



St Francis School Association

St Francis C of E Aided School, Pilgrims Close,
Chandlers Ford, Hampshire SO53 4ST
Telephone: 023 8027 1178
Email: stfrancisschoolpta@hotmail.co.uk
Registered Charity Number: 1036296



Trustees' Annual Report

St Francis School Association

September 2023 – August 2024

Purpose of this report

The purpose of this report is to provide readers about the work of the Association (PTA) for the year indicated above. It also acts as the Trustees' annual report for our annual charity return.

Who are we?

The St Francis School Association (more commonly known as the PTA) is a charity entirely staffed and run by volunteers from the school community. We run events throughout the school year to raise funds for St Francis CE Primary School and create lasting memories for the children who attend.

What are our aims as an organisation?

Primarily our aim is to raise as much money as we can to advance the education of pupils and assist in the provision of facilities for education at the school. As parents ourselves we understand that there is constantly something needing more money; we try to find a balance of organising events and activities that raise funds for us but also enrich the experiences of the pupils and help parents where we can.

About the Committee Members

Emma Elliott – Chair

Rachael Bond – Vice-Chair

Anna Matthews – Treasurer

Sylvia Wong – Secretary

Our Vice-Chair Rachael Bond has been a part of the PTA for more years than she would like to admit! Her immense contribution to the PTA and therefore the lives of hundreds of children cannot be underestimated. Rachael has a meticulous attention to detail which has helped ensure events are well planned, organised and carried out. She is stepping back from the PTA as her youngest child is now in Year 6 and she will be hugely missed by the whole PTA team. Thank you, Rachael, for everything. 'Volunteers are not paid - not because they are worthless, but because they are priceless' *Sherry Anderson*.

Vicki Peterson, Sue Matthews and Louise Essery don't have official titles on the committee but are just as crucial to the team. Equally, Angela Young and Zoe Morgan, our school representatives, have a huge impact on the success of the PTA as well as the School Office team who are always so accommodating of our requests. Our team of Event Leads are



St Francis School Association

St Francis C of E Aided School, Pilgrims Close,
Chandlers Ford, Hampshire SO53 4ST
Telephone: 023 8027 1178
Email: stfrancisschoolpta@hotmail.co.uk
Registered Charity Number: 1036296



wonderful at ensuring their events run smoothly and we could not offer such an array of PTA events without them. All of these people put in an incredible amount of time to every event and all the activities in between. Without them, none of this would be possible so thank you so much.

As well as the PTA team who regularly attend meetings, our events could not run without our fantastic parent and staff volunteers. From wrapping presents to filling sweet bags, manning stalls at events to boogying the night away at our discos, we appreciate all of you.

Notable activities and achievements during the 2023-24 academic year

As well as holding all our favourite annual events, some notable achievements over the last academic year were:

- Book Day Bars – a brand-new event in collaboration with School Council. This was a great success with the children thoroughly enjoying the experience and over £200 raised
- Great St Francis Bake Off – a new PTA event lead Sorrell ran a successful Olympic-themed bake off and cake sale
- Circus planning – a considerable amount of extra time was spent by the PTA Circus Subcommittee in preparation for Happy's Circus which took place on 18 September 2024. A huge thank you to all those who attended the extra planning meetings and worked tirelessly over the Summer holidays to ensure this event was such a success. Vicki Peterson deserves a particular mention for her unerring enthusiasm and tremendous hard work – thank you Vicki.
- New PTA website and payment platform successfully implemented
- New Year Group Representatives which helped to maintain good communications between PTA and parents

How did we spend the money raised over the last academic year?

We donated over £12,000 to support the school during the last academic year. The largest project spend was the KS1 play structure at £7000. For a detailed breakdown of PTA fundraising and school funding, please see the Treasurer's Summary of Accounts.

Plans for 2024-2025 academic year

We are excited about the year ahead and have already secured a sponsor for all our main upcoming events. We will be trialling a few new events again this year as well as continuing to evaluate and learn from each event we hold. The key focus of this academic year will be to attract new volunteers into the PTA team in order to ensure a smooth transition at the next AGM when all three committee members plan to step-down.

