

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

## **Trustee Report 2018 - 2019**

### **Legal and administrative details**

#### **Name of Trustees**

Mrs Jane Hines (President)  
Mrs Annette Crequer (Chair)  
Mrs Marie Devine (Secretary)  
Ms Jeanne Kay (Co-Treasurer)  
Mr Oistin McBride (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 2018 and will hold their position until they stand down.

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

The constitution was adopted in October 2018.

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 committee consists of one Chairperson, 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. As the treasurer report shows, this has been

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a very successful year. Figures for the amount raised in the events summarised below (where applicable) will be provided in the Financial Report presented by the Treasurer.

### **Regular Activities/Events**

**10 Cake Sales** – These were held during the school year, with each class holding one 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 throughout the year after drop off and during certain major events.

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

**Sponsored Walk** – Assistance and supplies provided for the Sponsored Walk where all the school participates.

**Junior Production Bar** – Refreshments provided during the interval at the end-of-year Junior Production.

**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.

**Nativity DVD** – Hire of DVD filming/editing company, taking orders with payments, and distribution of orders.

**Junior Production DVD** - Hire of DVD filming/editing company, taking orders with payments, and distribution of orders.

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

**Bingo Night** – Popular family event held in school, with prizes provided for the winners. Food and drinks sold on the evening. Entry tickets sold on the evening.

**Social Event / Wine Tasting** – Adult only event held at the school hall. 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** – Adult only event held in the main school hall, where teams are formed and the headteacher acts as quiz master (and sets the quiz questions). Drinks sold on the night. Entry tickets and food (empanadas) pre-sold for the event.

**May Fair** – Annual school fair held in the school grounds. A popular and successful family event, where friends and family and wider members of the community are welcome. Event lasts for 3 hours and there are stalls, games, entertainment, food & drink, a silent auction and raffle provided for the whole family. Entry tickets sold on the day.

**Summer BBQ** – Popular family event held in the school hall and grounds with a BBQ, DJ, raffle, and lucky dip. Entry tickets sold on the evening.



### **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 2018/2019 our charity received £906.84.

### **Investments**

During the year 2018-2019, the following investments were made:

Tables for PTA and School use - £1,348.50

Adventure Playground Equipment - £12,939.00

Nursery Educational Supplies - £755.75

A further £56,000 is expected to be invested in 2019-2020 (Infant Playground, Library Books, Upgrade of Computers in the ICT Suite, Upgrade of the Sound System).

### **Improvements**

- Online Donations and push for Easy Fundraising
- Introduction of iZettle to facilitate card payments during events
- Introduction of St Elizabeth's Tokens for better management of money at big events such as the May Fair
- 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 to make it such a success socially and financially – ultimately benefitting the children by assisting in the provision of facilities and items. It has been a real joy working with all the PTA class representatives to make the events and activities 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 very successful 2019 / 2020 and are confident that it will be a very good year for the members of the PTA.

**Annette Crequer**  
**P.T.A. Chair**



**St Elizabeth's Catholic Primary School, Parent-Teacher Association**  
(Registered Charity number 802577)

Summary Income, Expenditure and Assets (1/9/2018 – 31/8/2019)

('GBP)		2018-2019		
Income Statement		Income	Expenses	Net
BBQ	3,453.70	-1,211.61	2,242.09	
Bingo Night	1,651.41	-871.40	780.01	
Cake Sales	2,730.10	0.00	2,730.10	
Christmas Disco	1,896.24	-561.33	1,334.91	
Christmas Fair / Morning	3,379.98	-720.10	2,659.88	
Junior Production	615.94	-100.73	515.21	
May Fair	12,642.81	-2,302.86	10,339.95	
Connect Draw	451.54	0.00	451.54	
Misc.	12,503.14	-9,413.15	3,089.99	
Quiz Night	1,681.27	-1,192.46	488.81	
Wine Tasting	1,999.97	-1,075.63	924.34	
Cycle Ride	12,446.41	0.00	12,446.41	
Easy Fundraising	906.84	0.00	906.84	
<b>Total</b>	<b>56,359.35</b>	<b>-17,449.27</b>	<b>38,910.08</b>	
<b>Distribution Statement</b>				
Cake Sales		-2,730.10	-2,730.10	
Y6 Leavers				
<b>Net Contribution to Reserves</b>				<b>36,179.98</b>
<b>Reserve Moments</b>				
Last year reserves - C/F Reserves - Start of year				70,236.93
Last year reserves - Distribution of Reserves				-15,043.25
Last year - Expenses carried forward				-1,000.00
Contribution to Reserves				36,179.98
Distribution of current year reserves				
<b>Reserves carried forward</b>				<b>90,373.66</b>
Current account (as per bank statement at year end)				88,316.13
Connect Draw account (as per bank statement at year end)				3,289.23
Cash (float £320 + cash at school)				335.00
Cheques not yet presented				-1,566.70
<b>Total Assets</b>				<b>90,373.66</b>

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# **St. Elizabeth's Catholic Primary School**

## **St Elizabeth's School P.T.A.**

Registered Charity number 802577

### **INDEPENDENT REVIEW**

The trustees have asked me to perform an independent review of the accounts for the year **2018/2019** and to highlight any particular matter arising from this review.

I have examined the accounting records kept by St. Elizabeth's School, Richmond Parent Teacher Association (802577) and have compared them with the accounts presented with those records.

Following this examination, no irregularities have been found. Hence, I have reason to believe that, in all material respects, appropriate accounting records have been kept and the accounts are consistent with this record.

Date: 18/06/2020

Name: Gabriela Ojeda Triulzi

Address: 24 Floyer Close, Richmond, TW10 6HS

Signed: