



**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 2022**

Firstly, a huge thank you to all who have supported us and the PTA over the past year. It has been an interesting and exciting year and thank you to all that have helped us to achieve several of the objectives set out at the beginning of the year.

Our proposed objectives for 2021/22, set out at the last AGM, were:

- To achieve a fundraising level of greater than £16,000
- To provide additional and improved learning tools and facilities for school
- To look at additional ways to boost PTA
- To find additional ways to create a stronger sense of community with families
- To create an online platform which will encourage parents to get more involved (this platform will include all dates/ways to pay/ everything PTA)
- To increase the parental involvement and input at PTA meetings

We would not have achieved any of this without the help and support in particular of the 2021/21 class reps, a core group of parents, and especially our fellow PTA committee members, Wendy Dean and Tessa Allanson. Also helping and supporting us all along was Tori Dixon. She was always relentless and supported us in so many ways.

**1. To achieve a fundraising level of greater than £16,000**

Total raised in the financial year 1 September 2021 to 31 August 2022 was approximately £28,000, so the PTA achieved its financial objective in the year 2021/22. There was also an additional £7,000 received due to selling the school uniform stock to Goyals.

A number of fundraising events were held during the year. Fundraising activities we were able to participate in:

- Maidenhead Boundary Walk
- Christmas raffle
- Christmas tree sale
- Christmas palette tree sale
- Summer Fete
- Summer raffle
- Swimathon
- End of term discos
- New uniform sales
- 50:50 Club
- Cashback schemes



- Facebooks Christmas jumpers' sale
- School tea towel
- Gravity Grand Prix Café
- Village Fete
- Leavers vs Remainers cricket match
- Second hand uniform
- Storytelling night
- Bonfire night
- Ice lolly sales

The Christmas tree sale was again a great success, 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. We hope this will happen again next year and become 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 doing this brilliantly.

The Christmas raffle raised £1,700 which was the best ever total amount. So thank you for all the volunteers that organized that.

The summer fete was a great success both as fundraising and a nice family day. Thank you to all the volunteers that helped on the whole process of planning, setting up and running day so amazingly well. The help and support we had from all these volunteers was fantastic and we couldn't have done it without them.

This was the first year that we had the Silent Auction online and it worked really well and raised a significant amount. Beside being so fun to watch all the bids and to bid on lots of exciting items. A special thanks goes to Tori Dixon for organizing it all so brilliantly.

## **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:

- The electrics in the gypsy caravan
- Painting the classrooms
- The new 'Huff and Puff' shed
- First aid course
- 2 gazebos



We also did our usual donation for the Year 6 leavers Legoland visit. Provided drinks and nibbles for the new reception parents evening. Supplied the Jubilee bookmarks for all the children and staff.

Other things that we approved but that will appear in the 2022/23 year finances:

- 3 Data Loggers to support the computing curriculum
- The 'Girls on Board' training

### **3. To look at additional ways of boosting the PTA**

This year, given that we still had some restrictions due to the pandemic, there were still some events and activities we couldn't run, so we had to continue some of the ideas from last year and come up with new ideas such as the sale of the Christmas palette trees and the apple chutney.

- Walking trails – donations
- Sale of Christmas Palette trees
- Facebook selling group
- Second hand uniform sales
- Sponsorship event - Leavers vs Remainders cricket match
- Cashback - AmazonSmile, Give As You Live (although this could be pushed further), Stikins and Stampstastic. Could look at more link-ups with local businesses

### **4. To find additional ways to create a stronger sense of community with families**

This year we also wanted to focus on non-money raising activities/events where we could just provide some fun for children and parents/carers. With that in mind we organised the Santa sing along and all children were gifted a book or a pen.

All children and staff were given a bookmark in commemoration of the Platinum Jubilee and cakes and squash were provided for all the children for the afternoon tea that the school had organised.

This year we were able to do the Summer Fete, which was a great day that children, parents/carers and the wider community all enjoyed. It was a wonderful day.

We also provided the drinks and nibbles for the new Reception parents/carers evening.

We again entered a kart into the Gravity Grand Prix (GGP). 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. A huge thank you to Tori Dixon for organizing this.



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

### **5. To create an online platform which will encourage parents to get more involved (this platform will include all dates / ways to pay / everything PTA)**

We once again explored PTA events further, but decided not to use it this year, due to the cost and potentially parents/carers preferring the way it's currently done (Google Forms and BACS payment) and therefore not needing to have to sign up and having a login.

