

The Charity Registration Number is :- 1055324

Wood End School Parent Teacher Association
Report of the Trustees and Unaudited Financial Statements
31 August 2024

Wood End School Parent Teacher Association
Report and accounts for the year ended 31 August 2024
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Wood End School Parent Teacher Association

Trustees' annual report for the year ended 31 August 2024

Structure, Governance and Management

Governing Document

The Association is governed by its Constitution as adopted on 24 September 1992.

Committee

The Committee is sought and appointed from the parents or carers of children attending the school, for a period of two years, at which point they are eligible to seek re-appointment, with the exception of the treasurer who is not re-electable for one year thereafter. The officers include:

Chairpersons Kirsty Clark (appointed 11 November 2021 / resigned 09 November 2023)
Claire Dubarbier (appointed 11 November 2021 / resigned 09 November 2023)
Laura Pert (appointed 11 November 2021 / resigned 09 November 2023)
Kristopher Nathan Smith (appointed 11 November 2021 / resigned 09 November 2023)
Alexandra Sasha E Dunn (appointed 11 November 2021 / resigned 09 November 2023)
Katherine Louise Elliott (appointed 11 November 2021 / resigned 09 November 2023)
Chairpersons Hollie Fisher (appointed 09 November 2023)
Chairpersons Katrina Copsey (appointed 09 November 2023)
Natalie Moore (appointed 09 November 2023)
Mark Watkins (appointed 09 November 2023)
Victoria Felgate (appointed 09 November 2023)
Anna Frost (appointed 09 November 2023)
Kate Garrod (appointed 09 November 2023)

No payment for any services were made to any member of the Committee.

Objectives and Activities

Objects

The object of the association is to advance the education of the children at the school through the improvement of their educational environment. The school being Wood End School, Yeomans Avenue, Harpenden, Hertfordshire, AL5 3EF.

Activities for the Public Benefit

The Committee confirms that it complied with its duty to have regard to the guidance on public benefit as published by the Charities Act 2011 and published by the Charity Commission in exercising its powers and duties.

The fundraising activities undertaken included:

- Glitter Ball
- Christmas Cards
- Christmas Fair
- Christmas Jumper Day
- Christmas Raffle
- School Lottery
- Disco
- Summer Fair
- Quiz Night
- Second Hand Uniform Sales

Fun Run
Scoot to School Day

Achievements and Performance

2023-24 was another fantastic year with over £30k additional funds raised for the school, these funds were released to the school in support of renewing the KS1 playground area and equipment.

Money was also provided for each class to enrich their learning. This included the provision of history workshops, an author visit and a mobile farm visit.

Financial Review

Reserves

The Committee has considered the level of reserves required by the charity. As the overheads and contractual liabilities at any one time are negligible, it is the Committee's opinion that all reserves should be passed to the development of the school as soon as an appropriate project arises. As the Association has no certainty of income, but relies entirely on income from events held during the year and donations, the Committee will only commit the Association to expenditure if sufficient funds are held. Year end reserves of £45,008 less £25,000 committed funds (2023:£75,580) were not considered excessive, as the Committee anticipates supporting expenditure in the coming school year.

Fund Allocation

No funds held have been designated by the Committee, and neither was any funds held in deficit either during the year, nor at the Balance Sheet Date.

Approved by the Committee on 12th November 2024 and signed on their behalf by

DocuSigned by:

Natalie Moore January 28, 2025

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Natalie Moore
Trustee



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Wood End School Parent Teacher Association

**On accounts for the year
ended**

31 August 2024	Charity no (if any)	1055324
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Set out on pages

1-7
1(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 August 2024.

**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.

Signed: Signed by:
Joanna Lord
50B14F1A0C00428... **Date:** January 31, 2025

Name: Joanna Lord

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

ACA ICAEW

Address:

38 Ashley Gardens
Harpenden
Herts
AL5 3EY

Wood End School Parent Teacher Association

Statement of Financial Activities for the year ended 31 August 2024

	Notes	2024 £	2023 £
<u>Incoming resources</u>			
Activities to generate funds			
Fundraising activities	1	50,032	71,825
Other income		-	-
Total incoming resources		50,032	71,825
<u>Resources expended</u>			
Costs of generating funds			
Fundraising and publicity costs	1	18,283	5,079
Other expenses		-	-
		18,283	5,079
Charitable activities			
Donations to school		62,316	59,985
Total resources expended		80,599	65,064
Net (outgoing)/incoming resources		(30,567)	6,761
Opening net assets		75,580	68,819
Petty cash balance written off		(4)	
Closing net assets		45,008	75,580

Wood End School Parent Teacher Association

Balance Sheet for the year ended 31 August 2024

	Notes	2024 £	2023 £
Current Assets			
Cash		45,344	75,580
Liabilities			
Accruals & Deferred Income	2	-	-
Arbor Error Payment		(336)	
Net Assets		<u>45,008</u>	<u>75,580</u>
Reserves		45,008	75,580
		<u>45,008</u>	<u>75,580</u>

Approved by the Committee on 12th November 2024 and signed on their behalf by

DocuSigned by:
Natalie Moore
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January 28, 2025

