

West London Free School Primary
Parent Teacher Association
Accounts for the year ended
31 July 2017

Charity Number 1159396

West London Free School Primary Parent Teacher Association
Income and Expenditure Account for the year ended 31 July 2017

	Income		Income	
	Gross	Net	Gross	Net
	2017		2016	
	£	£	£	£
Fundraising Events				
Halloween and Movie Night	720	557	570	570
International Day	428	428		
Christmas Fair	7,555	3,247	5,895	4,849
Christmas Raffle	2,044	2,044		
Christmas Cards	1,292	468	1,083	262
Quiz Night	11,320	10,320	10,442	9,484
Donations incl Gift Aid	2,732	3,666	4,283	4,283
Fair Sponsorship	1,550	1,550	2,380	2,380
Summer Fair	8,096	4,904	8,336	4,936
Summer Fair Raffle	1,493	1,493		
Slushy sales	271	271	-	-
Cake sales	2,924	2,920		972
Charity	928	928	-	-
Art Show	1,261	595	502	289
Frock Swap	-	-	771	487
Easter Event	948	819	1,262	1,028
Sports Day	184	184	230	230
Summer Picnic	100	100		
Uniform sales	15	15		
Book sales	382	382		
movie night	779	599		
Dress Up Day	429	429	-	-
Total Fundraising		35,918		29,770
Other Income				
Bank Interest	43	43	43	43
Total Net Income		35,961		29,813
Expenditure				
Prior Year Spend	17,737			
Playground	25,000			
PA Sound System	5,460			
Easy Grass - front school	7,500			
Table Football tables	1,723			
Table Tennis Table	929			
Science workshops	1,496			
Shakespeare's Globe workshop	1,000			
Black History Month	750			
Anti bullying workshop	750			
Art Workshops	1,252			
Music Workshops	1,170			
International Day Drumming Workshop	285			
ParaOlympic Tickets	583			
Garden improvements	406			
SEP Talks	1,160			
Charity Payments	928			
Enrichment Activity - Comedy Workshop	-		1,600	
Instruments			500	
Lighting Hire			400	
Carol Concerts	415		469	
Reading Resource	204		60	
other				
British Gymnastics	34			
		68,780		3,029
General Expenditure				
PTA UK membership	101		101	
Total Expenditure		68,881		3,130
Surplus Transferred to accumulated fund		(32,920)		26,684
		(32,921)		
DIFFERENCE!!!		0		

West London Free School Primary Parent Teacher Association
Balance Sheet for the year ended 31 July 2017

	2017		2016	
	£	£	£	£
Current Assets				
Cash at Bank as at 31/7/16	16,791		45,767	
Cash in hand	-		-	
Debtors	750		1,404	
Total Current Assets		<u>17,541</u>		<u>47,171</u>
Current Liabilities		3,494		203
Total net assets		<u>14,048</u>		<u>46,969</u>
Accumulated Funds				
Brought forward		46,969		3,931
Surplus for the year		<u>(32,921)</u>		<u>43,038</u>
Accumulated Funds carried forward		<u>14,048</u>		<u>46,969</u>

PTA Chairman

I certify that I have examined the books and records presented to me and that the income and expenditure account and the balance sheet above are in accordance herewith.



Independent Examiner

26 FEB 2018



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ANNUAL AGM MEETING

9th October 2017

Outgoing PTA Chair: Dee Purdy

AGM Agenda:

- What is the PTA?
- What did we achieve last year?
- What do we hope to achieve this year?
- How can we make that happen! (Elect the committee members and class reps)
- What's next?

Please join us afterwards for a drink!

65 mins



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WHAT IS THE PTA?



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As parents/carers at the school, we are all automatically eligible to be part of the PTA. The two main activities of the PTA are to:

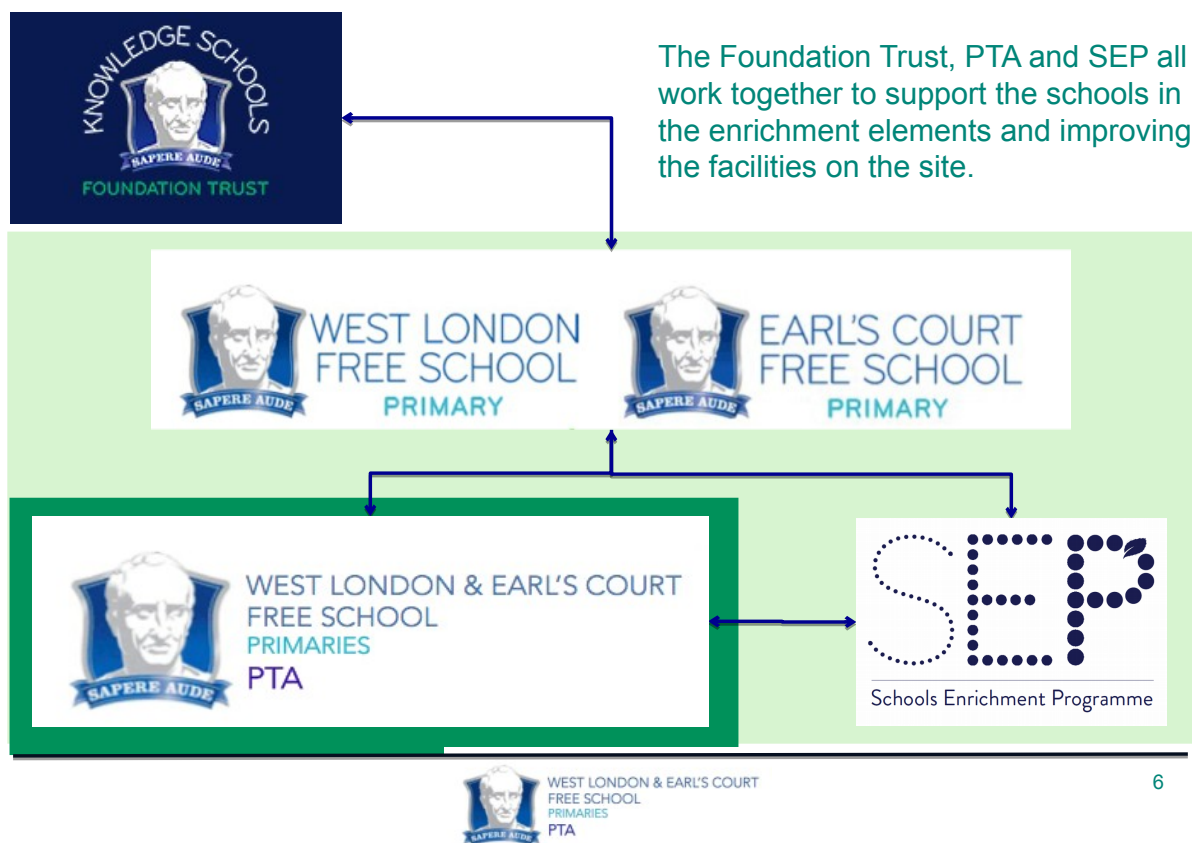
- **Fundraise for the schools**
- **Hold events to build the community spirit of the two schools**

The PTA elects a committee on an annual basis. The committee consists of parents and teachers working together.

Every year as our schools grow we are looking to strengthen our PTA. **We can only do this with everyone's support.**



Where does the PTA sit in the school framework?



Schools Enrichment Programme (SEP)

The Schools Enrichment Programme launched in 2016. Its aim is to develop the facilities and extracurricular activities within both schools by using the skills, expertise and enthusiasm of the parent/carers body.

The programme is made up of the following 3 pillars:-



Sponsorships	Garden & Buildings	Science
Performing Arts	Music	Technology
Sports	Visual Arts	Environment
Playgrounds	Library/ Media Space	Community

If you have the time, skills, ideas or contacts to benefit any of these workstreams, please get in touch.



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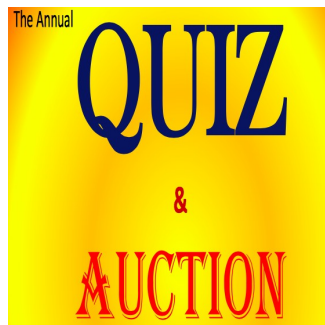
WHAT DID WE ACHIEVE LAST YEAR?

2016 - 2017



3rd December

Christmas Carol
Bouncy Castles
Mince Pies
Santa's Grotto



Easter Hat Parade & Egg Hunt

Tuesday, 28th
March 2017

Easter Hat Parade (during school)

All the children are encouraged to come to school on Tuesday, 28th March wearing their Easter hat creations. They will have the opportunity to take part in an Easter Parade and the winning boy and girl from each class will be chosen.

Easter Egg Hunt (3:45pm - 5:30pm)

After school all pupils are invited, along with their parents / carers and siblings, to an egg hunt in Ravenscourt Park. Follow a trail around a designated area in the park to collect 9 clues, then head to the egg table to collect an egg! Total: There will also be face painting and refreshments. Participation in the egg hunt will be £2 per clue sheet.