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 the Class Reps WhatsApp group, used the school newsletter more, did a lot more 'ads' and posters and updated the PTA page on the website.

### **6. To Increase the parental involvement and input at PTA meetings**

We publicised PTA meetings via the newsletter, Facebook and WhatsApp. Constantly encouraged people to attend the meeting and to get involved with PTA activities.

Huge thank you to everyone's massive generosity this 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.

We have now stepped down as co-Chairs after completing our agreed term of one academic year. We would like to welcome Becky Neale and Sylvia Rai, new Co-Chairs of The PTA of The Cookham Dean Church of England (controlled) Primary School. We wish them luck and will support them fully.

Isadora Bennett and Jessica Harris  
Co-Chairs 2021/22



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

Registered charity number: 1014698

## AGM Treasurer's Report for Year Ending 31st August 2022

The balance of the PTA account on 1<sup>st</sup> Sept 2021 was **£26,217.52**. The balance on 31<sup>st</sup> Aug 2022 was **£46,638.43**.

The balance of the Voluntary Contributions Fund (VCF) on 1<sup>st</sup> Sept 2021 was **£27,092.17**. The balance on 31<sup>st</sup> Aug 2022 was **£24,157.17**.

### Receipts

#### Fundraising

- 2021/22 was a successful year for fundraising. The net amount of funds raised through events and activities after expenses and costs was **£27,947.41**. This excludes uniform sales and receipts to the VCF account.
- Total income to the PTA account excluding receipts to the VCF account but including the net of uniform sale/costs was **£38,098.97**
- The pattern of fundraising this year was that **£10,946.79** was raised during terms 1 and 2. The Gravity Grand Prix (**£1,878.66**) was back, with the headteacher competing, generating donations as well as funds from the usual café. Also, back after COVID were the Autumn disco (**£672.15**), the village fete (**£754.96**) and bonfire night (**£400**). School Christmas events were still low key with no refreshments. However, funds were raised from the usual Christmas tree sale (**£2,453.87**) – best ever -, the Christmas raffle (**£1,765**) – also best ever, as well as sales of school tea towels (**£410.33**) and second hand Christmas jumpers (**£21**). Funds were also raised by some new events - sales of Christmas trees made out of pallets (**£342.61**), chutney made out of apples from the school tree (**£179.50**) and a Santa Singalong for the school (**£15.04**). With more for the community to do, the winter trail (**£286.03**) and boundary walk (**£277.25**) whilst still popular raised less than the previous year. Sponsorship money from the 20/21 Swimarathon (**£1,490.39**) was also received.
- Terms 3 and 4 were quiet, raising **£1,303.38**. The Swimarathon was back to the usual January slot (**£1,092.98**) and the bedtime stories event for the children also returned (**£210.40**).



- In terms 5 and 6, events were back to normal and raised **£12,888.21**. The summer fete (**£8,237.97**) – over £2,000 more than any previous fete, due largely to the silent auction which was online for the first time and sponsorship from 2 local businesses for the main attractions. Other events included the summer disco (**£695.64**), sports day (**£37.86**), the Leavers vs Remainers cricket match (**£1,896.48**) and a café at the Jubilee celebrations (**£218.84**). Fundraising (**£1,781.42**) by 6 dads by taking part in a banger car race was an unexpected bonus, as was the rental of our coconut shy (**£20**)!
- Other sources of income for the year included ice lolly sales (**£304.69**), second hand uniform sales (**£1,082.32**), cashback from companies such as Amazon smile, Give as You Live etc (**£370.41**), the 50/50 Club (**£806.01**) and Facebook sales (**£23**). The running club donated its proceeds (**£794.92**). Sales of new uniform generated (**£6,861.53**). At the end of December 2021, sales of new uniform moved from the PTA to a schoolwear supplier, so this number includes the sale of all stock to Goyals at cost price for £7,595.23.

#### Voluntary Contributions Fund

- Parent contributions VCF totaled **£10,065**. This is a reduction of **£444.80** on the previous year.