Natalie Moore
Trustee

Wood End School Parent Teacher Association

Notes to the accounts

for the year ended 31 August 2024

Note 1

Income and expenditure relating to fundraising activities

	2024			2023		
	£	£	£	£	£	£
Christmas Fair	2,271	(138)	2,133	£1,739	(£391)	£1,348
Christmas Jumper Day	292	-	292	£294	-	£294
Christmas Trees	190	-	190	£170	-	£170
Christmas Raffle	502	-	502	-	-	-
Christmas Cards	1,364	-	1,364	£1,490	(£21)	£1,469
Ball Carry Over	5,865	(10,119)	(4,254)	£12,878	(£839)	£12,039
M & G Donation	-	-	-	£3,000	-	£3,000
Disco	1,964	(506)	1,458	£1,403	-	£1,403
Quiz Night	2,878	(1,526)	1,352	£3,509	(£2,004)	£1,505
World Book Day	159	(55)	104	-	-	-
Fun Run	4,966	(2,356)	2,610	£2,212	(£312)	£1,900
2nd Hand Uniform sales	1,001	-	1,001	£1,551	-	£1,551
Year 6 contribution	1,221	-	1,221	£203	-	£203
Donations	929	-	929	£26,826	-	£26,826
School Lottery	1,085	(40)	1,045	£1,403	-	£1,403
Break the rules	880	-	880	£854	-	£854
Easy fundraising	810	-	810	£704	-	£704
Scoot To School Day	1,046	-	1,046	-	-	-
Sports Day refreshments	471	-	471	£293	-	£293
Summer Fair	10,478	(1,706)	8,772	£10,830	(£1,130)	£9,700
Summer Fair sponsorship	-	-	-	£2,139	-	£2,139
Festival on the Field	163	-	163	-	-	-
Amazon	-	-	-	£265	-	£265
Printer cartridges	-	-	-	£17	-	£17
Ice lollies	29	-	29	£46	-	£46
Hair Braiding	566	(289)	277	-	-	-
PTA expenses	-	(759)	(759)	-	(£382)	(£382)
Match Funding	10,885	-	10,885	-	-	-
Other	19	-	19	-	-	-
Sum Up Fees	-	(329)	(329)	-	-	-
Stripe Fees	-	(461)	(461)	-	-	-
TOTAL	50,034	(18,284)	31,749	71,826	(5,079)	66,747



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Minutes of AGM Meeting held at Wood End School on 12th November 2024 at 7pm

Present:	Richard Boulton (RB), Gill Bird (GB), Mark Watkins (MW), Kat Copsey (KC), Kate Garrod (KG), Natalie Moore (NM), Vix Felgate (VF), Anna Frost (AF)
Apologies:	Hollie Fisher (HF)
Minutes taken by:	Anna Frost (AF)

Item No.	Item
1.	<p>Apologies for Absence</p> <p>Please see list above.</p>
2.	<p>Review of Minutes of previous AGM held on 9th November 2023 - Reviewed and approved.</p>
3.	<p>Chairperson's Report for the year</p> <p>A review of the events and achievements of this academic year from the last AGM on 9th November 2023 up to today.</p> <p>Our new committee took over from the excellent team headed up by Kirsty with big shoes to fill and reflecting back it has been another successful year.</p> <p>We kick started our tenure with an excellent Festive Friday organised by co communications Vix Felgate, despite being a very cold evening delivered £2,133 profit. Elfridges continues to be a huge hit especially with the pre organisation of gift bags instead of wrapping and a clear one-way system, with the additional fun of face glitter and crafting adding further magic to a popular event.</p> <p>The annual Christmas cards remain a huge hit among the children and parents raising £1,364 In the New year January saw the ever popular Break the Rules Day bringing in £880.</p> <p>A new small event was trialled with the brilliant Braid Maidens, this proved to be very popular especially with ks1 mums raising £277. Hopefully this event continues as it was a great social event for parents to connect over a mannequin and a glass of wine.</p> <p>The annual quiz in February led by Katie Elliott was a huge success. Despite lower attendance the ever popular night brought in £1,352.</p> <p>This event is always popular among teachers and parents and brings a big community spirit to the school. The huge efforts of Katie and team made sure everyone was well fed with Godfreys (a traditional favourite) and well watered with cellar door wines (thank you penny). As always the famous Mr Mateus was our quiz speaker and the night was enjoyed by many.</p> <p>In March co-chairs Kat and Hollie added a new feature to our events with a World Book Day mystery shop for KS1 and due to popular demand will be back for the whole school in 2025. Children were able</p>



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to purchase a wrapped book for £1 with a chance to win a £5 voucher for the local St Albans book store which they received personally from Mr Bolton in the celebration assembly. Money raised was £104.

A new donation boot bin was installed which has been very popular, this charitable idea was introduced by Kat. It's been very popular and helps under privileged children have access to football boots!

The Year 2 Fun Run team hosted an excellent event in May adding water to the mayhem of messy paint plus a bouncy castle, bacon butties and crepes to ensure everyone had a great time. Again thanks for Davis Fitness for sponsoring the event. A whopping £2,611 raised. This event was brilliantly organised with an amazing dedicated team!

In June, Kate spear-headed our first ever Scoot To School event with Mr Boulton giving out a Golden Bell within each year group and raised £1,046 to re-furb the bike sheds & scooter stations. This was a very well organised event that left many smiles on children's faces. The refreshments stall at Sports Day did a roaring trade and kept our spectators in fine spirits £471 raised.

The sun shone for our Summer Fair with our amazing co-chair Kat taking the lead with help from other co-chair Hollie ensuring a fantastic event ending the year on a high. This highly organised event introduced a new layout which allowed more space for everyone to enjoy all the activities available. Each year group were given clipboards for easy directions and everyone pulled together to make it great fun for the kids. The raffle was full of goodies for the lucky winners and the bar was in full flow! We again struggled with the external food vendors and found ourselves in a position of over booking – picture bake off but with meat and fire! Definitely something to consider for 2025 and great way for dads to socialise and join in! (A very big positive to come out of that). A phenomenal £8,772 was raised which helped top up the fund for the KS1 Trim Trail which was completed over the summer ready to enjoy in the new school year. A huge round of applause to Kat for taking on this huge event.

Vix represented FoWE with help from Hollie at the new starter meetings to help new parents navigate how they can get involved. FoWE put on refreshments led by Kate to create a warm welcoming atmosphere.

Other money raised:

Second hand uniform sales £1,001 (thank you yr 4)

Christmas jumper day £292

Christmas trees £190

The wonderful year 6 contribution £1,221

General donations £929

Match funding £10,885

Easy fundraising £810

School Lottery - £1,045

Festival on the Field - £163

The Overall Profit for our first year was just under £32,000!

Changes made:

1. There was a re jig in year group events.



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	<ol style="list-style-type: none"> 2. Year 4 now have the responsibility of the school disco, we felt more experienced parents wouldn't be as over whelmed with this event. 3. Reception now head up the second hand uniform sale. 4. For volunteering we have shifted across to Sign up Genie to simplify the process. 5. Chloe is now in charge of the container and has taken over from the wonderful Anna Ring. Thank you Chloe. 6. New running of our social media accounts which is being led by Vix. <p>September 2024: Entering the new school year we kick started it by launching Silicon FoWE – our new school notification system created by the talented Co-Treasurer Mark Watkins. After a couple of communications we now see sign ups at 200 and have heard lots of positive feedback. The Notification system is designed to ensure our parent body are informed of all relevant school events in the time and format that they prefer and may represent an opportunity to monetise with other schools moving forward.</p> <p>Again the fresh events keep flowing with a Reception welcome wine tasting to facilitate new parents settling into the school – this was organised by our co – communications Vix Felgate who put on a stunning event and raised a brilliant £481.65. This event was very popular and could be extended to all year groups as a great way to create social connections for parents.</p> <p>Mark was also responsible for a very popular 5 a side football tournament, the players got very wet and muddy but with a competitive spirit raised£226! This was a very dad popular event and it would be fantastic to see more of these social events for all year groups.</p> <p>A small group of volunteers kindly got their hands dirty on 4th October in a sensory garden tidy up, the first of many to create a wonderful space for the children. Sensory garden to be completed for spring 2025. The first preloved sale of the year was a huge success bring in £727.</p> <p>The final event in our first 12 months was the annual school disco taking place last week, Year 4 did a wonderful job in organising this event so far and we loved seeing all the kids dance the night away! Current profit tracking at £1,791.</p> <p>Team acknowledgements:</p> <p>Our comms team Kate and Vix have been amazingly strategic and have planned all comms and reminders meticulously to ensure maximum awareness and engagement of the parent community.</p> <p>Our treasury team Natalie and Mark have been brilliantly organised and wrapped up finalising the previous year accounts and are diligently preparing the next year accounts as we go, creating a very smooth transition for our first year.</p> <p>Anna continues to be our bank of knowledge bringing her experience from previous events to the new committee and keeping us on track with meeting agendas and meetings.</p> <p>All round a successful year of fundraising and retaining the community spirit that we all know and love about Wood End.</p>
4	<p>Treasurer's Report</p> <ul style="list-style-type: none"> – Accounts submitted to independent auditor – all questions answered. – All saved on the trustee drive.



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	<ul style="list-style-type: none"> - Approved that saving of the accounts and the receipts on the drive is acceptable. - Total year end reserves were £45,088 of which £25,000 was committed. - Total confirmed uncommitted reserves were £20,008. - Accounts approved by the Trustees during the meeting.
5.	<p>Headteacher's report</p> <ul style="list-style-type: none"> - Agreed with Kat's report. - Brilliant year, thank you to all of the committee for stepping in. - Kat and Hollie are lynch pins to it all. - Huge thanks for stepping in for summer fair. - Comms is a huge challenge but has successfully been undertaken. - A pleasure to spend time with the committee once a term.
6.	<p>Appointment/ Amendment of Officers</p> <ul style="list-style-type: none"> - All of the current FoWE Committee continuing – no changes.
7.	<p>AOB</p> <ul style="list-style-type: none"> - Discuss long term plans for handover.
	The regular FoWE meeting follows the AGM.