

Robert May's School Parent Teacher Association

Annual General Meeting

14 September 2020

Attendees: Joanna West, Head Teacher/President
Sian Taylor, Treasurer
Angela Gosling, Joint Uniform Co-ordinator
Tracey Schuil-Brewer, Joint Uniform Co-ordinator
Clare Bennett, Joint Chairperson
Hayley Cloughton, Joint Chairperson
Jenny Robinson, Committee member/Science teacher
Amanda Harse, parent
Denise Girling, Secretary (Minutes)

Apologies: Daniela Blaj, Committee member
Helen Varcoe, Committee member
Jeff Burke, Refreshment Co-ordinator
Peter Connolly, IT Support – Uniform Service

Mrs West opened the meeting with the Head Teacher's report.

Head Teacher's Report (full report attached)

Main points:

- February half term trips abroad were cancelled due to travel restrictions put in place by the Government due to the coronavirus pandemic
- School operated as normal until 18 March when lower school closed due to staffing
- GCSE examinations cancelled by the Government on 19 March
- Government placed the UK in lockdown on 23 March
- School adapted to provide a facility for children of key workers. Numbers initially low, rose to provision for 33 keyworker children by the end of summer term. Preparation for Yr 10 attendance (June/July). Remote learning scaled up.
- A Level/GCSE grade algorithm issues. GCSE grades reverted to teacher-assessed grades. RMS gave an honest account of what its historical best has been (P8=+0.2)
- Preparation for autumn start up included risk assessment on opening-up the whole school, public health signage displayed around the school, installation of stainless-steel sinks. Increased costs for COVID safe compliance are hygiene related (personal protective equipment (PPE), sinks, signage etc)
- High attendance at 97% at start of autumn term, significant proportion staying off school with Covid or similar symptoms currently
- Testing is not coming up as helpful. Report to DfE daily

Mrs West paid particular thanks to the Uniform team for adapting the service so well in difficult circumstances to ensure uniform purchase and safe distribution for new intake, commenting that the students look really good and the support and way in which the Uniform team have mobilised has been incredible.

Current project to provide additional flexible outdoor covered space.

Mrs West reported that a £1.7m bid had been won by the school to replace windows and fascias to main building and new sports hall lighting.

Treasurer's Report (submitted by S Taylor)

Key points reported for 2019:

The PTA's main fundraising activity continues to be the sale of new school uniform, with smaller contributions from the sale of refreshments at school events raising £230, and this year, for the first time, a games stall at Odiham's Extravaganza which raised £95. Second hand uniform sales totalled £2,286.50.

The gross surplus for the year was £23,006. Considering the various costs incurred in running the Uniform service (including IT hosting and support) totalling £6,296 and the total funds raised by the PTA activities this year was £16,710.

Donations to the school totalled £12,905. This resulted in a surplus of £3,805.

There was £23,977 in the bank and Paypal accounts at the end of the year, and stock value was £29,264. Insurance cover has been put in place this year to cover the value of stock held by the PTA. Thanks go to the Committee members and especially all the volunteers who make the uniform service run so smoothly and efficiently.

Please see attached final annual Accounts to 31.12.19 prepared by Twissell Neilson Budd & Co Ltd, which will be submitted to the Charities Commission in support of the above. Also attached is the Income & Expense Statement showing financial position to date for 2020.

Uniform Service Annual Report (submitted by A Gosling and T Schuil-Brewer)

The Uniform service is run in a joint capacity by Tracey Schuil-Brewer and Angela Gosling. Tracey has taken responsibility for purchasing and stock control amongst other tasks. Angela manages the volunteer rota, team meetings and communications.

The uniform team continues to be supported by Peter Connolly in his role at IT Support and Sian Taylor in her role as Treasurer. We would like to thank them both for their invaluable help.

During the period 1st September 2019 to 31st August 2020, the uniform service sold 6,007 units over 1,630 orders. This is down 13% from the previous year due to the reduced sales of Summer Polos following the Covid-19 lockdown. We are currently holding £8,000 of summer polo stock, available for sale in the Spring term.