#### Expenditure

- Expenditure excluding uniform costs was **£17,668.06**. Total PTA expenditure including uniform costs was **£21,793.26**.
- The money donated to school to spend on the curriculum remained at **£6,825**.
- **£9,072.50** was donated to school to allow them to fund projects. This included **£5,910** for redecorating the school, **£350** for a new shed for sports equipment, **£992.50** for a mini first aid course and **£1,420** to add electricity to the gypsy caravan. In addition **£400** of the **£600** carried over from 20/21 for individual class projects was spent.
- The PTA donated **£599.25** towards the year 6 leavers events.
- **£258.40** was spent to buy commemorative Jubilee bookmarks for the children.
- **£712.91** was spent on PTA expenses. This included the purchase of 2 gazebos for PTA activities, new parent refreshments and insurance.
- **£200** was given to the school for a teacher's party from funds collected from parents in 20/21.
- **£4,125.20** 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 2022 the PTA bank account balance is **£46, 638.43**
- **£2,717.71** to be transferred to VCF account (gift aid and match funding)
- Curriculum support and other regularly funded projects amount to approximately **£8,000**.
- Committed school projects – 3 dataloggers (**£3,274**) and Girls onboard training (**£210**) to be paid in 22/23
- This leaves funds of approximately **£32,000**, allowing the PTA scope to support school projects in 22/23 without pressure of increased short term fundraising. The PTA needs to be sensitive to the current financial climate where families have less disposable income and pitch the fundraising events accordingly.
- The reduction in the VCF bank balance is a concern, although the transfer of the gift aid and match funding money will help. Efforts to raise awareness need to continue.

Wendy Dean, Treasurer

2021

2022

£	<u>Funds were received from</u>	£
1,603.00	Summer Fete	8,237.97
1,782.42	Christmas Events (raffle, pallet trees, chutney, santa singalong, jumpers, teatowels)	2,733.48
2,200.05	Xmas Trees	2,453.87
2,410.49	Social Events ( leavers vs remainers cricket)	1,896.48
2,547.03	Kids Events (Bedtime stories, discos)	1,616.05
1,670.21	Other ( icelolly sales, facebook sales, cashback, running club, car rally, equipment rental )	3,294.44
2,003.66	Community Events (GGP, Bonfire, Boundary Walk, trail, Swimathon, Village fete, Jubilee cafe )	6,399.11
8,541.40	School Uniform	12,069.05
	VCF (giftaid on VCF, match funding)	2,717.71
1128	50/50 Club	806.01
<b>23,886.26</b>	<b>Total PTA Income</b>	<b>42,224.17</b>
6,886.89	Gift Aid Payments from HMRC	-
8,789.80	VCF Donations eligible for gift aid	8,440.00
1,720.00	VCF contributions ineligible for gift aid	1,625.00
<b>17,396.69</b>	<b>Total VCF Income</b>	<b>10,065.00</b>
<b>41,282.95</b>	<b>Total Income</b>	<b>52,289.17</b>
	<b>Expenditure</b>	
(6,825.00)	Curriculum support to school	(6,825.00)
(538.00)	Yr 6 Leavers outing + Gifts	(599.25)
(6,443.46)	Donations to school to fund projects	(9,072.50)
(7,300.60)	Uniform	(4,125.20)
(866.60)	PTA Expenses (insurance, gazebos, commemorative bookmarks)	(1,171.31)
-	Loss-making events/activities	
<b>(21,973.66)</b>	<b>Total PTA Expenditure</b>	<b>(21,793.26)</b>
(13,000.00)	Expenditure from VCF Account	(13,000.00)
<b>(13,000.00)</b>	<b>Total VCF Expenditure</b>	<b>(13,000.00)</b>
<b>(34,973.66)</b>	<b>Total Expenditure</b>	<b>(34,793.26)</b>
1,912.60	PTA Deficit/Surplus for the Year	20,430.91
24,304.92	Balance Brought forward in PTA account	26,207.52
<b>26,217.52</b>	<b>Accumulated PTA Account Funds at Year End</b>	<b>46,638.43</b>
3,581.89	VCF deficit/surplus for the year	(2,935.00)
23,510.28	Balance brought forward in VCF account	27,092.17
<b>27,092.17</b>	<b>Accumulated VCF Funds at Year End</b>	<b>24,157.17</b>
	<b>Represented by Assets as follows:</b>	
26,217.52	Cash	46,638.43
6,617.76	Stock of Uniforms	-
<b>32,835.28</b>	<b>Total Assets</b>	<b>46,638.43</b>



**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**

1-10

(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:**

18/11/22

**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.**

