was **£15,344.86**. This excludes uniform sales and receipts to the VCF account.
- Total income to the PTA account including the net of uniform sale/costs was **£16,585.66**
- Total income to the PTA account including uniform takings but excluding uniform stock costs was **£23,886.26**.
- The pattern of fundraising this year was that **£7,081.39** was raised during terms 1 and 2. There was no Gravity Grand Prix, Autumn disco, bonfire night or school Christmas events. However, funds were raised from the usual Christmas tree sale (**£2,200.05**) – best ever -, boundary walk (**£637**) – again best ever -, and the Christmas raffle (**£1556.36**). Funds were also raised by some new events. Sales of craftbags for Halloween and Christmas (**£913.54**), a competition to fit lots of things in a matchbox (**£848.97**), sales of school calendars (**£178.56**) and second hand Christmas jumpers (**£47.50**). An advent trail around the village raised **£699.41** as well as giving the community something to do!
- Terms 3 and 4 were quiet, raising **£884.96**, with the usual swimathon postponed until terms 5/6. Easter fundraising events consisted of an Easter trail (**£667.25**), Easter craft bags (**£246.15**) and colouring competition (**£20.90**).



- In terms 5 and 6, the COVID restrictions caused the traditional events to be rethought, raising **£3,569.01**. No summer fete, just the raffle (**£1,603**), the quiz was online (**£321.48**), and the summer disco was in smaller groups outside (**£566.81**). Year 6 created and organized a new event - a Leavers vs Remainders cricket match (**£2,089.01**). The Swimathon took place, but we will not receive the sponsorship money (**£1,490**) until 21/22.
- Other sources of income for the year included new uniform sales (**£1,240.80**), second hand uniform sales (**£383**), cashback from companies such as Amazon smile, Give as You Live etc (**£275.21**) and selling off the tuck shop stock (**£50**). and the 50/50 Club (**1,128**). A new Facebook selling group raised **£492**.

Voluntary Contributions Fund

- Parent contributions VCF totaled **£10,509.80**. This is a reduction of **£1,255.20** on the previous year. Gift aid of **£6,886.89** was received.

Expenditure

- Expenditure excluding uniform costs was **£14,673.06**. Total PTA expenditure including uniform costs was **£21,973.66**.
- The money donated to school to spend on the curriculum remained at **£6,825**.
- **£5443.46** was donated to school to allow them to fund projects. This included **£4,540.46** for new laptops for one class, **£678** for reception garden improvements and **£225** for improving the reflective garden. In addition, there was **£1,000** donated for individual class projects as no cake sale money could be raised.
- The PTA donated **£538** towards the year 6 leavers events.
- **£866.60** was spent on PTA expenses. This was largely equipping the uniform shop with cupboards and crates to accommodate the increased stock.
- **£7,300.60** 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 2021 the PTA bank account balance is **£26,217.52**.
- Curriculum support and other regularly funded projects amount to approximately **£8,000**. The school was decorated in July/August 2021 (**£5910**), to be paid in 20/21. **£600** is still to be paid to individual classes, a commitment carried over from 20/21. This will leave under **£12,000** so fundraising will be needed to fund new initiatives in 21/22. Creativity in approach will once again be needed as COVID restrictions still need to be considered.
- The increase in the VCF bank balance is due to the gift aid not an increase in parent contributions. Efforts to raise awareness need to continue.

Wendy Dean, Treasurer

2020

2021

£	<u>Funds were received from</u>	£
-	Summer Fete	1,603.00
1,435.61	Christmas Events (raffle, calendars, jumpers)	1,782.42
2,159.45	Xmas Trees	2,200.05
2,550.64	Social Events (Quiz, leavers vs remainers cricket)	2,410.49
735.30	Kids Events (Craft bags, matchbox and colouring competitions, disco)	2,547.03
4,999.28	Other (Tuck shop, facebook sales, cashback, donations, second hand uniform)	1,670.21
2,912.63	Community Events (Boundary Walk, Advent and Easter trail)	2,003.66
8,821.81	New School Uniform	8,541.40
1025	50/50 Club	1,128.00
24,639.72	Total PTA Income	23,886.26
-	Gift Aid Payments from HMRC	6,886.89
10,480.00	VCF Donations eligible for gift aid	8,789.80
2,150.00	VCF contributions ineligible for gift aid	1,720.00
12,630.00	Total VCF Income	17,396.69
37,269.72	Total Income	41,282.95
	Expenditure	
(6,825.00)	Curriculum support to school	(6,825.00)
(619.15)	Yr 6 Leavers outing + Gifts	(538.00)
(13,508.85)	Donations to school to fund projects	(6,443.46)
(13,489.80)	Uniform	(7,300.60)
(246.97)	PTA Expenses	(866.60)
-	Sports Trophies	-
(199.65)	Loss-making events/activities	-
(34,889.42)	Total PTA Expenditure	(21,973.66)
(13,000.00)	Expenditure from VCF Account	(13,000.00)
(13,000.00)	Total VCF Expenditure	(13,000.00)
(47,889.42)	Total Expenditure	(34,973.66)
(10,249.70)	PTA Deficit/Surplus for the Year	1,912.60
34,554.62	Balance Brought forward in PTA account	24,304.92
24,304.92	Accumulated PTA Account Funds at Year End	26,217.52
(370.00)	VCF deficit/surplus for the year	3,581.89
23,880.28	Balance brought forward in VCF account	23,510.28
23,510.28	Accumulated VCF Funds at Year End	27,092.17
	Represented by Assets as follows:	
24,304.92	Cash	26,217.52
6,686.08	Stock of Uniforms	6,617.76
30,991.00	Total Assets	32,835.28



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**

31/08/2021 **Charity no
(if any)** **1014698 N**

Set out on pages

1-9 (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 31/08/2021.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: 13/6/22

Name: Paul Griffiths

**Relevant professional
qualification(s) or body
(if any):**

None

Address:

56 ALWYN RD, MAIDENHEAD, BERKS
SL6 5EL

Only complete if the examiner needs to highlight 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.