The lockdown restrictions and school closure provided an extra challenge in supplying uniform to the 2020 new intake. We were not able to run our usual 'Uniform Shows' or follow our usual New Intake ordering process. The New Intake team, led by Sue Richards and Jo Roden, liaised with the RMS

Admissions team to keep parents informed on the process including sizing information and ordering deadlines.

Once lockdown measures were relaxed, the Uniform team worked hard to process all incoming uniform orders for new intake and existing pupils, ensuring parents were able to order and collect uniform prior to the return to school in September. We held 'socially distanced' sessions during July and September for the collection and exchange of uniform. This could not have been achieved without the excellent work of the New Intake leaders and the time and effort given by all our volunteers.

Prior to lockdown, we ran monthly second-hand sales, led by Loraine Whitear. These have been popular and raised additional funds of nearly £2,286.50. Loraine is assisted by Sian Taylor, Helen Varcoe and Christine Hawkins. We would like to thank them for all their hard work.

Due to lockdown, the opportunity to order GCSE PE polo shirts was put on hold. We have now offered this option to GCSE PE pupils with a deadline to order being 25th September 2020.

We have arranged via the site team, the installation of an electric socket in container 1. We can now look to source dehumidifiers for all containers, to minimise the effects of moisture damaging stock during cold weather. We continue to use the existing printer which is dated and slow until our existing print cartridges have been exhausted. We would look to source a replacement suitable for the levels of printing required during our busy periods.

Going forward, we will continue to work in a 'Covid secure' way. All team members wear a face mask when entering school, whilst working together in enclosed spaces and when dealing with pupils. We continue to sanitise our hands and workspaces regularly. We have implemented specific uniform collection days for each year group to maintain year group 'Bubbles'.

Finally, we have a number of volunteers that can no longer help us and we would like to thank Sue Morrow, Alison Harpham-Salter, Tracy Banks, Louise Kennedy, Anne Grant, Jacqui Watt and Hayley Cloughton for all their hard work and the offers to help on an ad-hoc basis. We welcome new helpers Jan Griffin, Claire Abbots and Fiona Bullock who are helping on a regular basis. With reduced numbers, we will continue our recruitment drive by advertising in the Parent Bulletin and Facebook.

Our service can not operate without the continued hard work and dedication given by all our Uniform Team. Tracey and I would like to personally thank everyone involved in providing this service.

Action: Mr Grigg to provide AG with the names of GCSE PE students, so personalised polo tops can be ordered. Mrs West to remind Mr Grigg.

Chair Report (full report attached)

When writing to the parents in January this year we were full of excitement for the coming year, with the introduction of a new fundraising event – the 10k Pairs Relay, the brainchild of Jen Robinson who has been fantastic at guiding us in the process of setting up the event. Thank you, Jen. Due to current circumstances the event was rightly cancelled but the groundwork has been done now so hopefully, at some point in the future, the PTA will be able to hold the event. The 'Easyfundraising' online shopping initiative has also been a part of the PTA's fundraising activity for the past year. A copy of the January

letter to parents/guardians is attached for information, setting out what contributions have translated to for their children.

Looking back over the past year to our events we were represented for the first time at a popular local event the Odiham Extravaganza and we hope to be able to return in the future. It produced a small profit but was great to have the school /PTA represented. The bingo and curry night unfortunately did not have enough interest and so had to be cancelled.

Hayley and I would like to express our sincere thanks to all the Committee for their hard work and commitment this year in supporting the PTA and its events. Particular thanks must go to Denise, our Secretary, who does a superb job with the Minutes and much more besides such as helping Hayley and I settle into the joint Chair role with all your experience – thank you so much. Huge thanks also go to Sian for her fantastic job as Treasurer. You are both so committed and the PTA couldn't function as smoothly as it has without you both. Thank you also to Jeff Burke, who has done a fantastic job as our Refreshments Co-ordinator, raising money for the PTA at Parents' Evenings, school production performances and other events, with Committee members also coming along to help. A particular thank you this year must go to our hardworking Uniform team under the fantastic management of Angela and Tracey who, under especially difficult circumstances this year, have continued to deliver their excellent uniform service to parents. Thank you to Peter Connolly for your continued IT support which I know the whole PTA is hugely grateful for. A special thank you must also go to Gary Pavitt, Alison Pavitt, Loraine Whitear and Rebecca Hendren who, as long-standing members of the PTA, have now stepped aside for a well-earned rest, as their children leave year 11. Their commitment to the PTA over the last 5 years has been hugely valuable and the PTA would like to show their grateful thanks by presenting you all with a small token of our appreciation.