Report prepared by: Emma Elliott, PTA Chair

Date: 20 October 2024

Event	Date	Cheque / Payment No / Reference	FLOATS	Pre-loved uniform sale	Book Day Bars	Christmas Fayre	Christmas Fayre Raffle	Christmas Cards	Parent Presents	Nativity Costume Stall	Nativity	Bingo	Disco	Easter Egg Hunt	Sports Day	Summer Fayre	Summer Fayre Raffle	Circus	EasyFundraising	Stikins	Bags 2 Schools	Miscellaneous	Grants	Bake Off	School funding	Total
PTA Events/Stripe Payout	25/07/24	Bank Transfer																£56.72								£56.72
Expenses - Circus - Emma Elliott	26/07/24	EXP52																-£78.95								-£78.95
PTA Events/Stripe Payout	30/07/24	Bank Transfer																£22.73								£22.73
																										£0.00
																										£0.00
Detail Subtotal			£0.00	£314.76	£0.00	-£21.00	£0.00	£0.00	-£4.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£129.48	£0.00	£962.53	£0.00	£0.00	£0.00	£68.68	£0.00	£0.00	£0.00	£1,450.06
Closing Bank balance																										£20,915.65
August																										£20,915.65
Opening bank balance																										£500.00
Bilhop AB - Exxon Mobil Charity Donation (Emma Elliott Hours)	07/08/24	Bank Transfer																								£500.00
EasyFundraising	13/08/25	Bank Transfer																	£53.10							£53.10
Expenses - Circus - Anna Matthews	19/08/24	EXP53																-£111.85								-£111.85
PTA Events/Stripe Payout	22/08/24	Bank Transfer																£56.93								£56.93
																										£0.00
																										£0.00
Detail Subtotal			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£54.92	£53.10	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£498.18
Closing Bank Balance																										£21,413.83
Totals			£0.00	£820.49	£230.92	£2,807.77	£1,317.00	£405.80	£728.17	£187.65	£0.00	£339.03	£859.40	£782.93	£0.00	£3,550.15	£1,049.88	£4,563.83	£149.65	£137.96	£421.80	-£563.28	£3,500.00	£75.65	-£12,166.44	£21,413.83
TOTAL INCOME			£0.00	£820.49	£389.75	£3,427.41	£1,413.28	£405.80	£1,781.54	£187.65	£0.00	£361.88	£1,348.91	£1,121.87	£0.00	£5,193.94	£1,126.16	£5,073.81	£149.65	£137.96	£421.80	£72.65	£3,500.00	£132.50	£0.00	£27,067.05
TOTAL EXPENDITURE			£0.00	£0.00	-£158.83	-£619.64	-£96.28	£0.00	-£1,053.37	£0.00	£0.00	-£22.85	-£489.51	-£338.94	£0.00	-£1,643.79	-£76.28	-£509.98	£0.00	£0.00	£0.00	-£635.93	£0.00	-£56.85	£0.00	-£5,702.25
BALANCE			£0.00	£820.49	£230.92	£2,807.77	£1,317.00	£405.80	£728.17	£187.65	£0.00	£339.03	£859.40	£782.93	£0.00	£3,550.15	£1,049.88	£4,563.83	£149.65	£137.96	£421.80	-£563.28	£3,500.00	£75.65	£0.00	£21,364.80

St. Francis School Association AGM Financial Update

Summary of Accounts 2023/24

The financial year for the SFSA runs from 1st September to 31st August. Our accounts have been audited this year by Susan Weldon who is a parent at the school. Mrs Weldon has used the records that myself, Anna Matthews, has maintained as treasurer.

Total income for the year was £27,067 and total expenditure was £5,702. This made a net profit of £21,365, which is £3,504 up vs the previous year. Donations to the school were made of £12,166, leaving a balance of £17,869. This balance is higher than we would like it to be, and is largely due to the Happy's Circus ticket sales and sponsorship monies arriving (Totalling £5,074) but with very little expenditure (Deposit of £510) to date, awaiting the balance of payment in September 2024 (Which falls into the next financial year).

The bank balance at the start of the year was £12,215, and finished at £21,414. There is £4000 kept aside in the account for the Happy's Circus invoice due September 2024. Ms Edwards (School Business Manager) has agreed to pay large invoices where the school can reclaim the VAT to reduce the outlay from the PTA funds when appropriate.

We are working closely with Ms Edwards to ensure that funding can be allocated once project invoices are received. Ms Edwards has been a great resource of advice and support to the PTA over the past year, and I would like to thank her for this.

Last academic year we introduced a system where the school provides invoices or formal quotes in order to transfer monies. This ensures that the monies are allocated correctly, and reassurance that funds raised are attributed to the right causes in conjunction with our constitution. We like to keep a running balance of £3000 in the account, to cover regular outgoings for fees, expenses, licenses, and event floats. This means that we are actively encouraging the school to advise us of upcoming expenditure they would like funded, and give advance notice of large scale projects they would like fundraising for.

Grants were received totalling £3,500 as outlined below. We would like to express a notable mention to Councillor Dowden, thanking him for his continual support of the school, and awareness when there are appropriate grants for us to apply for.

GRANT	VALUE	
Exxon Mobil	£1,500	STEM Activities Voluntary Services (Generic)
Tesco Stronger Starts	£1,000	Allotment
Test Valley Community Grant	£1,000	Music Room Refurbishment

The Summer Fayre event raised £4600 and had a huge attendance. The previous year profit was £4145, so an increase of 11%.

Our Christmas events raised £5570. This included the fayre, nativity costume sales, parent presents and christmas cards. The actual Christmas Fayre raised £4125 which was 17% down on the previous year. This is attributed to the concerns over the cost of living crisis widely reported at the time. Christmas card sales were 17% up, and parent presents were 27% vs the previous year. Thank you to all the support for these activities.

Last year we ran the Coronation Event which brought in £550 profit, we had a new year R parent keen to take on this event annually as the 'Great St Francis Bake Off' which brought in £76 profit as a simple after school fundraising event. Thank you Sorrel for your enthusiasm with this, and we look forward to seeing next year's entries.

The Easter Egg Hunt was a great success once again. It brought in £784 profit, down 10% on the previous year, but a thoroughly enjoyable event for the children. We would like to express our gratitude to Louise Rillie and Cat Godbold who have taken this event on annually to such a high standard.

We decided not to run the refreshments stalls at the Sports Days this year. Last year the event raised £90, with stock used from the Summer Fayre so no expenses attributed. Although there was some uptake, the consensus was that it was not necessary, and an additional time pressure when organising the Summer Fayre. Should there be a parent keen to run this, then we would be happy to reinstate it, but based on the small core committee, it is not feasible at present.

We suggested a new event this year, loosely based on Charlie and The Chocolate Factory with his Golden Ticket. Mrs Peachment and The School Council named it 'Book Day Bar' and made it a huge success selling chocolate bars after school with the hope of winning a prize! The School Council suggested some great ideas at no cost to the PTA, such as extra play time, PJ Day, and winning House Points. This event made £231 profit and we hope this can be an annual event with low requirement for organisation. Thank you to Mrs Peachment and The School Council for making it such a success.

Family Bingo sold 84 tickets this year and made £339 profit. This was 19% up on the previous year, and enjoyed by all. We did not run the Quiz Night this year due to lack of interest.

We ran 4 disco's over 2 days again this year, to ensure that all children were able to get a ticket. The ticket sales for the Friday went within minutes so we are exploring options of hosting the event only on Fridays for this academic year. The disco raised £859 profit, which is 14% down on the previous year, this is attributed to the DJ hire and PTA Event fees for tickets at 1.69% of every sale. Although this did mean that of the £5 ticket cost, only £4.57 was paid to the PTA, it made the purchasing a lot easier for both the parents and the PTA.

We were able to donate £12,166 back to St Francis School this year for a range of different projects as outlined below.

ACTIVITY	VALUE
St Francis Sports Team Tops	£180.00
STEM 2023	£1,548.00
KS1 Playground Games & Storage	£583.16
Christmas Tree	£25.00
Portable Speaker	£365.99
STEM 2024	£1,049.00
KS1 Playground Structure	£7,000.00
Authors Aloud (Book Week)	£574.90
Allotment	£513.39
Grounds Day Materials	£40.00
KS2 Playground Equipment	£237.00
Water Aid Donation (School Council)	£50.00

We would like to thank our event sponsors for their support in the past academic year, this has brought in £890 to reduce event expenses. Last year we raised £620 from sponsorships, so thank our local community businesses for their continual support.

SPONSOR	VALUE	EVENT
Underwood Barron	£200	Christmas Fayre
Waffles & Cream	£120	Easter Egg Hunt
Rowe & Co	£250	Summer Fayre
Agile ICT	£100	Circus (Event falls into next academic year)
2M Transport	£200	Circus (Event falls into next academic year)
Gair Gas	£20	Circus Programmes (Event falls into next academic year)

Projects for 2024/25 are primarily the refurbishment of the music room which is being installed in October 2024, and new LED Lighting throughout the school. There are additional discussions around the KS2 playground, developing the Pond/Wildlife area, and refurbishing the prayer space.

We are looking to support 10% of the funding of new LED Lighting throughout the school. £1500 of this is through the monies already raised, and we have received a £1000 Councillors Grant too. The Governors fund is covering the majority share. This will reduce school lighting overheads, and encourage external hire bookings for the School Hall, which generates more income for the school.

I would also like to thank all members of the PTA, whether they helped out at home with wrapping presents, manning stalls at events, attending meetings, or generally providing time or input to fundraise and provide fun events for the children, all of the efforts are fantastic! A special mention also to the Office team who have helped us with all our communications to parents and teachers throughout the past year.

Anna Matthews
PTA Treasurer
September 2024