Easter Hamper Raffle

The PTA will be raffling off 5 luxury Easter hampers as part of the Easter events. Raffle tickets will be sold at the school gate at drop off and pick up. Please keep a look out and come and support. Raffle tickets are £1.



1st July 2017
12 - 3:30pm

Cambridge Grove, Hammersmith, W6 0LS

Face-painting
Fair Games
Playball
Raffle
Milk the Cow
Homemade cakes & coffee
BBQ
Clothes & Toys



Fundraising Events

Average Net Funds Achieved (2016-17):

Event	Net Profit
Quiz & Auction	£10,320.21
Summer Fair	£7,172.2
Winter Fair	£6,372
Donations (incl. gift aid)	£3,666
Cake Sales & Slushy Fridays	£,3,190.94
Charity	£927.85
Easter Bonnet Parade & Egg Hunt	£818.58
Movie Night	£598.5
Art Show & Drinks	£595.05
Halloween Disco	£556.96
Christmas Cards & Mugs	£468.17
Non-uniform Days	£428.5
International Day	£427.52
World Book Day - Book Sale	£381.84
Sports Day	£184.19
PTA New Parent Welcome Picnic	£115
Grand Total	£35,938.51

A huge thank you to the outgoing PTA committee & class reps who made these events happen!
Also, a special thank you to everyone else who volunteered to help with these events.
We really couldn't do these without you!



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* Final amounts raised via 2015-2016 events are currently being validated

Main Funding Spend for 2016 -17

The main funding provided by the PTA last year

Playgrounds	Climbing Frames in Zone 2	£20,000.00 50% provided by PTA
	Football Tables x 3	£1,725.00
Science	Primary Quality Science Mark	£750.00
	St John's Ambulance - Year 3	£300.00
	Sublime Science Workshop	£1,500.00
Gardens & Buildings	Allotment Garden Planting	£120.00
Security	Visitor security system	£2,299.00 50% provided by PTA
Performing Arts	Hall Acoustics	£4,998.00
	DanceWest - Curriculum Workshops	£750.00
Sports	Gymnastics Membership	£34.00
	World Para Athletics Championship	£720.00
Music	Summer Music Workshop -Reuse & recycle Music Workshop for All	£1,000.00
Visual Arts	Royal Academy - Drawing Workshop - For All years.	£1,155.00
Curriculum Support	Black history Week	£499.00
	Shakespeare Fortnight	£1,000.00
Parent Network	Parent/ Carer Talks	£1,159.60
		£38,009.60

£5,000 of our current balance is already allocated to the resurfacing of the MUGA/ Cage.



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2016 – 2017 Improvements



All weather football tables



The Climbing Playground

New fantastic audio for the school hall

Contributed towards the new visitor security system

Accounts for 2016/17

Accounts - big increase in charitable giving to the school in 2016-2017

2017 2016

Total Net Income 35961 29813

Total Expenditure 68881 3130

Total net assets 14048 46969
(at 31 July)