Looking ahead to the coming year, as these unusual times look set to be with us for some time, the way we fundraise looks set to change for the near future at least in terms of events and we will probably have to find new or different ways of fundraising than our traditional face to face events. We are entirely confident that the PTA is more than capable of meeting any necessary changes as has already been clearly demonstrated by all those in the PTA since January. You are all stars. Wishing the PTA all the best for the coming year.

Election of Officers

- a. President – Mrs Joanna West
Mrs West was re-elected as President.
- b. Chair – Hayley Cloughton and Clare Bennett
Hayley Cloughton and Clare Bennett were re-elected as Joint Chairpersons and will share the role going forward.
- c. Secretary – Denise Girling
Denise Girling was re-elected as Secretary.
- d. Treasurer – Sian Taylor
Sian Taylor was re-elected as Treasurer.

- e. Refreshment Co-ordinator – Jeff Burke
Jeff has confirmed his willingness to continue to support the PTA as Refreshment Co-ordinator. The Charities Commission will need to agree the change of name from PTA to PTFA for Jeff to continue as he no longer has a child at the school.
- f. Uniform Co-ordinator
Angela Gosling and Tracey Schuil-Brewer were re-elected as Joint Uniform Co-ordinators.
- g. Committee Members
Jenny Robinson and Daniela Blaj confirmed their commitment to continue as Committee members. Amanda Harse also attended with a view to joining the Committee. Co-opted Committee members can be brought in at any stage.

Any Other Business

Change of Name to Parent Teacher Friend Association (PTFA)

ST proposed the change of name from Parent, Teacher Association (PTA) to Parent, Teacher, Friend Association (PTFA) to broaden involvement by enabling people who are not a teacher or parent/guardian of a child at the school to serve on the Committee, eg grandparents. This was seconded by AG and supported by the whole Committee. ST to inform Charity Commission of proposed change to constitution. Extraordinary General Meeting may then be required to clarify.

Action: ST to contact Charity Commission re change of name to PTFA

School Uniform

Low energy dehumidifiers to rid condensation and keep uniform dry in storage were approved at a cost of approximately £180/£190 each. One to be provided for Container 1 and one for Container 2.

Quote for new printer was approved.

Online fundraising

ST to look on ParentKind for ideas.

Continue to promote EasyFundraising via Bulletin and social media.

Volunteers Needed

Plea for uniform volunteers to be flagged at front of Parent Bulletin.

Bid Requests

Heads of Departments to be advised that bid requests are now open for applications.

Minutes of Committee meeting dated 22 June were proposed by ST and seconded by AG.

Date of next meeting – Monday 12 October 2020 at 7pm via Zoom

RMS PTA AGM

Head's report

Highlights of the year

- Normal until March
- 18th March had to drop lower school because of staffing
- 19th March, evening, Govt cancelled GCSE exams
- Lockdown
- Remote learning, Key worker facility and the build up to Yr 10 attendance (June/July)
- A Level/GCSE grade algorithm issues

Highlights of the year

- GCSE grades reverted to Teacher-assessed grades
- RMS gave an honest account of what its historical best has been (P8=+0.2)
- Autumn start up going well
- Very high attendance to begin with
- This week a significant proportion staying off school with Covid or similar symptoms
- Testing is not coming up as helpful
- Report to DfE every day

How do we see the future?

- We are booked in for immunisation programmes for normal flu- RMS pays for staff to have jabs
- School nursing team will come in under PHE instructions
- There may well be a kind of rota by November to help prevent further infection
- Remote learning or a blended learning economy may be the norm
- No school trips and visits
- Parents' evenings, info evenings etc will be webinars or done by phone/video call

Our hopes

- In the background, the Oxford/Jenner vaccine gets passed by Easter
- Refurb programme is booked in and happening
- Need more outdoor covered space
- There is no funding for any Covid-19 measures this term- many schools may hit bottom but not RMS

THANK YOU!

