

# St Elizabeth's Catholic Primary School, Parent-Teacher Association

## Trustee Report 2022 - 2023

### **Legal and administrative details**

#### **Name of Trustees**

Mrs Jane Hines (President)  
Liza Maxwell (Chair)  
Susannah O'Leary (Chair)  
Mrs Emily Richardson (Co-Secretary)  
Ms Bernadine Coyle (Co-Treasurer)  
Mrs Vicky Mulry (Co-Treasurer)

**Charity name** St Elizabeth's School, Richmond Parent-Teacher Association

**Other names Charity is known by** St Elizabeth's School PTA

**Registered Charity number** 802577

**Charity's principal address** Queens Road, Richmond Upon Thames, Surrey, TW10 6HN

The Trustees were elected at the A.G.M. in October 2020 and will hold their position until they stand down.

### **Structure, Governance and Management**

The constitution was adopted in October 2019.

Members of the PTA are parents of children attending the school, the school's Headteacher and teacher representatives. The members are assigned as class representatives for each class in the school.

The management of the Association is vested in a committee.

The main committee consists of two Chairpersons, one Honorary Secretary and two Honorary Treasurers.

The members and the committee are elected annually at the Annual General Meeting held at the start of the Autumn Term of each school year.

### **Aims and Objectives**

The goal of the Association is to advance the education of the pupils in the school. In furtherance of this goal, the Association may:

- a. develop and extend relationships between the staff, parents and others associated with the school;
- b. engage in activities which support the school and advance the education of the pupils who attend it;
- c. provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall determine from time to time; and
- d. facilitate the above by organising social, educational and fund-raising activities.

### **Achievements and Performance**

The main activity of the PTA has been the organisation of fundraising and social events to further relationships between the pupils, teachers and parents.

From September 2022 to July 2023, the PTA held a number of very successful events including the Christmas Morning, Christmas Disco and Social Event May Fair, Cycle ride, Summer BBQ, Junior Production, Bingo Night and 7 further cake sales.

Events that were held were as follows:

### **Regular Activities/Events (held from September 2022 to July 2023)**

**7 Cake Sales** - 4 classes held a cake sale. The proceeds generated from the class cake sale were invested in each class for direct benefit of the children of that class.

**Second Hand Uniform and PE Hooded Sweatshirts/ Sweatpants sales** - These were held after drop off and during certain major events.

**Christmas Lunches** - Assistance and supplies provided for the Christmas lunches held at school in December.

**-Christmas Tree** - Ordering of tree, mounting of tree, decorations, and taking down of tree during Christmas time.

**School Calendar** - Co-ordination of taking pictures; producing the calendar (meeting with Headteacher for date of activities), printing of calendar, taking orders with payments, and distribution of orders.

### **Main Fund-Raising Events**

.....

**Social Event**-Adult only event held at the school hall with a sit-down dinner, live music and an auction. Entry tickets pre-sold for the event.

**Christmas Morning** - Tea / Coffee and Cake morning (with stalls including Christmas wreaths, international food and Christmas Hampers). A raffle was also held and Year 3 students sang Christmas Carols.

**Christmas Disco** - Popular children's event held at the main school hall with a DJ, food/drink sold on the evening, and a lucky dip held at the event. Entry tickets pre-sold for the event.

**Quiz Night** - Ticket pre-sold.

**BBQ** – Ticket pre-sold

**May Fair and Cycle**

### **Sponsorship**

We are very grateful to our local community for their support throughout the years and would like to thank local businesses and parents for their generous donations towards our different events. We are also grateful for the support of local Estate Agents, who have kindly sponsored events.

### **Gift Aid**

The Charity is registered with HMRC and we are eligible for Gift Aid. This has been offered to any person who has given a kind monetary donation to the Charity and who is an Income Tax payer, thus increasing our income for the donations that are gift aided.

### **Easy Fundraising**

The Charity is registered with Easy Fundraising and for the year 2022/2023

### **Investments**

During the year 2022-2023, the following investments were made:

**£58,000.00** was invested in 2022-2023:

**Brand NEW Food and Technology Room  
Book and Art Week,  
Whole School Maths Workshop day (Problem solving workshop),  
Music Room equipment, PE equipment, Playground equipment,  
Classroom furniture,  
New reading books and Science resources**

Online Donations and push for Easy Fundraising and company match-funding  
Kept the responsibility of events assigned to individual classes for several years in a row, which makes it easier for them and the main PTA committee to run as the work is distributed and shared. This also gives ownership to classes and an opportunity for all to contribute to at least one event a year.

### **Membership**

Like many voluntary organisations the PTA has, on occasion, struggled with membership over the years. The current members have expended a lot of time and effort to organise the events along with the wonderful support from the school staff, who have also given up their hard-earned free time to help. We continue to welcome any parent who wishes to join or help the PTA in any form.

### **Thanks**

A great thank you has to go to the main PTA Committee who have worked so hard in the last year – ultimately benefitting the children by assisting in the provision of facilities and items. Despite the difficult circumstances, it has been a real joy working with all the PTA class representatives to make the events and activities (that were able to be held) joyous occasions for the children and parents.

A massive thank you to Mrs Jane Hines, our Headteacher, who has always provided great support and guidance in all the school events and activities, and to all the school staff for their kind support.

Lastly, a big thank you to everyone in the PTA for all your support and enthusiasm.

We wish the PTA a more successful 2023 / 2024.

***Liza Maxwell and Susannah O'Leary***

**P.T.A. Chairs**

## St Elizabeth's Catholic Primary School, Parent-Teacher Association

(Registered Charity number 802577)

Summary Income, Expenditure and Assets (1/9/2022 – 31/08/2023)

('GBP)	2022-2023		
Income Statement	Income	Expenses	Net
BBQ	2266.66	-775.75	1490.91
Bingo Night	1794.66	-367.17	1427.49
Cake Sales	3069.48	0.00	3069.48
Christmas Disco	1558.51	-500.00	1058.51
Christmas Fair / Morning	5552.18	-939.72	4612.46
May Fair	7907.29	-1000.00	6907.29
Misc.	18686.85	-71326.36	-52639.51
Quiz Night	1160.00	-300.00	860.00
Carnival	2971.37	-800.00	2171.37
Cycle Ride	9475.00	0.00	9475.00
<b>Total</b>	<b>54442.00</b>	<b>-76009.00</b>	<b>-21567.00</b>
<b>Distribution Statement</b>			
Y6 Leavers			3874.38
Y6 Leavers			-3874.38
Connect Draw			
Net Contribution to Reserves			<b>-21567.00</b>
<b>Reserve Moments</b>			
Contribution to Reserves			37568.48
Distribution of current year reserves			
<b>Reserves carried forward</b>			<b>16001.48</b>
Current account (as per bank statement at year end)			16001.35
Connect Draw account (as per bank statement at year end)			4025.00
Cash (float £320 + cash at school)			320.00
<b>Total Assets</b>			<b>20346.35</b>



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Check Reserves carried forward = Total Assets

TRUE

Check Reserves carried forward = C/F start

Check distribution of last year reserves in allocation in Trustee Report

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