- Uniform purchase and distribution has been amazing
- Students look really good
- Very few infractions
- Your support and the way you have mobilised has been incredible

RMS PTA Treasurer's Report 2019; yearend December 31st, 2019

Charity registration number 1125026; name ROBERT MAY'S SCHOOL PTA

The PTA's main fundraising activity continues to be the sale of new school uniform, with smaller contributions from the sale of refreshments at school events raising £230, and this year, for the first time, a games stall at Odiham's Extravaganza which raised £95. Second hand uniform sales totalled £2,286.50.

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Donations to the school totalled £12,905. This resulted in a surplus of £3,805.

There was £23,977 in the bank and paypal accounts at the end of the year, and stock value was 29,264.

Thanks go to the committee members and especially all the volunteers who make the uniform service run so smoothly and efficiently.

Attached are the accounts which were prepared by Twissell Neilson Budd & Co Ltd which will be submitted to the Charities Commission in support of the above.

Sian Taylor
RMS PTA Treasurer
May 2020

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION

Accounts

31 December 2019

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION
Income and Expenditure Account
for the year ended 31 December 2019

	2019 £	2018 £
Sales	81,341	98,744
Cost of sales	58,335	74,114
Gross surplus	<u>23,006</u>	<u>24,630</u>
Expenses		
Telephone, fax, stationery and other office costs	316	698
Advertising and business entertainment costs	3,261	2,574
Bank, credit card and other finance charges	1,599	1,929
Accountancy, legal and other professional fees	392	910
Depreciation and loss/(profit) on sale	488	488
Other business expenses	240	117
	<u>6,296</u>	<u>6,716</u>
Surplus of Income over Expenditure	<u>16,710</u>	<u>17,914</u>
Donations to the school	(12,905)	(22,310)
Surplus/deficit for the year	<u>3,805</u>	<u>(4,396)</u>

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION
Balance Sheet
as at 31 December 2019

	Notes	2019 £	2018 £
Fixed assets			
Equipment, machinery and motor vehicles	2	266	754
Current assets			
Stock and work in progress	29,264	15,714	
Bank/building society balances	23,977	33,695	
	<u>53,241</u>	<u>49,409</u>	
Current liabilities			
Trade creditors	-	566	
Other liabilities and accruals	790	685	
	<u>790</u>	<u>1,251</u>	
Net current assets		52,451	48,158
Net assets		<u>52,717</u>	<u>48,912</u>
Capital account			
Balance at start of period		48,912	53,308
Surplus for the year		16,710	17,914
Donations to school		(12,905)	(22,310)
		<u>52,717</u>	<u>48,912</u>

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2019

1 Income and Expenditure analysis

	2019	2018
	£	£
Sales		
Sales of uniforms	81,016	97,173
Fundraising	95	-
Refreshment income	230	1,571
	<u>81,341</u>	<u>98,744</u>
Cost of sales		
Cost of uniforms	58,335	73,406
Refreshment expenses	-	660
Other direct costs	-	48
	<u>58,335</u>	<u>74,114</u>
Telephone, fax, stationery and other office costs		
Secretarial & committee expenses	-	338
Telephone and fax	31	271
Stationery and printing	285	89
	<u>316</u>	<u>698</u>
Advertising and business entertainment costs		
Internet and website	<u>3,261</u>	<u>2,574</u>
Bank, credit card and other finance charges		
Paypal charges	<u>1,599</u>	<u>1,929</u>
Accountancy, legal and other professional fees		
Accountants fees	392	300
Consultancy fees	-	610
	<u>392</u>	<u>910</u>
Depreciation and loss/(profit) on sale		
Depreciation	<u>488</u>	<u>488</u>
Other business expenses		
NCPTA membership	157	117
Sundry expenses	83	-
	<u>240</u>	<u>117</u>

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2019

2 Equipment

	Equipment
	£
Cost	
At 1 January 2019	1,954
At 31 December 2019	<u>1,954</u>
Depreciation	
At 1 January 2019	1,200
Charge for the year	488
At 31 December 2019	<u>1,688</u>
Net book value	
At 31 December 2019	<u>266</u>
At 31 December 2018	<u>754</u>

ROBERT MAYS SCHOOL PTA**Independent Examiner's Report on the Accounts****Report to the Trustees of Robert Mays School PTA**On accounts for period ended 31 December 2019 Registered No. **1125026**

Set out on pages 1 to 4

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year (under section 144) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act ; and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in, any material respect, the requirements

- to keep proper accounting records in accordance with section 130 of the Charities Act and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met ; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed**Name**_____
M J TWISSELL

Chartered Accountant

Date

Address

Kenward House
High Street
Hartley Wintney
RG27 8NY

Income and Expense Statement

Robert Mays PTA

Account

Up to 13 September 2020

Income

2nd Hand Sales	2,289.60
Fundraising	55.91
Sales	71,247.03
Refreshments	0.00
Total Sales	73,592.54

Cost of Sales

Cost of Goods Sold	50,229.60
Paypal Transaction Fees	1,246.44
Purchases	(17,720.04)
Total Cost of Sales	33,756.00

2020 income less uniform costs	39,836.54
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Administrative Costs

Audit & Accountancy fees	440.00
General Expenses	125.97
Insurance	156.88
HMRC payments	1,705.75
IT Consulting/ Support	929.17
IT Software and Consumables	1,223.96
Printing & Stationery	23.61
Subscriptions	197.00
Telephone & Internet	0.00
Total Administrative Costs	4,802.34

Donations to school

£6,076.46

Total Costs	£10,878.80
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Operating profit	£28,957.74
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Cash at bank and in hand

Petty Cash (inc refreshments profit)	£150.00
R Mays PTA (Paypal)	£2,092.25
R Mays PTA Treas. Acct Lloyds	£38,102.70
Total	£40,344.95

Donations approved (not yet paid)	£988.00
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committed uniform spend	£2,612.14
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Cash in hand	£39,356.95
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ANNUAL REPORT FROM PTA UNIFORM SERVICE

The uniform service is run in a joint capacity by Tracey Schuil-Brewer and Angela Gosling. Tracey has taken responsibility for purchasing and stock control amongst other tasks. Angela manages the volunteer rota, team meetings and communications.

The uniform team continues to be supported by Peter Connolly in his role as IT Support and Sian Taylor in her role as Treasurer. We would like to thank them both for their invaluable help.

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Our service can not operate without the continued hard work and dedication given by the all our Uniform Team. Tracey and I would like to personally thank everyone involved in providing this service.

ROBERT MAY'S SCHOOL PTA AGM – CHAIR REPORT

When writing to the parents in January this year we were full of excitement for the coming year with the introduction of a new fundraising event the 10k pairs relay which was the brainchild of Jen Robinson who was fantastic at guiding us in the process of setting up the event. Thank you, Jen. Due to current circumstances the event was rightly cancelled but the ground work has been done now so hopefully, at some point in the future, the PTA will be able to hold the event. The 'easyfundraising' online shopping initiative has also been a part of the PTA's fundraising activity for the past year. A copy of the January report will be sent out to attendees for your information.

Looking back over the past year to our events we were represented for the first time at a popular local event the Odiham Extravaganza and we hope to be able to return in the future. It produced a small profit but it was great to have the PTA represented. The bingo and curry night unfortunately did not have enough interest and so had to be cancelled.

Hayley and I would like to express our sincere thanks to the committee for all your hard work and commitment this year in supporting the PTA and its events. Particular thanks must go to wonderful Denise, our fantastic Secretary who does such a superb job with the minutes and much more besides such as helping Hayley and I settle into the joint Chair role with all your experience - Thank you so much. Huge thanks also go to Sian for her fantastic job as Treasurer. You are both so committed and the PTA couldn't have functioned as smoothly as it has done without you both. So, a massive, massive thank you to you. Thanks also to Jeff who is our fantastic refreshments co-ordinator who did such a brilliant job at raising money for the PTA at parents' evenings and at the school production performances along with many other ordinary committee members also coming along to help. Thank you everyone, your contribution no matter how big or small has and will always be genuinely appreciated and does make a difference.

A particular thank you this year must go to our hardworking uniform team under the fantastic management of Angela and Tracey, who, under especially difficult circumstances this year have continued to deliver their excellent uniform service to parents. Thank you to Peter for your continued IT support which I know the whole PTA is hugely grateful for. Thank you all so much.

A special thank you must also go to Gary, Alison, Loraine and Rebecca who, as long-standing members of the PTA have now stepped aside for a well-earned rest! Your commitment to the PTA over the last 5 years has been hugely appreciated and the PTA would like to show their grateful thanks by presenting you all with a small token of our appreciation. In these unusual times the thank you gifts will be delivered to you rather than in person.

Looking ahead to the coming year, as these unusual times look set to be with us for some time the way we fundraise looks set to change for the near future at least in terms of events and we will probably have to find new or different ways of fundraising than our traditional face to face events. We are entirely confident that the PTA is more than capable of meeting any necessary changes as has already been clearly demonstrated by all those in the PTA since January. You are all stars.

Wishing the PTA all the best for the coming year.

Hayley and Clare

September 2020.

Robert May's School Parent Teacher Association

Dear Parents/Guardians,

Hello January again and the start of another new year! We hope that 2020 brings you all many good and positive times in the year ahead. As for the PTA, we are looking forward to another great year of fundraising to help support the children's education on their journey through the school.

Of course none of the work of the PTA in helping to support the school with extra equipment or educational visits to the school by author's for example would be possible without you, the parents and guardians of the children, who have bought uniform, supported PTA fundraising events like the Odiham Extravaganza and bought refreshments at school events such as parents evenings and school shows. So a huge THANK YOU to you all for your contributions in 2019. So before we carry on with 2020's fundraising the PTA would like to take you all on a look back at the contributions you have all made possible for the children in 2019.

Through the PTA you have directly funded the following totalling £12,905.37:

- 15 compasses
- 10 laptops for learning support
- 6 laptops for resource provision
- Membership to Educake (Science revision)
- Rock challenge donation towards new materials for H&S and entrance fees
- Gazebo for PE department
- D&T contribution towards new race system
- Chris Copson visit – History Department
- Various science resources totalling £2,283:
 - Air blower for air track
 - Linear air track
 - Bar magnets
 - Bathroom scales
 - Ceramic magnets
 - Horseshoe magnets
 - Kettles
 - Mass balances
 - Newton cradle
 - Pipette fillers
 - Prisms
 - Small water baths
 - Step stool
 - Stop clocks
 - Vacuum pump
 - Whoosh bottles

The PTA is also committed to but yet is still to pay for resources totalling £2,921.58:

- 5 sets of hurdles for PE
- £500 for author Helen Dennis visit on 30th January
- Various History resources from Zig Zag
- Science resources – Digital PH meters, height measure, Quadrats and Unilab rheostats
- Funding for transport to athletics events

As well, there were funds for the purchasing of uniform (£44k), IT software and support, PayPal and other fees that are essential in the smooth running of the PTA uniform service and refreshments at events.

So THANK YOU VERY MUCH once again for all your support over 2019, the PTA are hugely appreciative and roll on 2020! The PTA are excited about some new fundraising opportunities that we are currently working on that will hopefully make 2020 an even bigger and better year for the PTA! Details to follow over the next few weeks!

Finally, as parents/guardians of children at the school you are automatically members of RMS PTA. As such, if you would like to come along to any of our remaining meetings for this academic year then you are most welcome. Whilst any help in organising or running events is of course always extremely welcome, coming along to a meeting doesn't automatically mean you will be expected to get involved with our PTA events. You are genuinely most welcome to just come along and meet the organising committee and see how decisions on where to spend the PTA's funds are made. This is your PTA and we are very pleased to meet and welcome any of its members at the PTA meetings.

If you would like to come along to any of the remaining PTA meetings for this academic year then here is when and where you can find us. We look forward to welcoming you!

- Monday 9th March 2020 - 7pm Library
- Monday 4th May 2020 - 7pm Library
- Monday 22nd June 2020 – 7pm meeting to be followed by a summer Jolly! Venue tbc.

Kind regards and best wishes to you all.

Robert May's PTA Committee.

ROBERT MAYS SCHOOL PTA

Independent Examiner's Report on the Accounts

Report to the Trustees of Robert Mays School PTA

On accounts for period ended 31 December 2019 Registered No. 1125026

Set out on pages 1 to 4

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts.
The charity's trustees consider that an audit is not required for this year (under section 144) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act ; and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention
(1) which gives me reasonable cause to believe that in, any material respect,
the requirements

- to keep proper accounting records in accordance with section 130 of the Charities Act and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met ; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed
Name**


M J TWISSELL
Chartered Accountant

Date

4.9.2020

Address

Kenward House
High Street
Hartley Wintney
RG27 8NY

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION

Accounts

31 December 2019

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION
Income and Expenditure Account
for the year ended 31 December 2019

	2019	2018
	£	£
Sales	81,341	98,744
Cost of sales	58,335	74,114
Gross surplus	<u>23,006</u>	<u>24,630</u>
Expenses		
Telephone, fax, stationery and other office costs	316	698
Advertising and business entertainment costs	3,261	2,574
Bank, credit card and other finance charges	1,599	1,929
Accountancy, legal and other professional fees	392	910
Depreciation and loss/(profit) on sale	488	488
Other business expenses	240	117
	<u>6,296</u>	<u>6,716</u>
Surplus of Income over Expenditure	<u>16,710</u>	<u>17,914</u>
Donations to the school	(12,905)	(22,310)
Surplus/deficit for the year	<u>3,805</u>	<u>(4,396)</u>

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION
Balance Sheet
as at 31 December 2019

	Notes	2019 £	2018 £
Fixed assets			
Equipment, machinery and motor vehicles	2	266	754
Current assets			
Stock and work in progress		29,264	15,714
Bank/building society balances		23,977	33,695
		<u>53,241</u>	<u>49,409</u>
Current liabilities			
Trade creditors		-	566
Other liabilities and accruals		790	685
		<u>790</u>	<u>1,251</u>
Net current assets		52,451	48,158
Net assets		<u>52,717</u>	<u>48,912</u>
Capital account			
Balance at start of period		48,912	53,308
Surplus for the year		16,710	17,914
Donations to school		(12,905)	(22,310)
		<u>52,717</u>	<u>48,912</u>

ROBERT MAYS SCHOOL PARENT TEACHER ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2019

1 Income and Expenditure analysis

	2019 £	2018 £
Sales		
Sales of uniforms	81,016	97,173
Fundraising	95	-
Refreshment income	230	1,571
	<u>81,341</u>	<u>98,744</u>
Cost of sales		
Cost of uniforms	58,335	73,406
Refreshment expenses	-	660
Other direct costs	-	48
	<u>58,335</u>	<u>74,114</u>
Telephone, fax, stationery and other office costs		
Secretarial & committee expenses	-	338
Telephone and fax	31	271
Stationery and printing	285	89
	<u>316</u>	<u>698</u>
Advertising and business entertainment costs		
Internet and website	<u>3,261</u>	<u>2,574</u>
Bank, credit card and other finance charges		
Paypal charges	<u>1,599</u>	<u>1,929</u>
Accountancy, legal and other professional fees		
Accountants fees	392	300
Consultancy fees	-	610
	<u>392</u>	<u>910</u>
Depreciation and loss/(profit) on sale		
Depreciation	<u>488</u>	<u>488</u>
Other business expenses		
NCPTA membership	157	117
Sundry expenses	83	-
	<u>240</u>	<u>117</u>

ROBERT MAY'S SCHOOL PARENT TEACHER ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2019

2 Equipment

Equipment

	£
Cost	1,954
At 1 January 2019	1,954
At 31 December 2019	
Depreciation	1,200
At 1 January 2019	488
Charge for the year	1,688
At 31 December 2019	
Net book value	266
At 31 December 2019	754
At 31 December 2018	

ROBERT MAYS SCHOOL PTA

Independent Examiner's Report on the Accounts

Report to the Trustees of Robert Mays School PTA

On accounts for period ended 31 December 2019 Registered No. **1125026**

Set out on pages 1 to 4

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**Signed
Name**



M J TWISSELL
Chartered Accountant

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