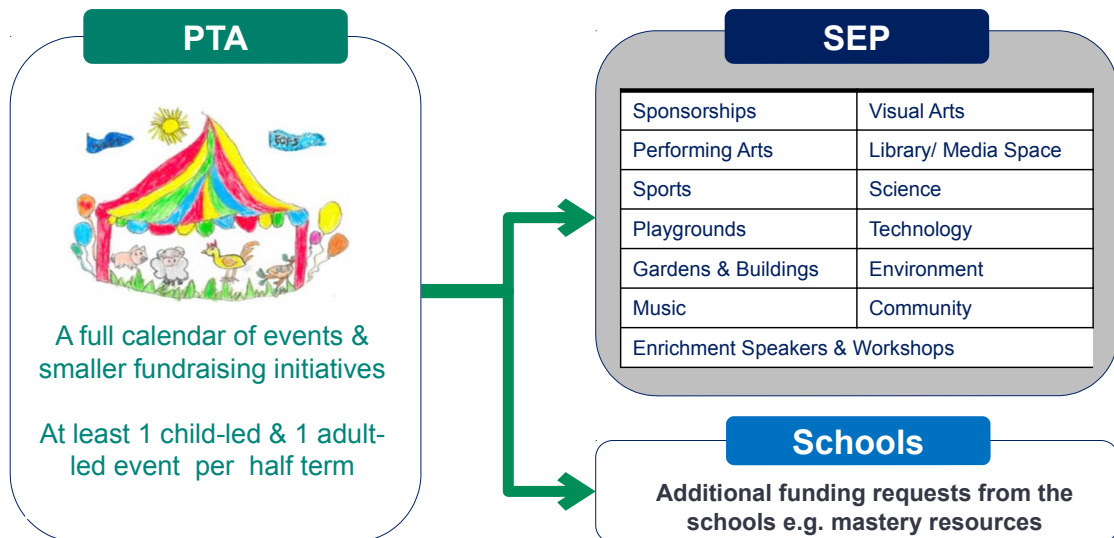
Approve Accounts for 2016-17



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WHAT DO WE HOPE TO ACHIEVE THIS YEAR?

Plans for 2016 – 2017



Our plan for 2017/18 is simple!
**Beat previous fundraising achievements & invest more money
than ever before into the SEP & School Plans**



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HOW CAN WE MAKE THIS HAPPEN?

PTA Committee

The PTA Committee is key to organising the events & representing parents/carers & teachers across the school on what funding requests to approve.

Parents		
Nomination	Previous Member	Children in Years
Dee Purdy	Yes	1 & 3
Alex Conabeare	Yes	Reception & 3
Mike Philipps	Yes	2
Anabel Leibovic	Yes	2
Liz Kanter	Yes	3
Kate de Wys	Yes	2 & 4
Jenean Plumb Wood	Yes	4
Serena Tarling	Yes	Reception & 3
Louise Stuber	No	2
Kaysha Jacobs	No	Reception & 3
Sophie Keller	No	Reception
Tania Hodges	No	Reception
Alberta Stevens	No	4
Suzanne Martin	No	1 & 4

Teachers	
	Previous Member
Laura Lund	Yes
Katie Press	Yes
Angela Evangelos	Yes
Lilli Landau	No

Vote in the new members!

There will be a short meeting after the AGM to nominate a Chair, Vice-chair, Secretary, Treasurer, Vice-treasurer and Sponsorships & Donations Lead.

Class Reps

Class Reps ensure good communication between parents/carers and their class teachers. They are integral to setting the tone and building a supportive relationship between both the school, parents/carers & the PTA.

WLFS Primary			ECFS Primary		
Year	Class	Class Rep Volunteer(s)	Year	Class	Class Rep Volunteer(s)
Reception	Handel	Kaysha Jacobs (shared)	Reception	Mozart	Caroline Conabeare (shared)
		Kayshia Boadi (shared)			Natasha Barber(shared)
	Elgar	Sylvia Torner			
Year 1	Beach	Suzanne Martin	Year 1	Clarke	Ramona Riedzewski (shared)
	Bon	Hannah Izbicki (shared)			Molly St John (shared)
		Honor Mercer (shared)			
Year 2	Chopin	Kate de Wys (shared)	Year 2	Rossini	Philippa Cates
		Louise Stuber (shared)	Year 3	Bach	Jessica Quijano
	Vivaldi	James Mannion			
		Katy Wallace (shared)			
Year 3	Haydn	Liz Kanter (shared)			
		Kaysha Jacobs (shared)			
	Beethoven	Dee Purdy			
Year 4	Pachelbel	Jenean Plumb Wood			
	Schubert	Kate de Wys (shared)			
		Suzanne Martin (shared)			
		Angela Evangelos (shared)			

Class Reps are invited to attend all PTA Committee meetings.

How else can you help?

We understand that you may not have time to commit to the PTA or SEP programmes but may still want to contribute.



There is monthly standing order organised by the Foundation Trust that ring-fences all contributions by school. These contributions help with capital improvements on the site.

Contribution forms are available at the back of the hall after tonight's meeting.
Please consider taking the time to give what you can.
(Every little bit really does count.)



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WHAT'S NEXT?

Upcoming Events

Some dates to put in your diaries

International Day Fri, 13th Oct

Halloween Event Fri, 3rd Nov

Winter Fair Sat, 2nd Dec



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How can you find out what's on?

Weekly Newsletter



School Website Calendar



PTA Page



Class Reps



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WE WOULD LOVE TO HEAR FROM YOU!

Ideas, feedback and especially help with events is always welcome!

Please email us on: pta@wlfs-primary.org
or contact your class rep to get involved.

TREASURER'S REPORT 2016-2017

We are pleased to present the accounts for 2016 to 2017 which show an improvement in fundraising income and a marked increase in charitable expenditure.

Our most successful fundraising event in terms of income was our quiz night, earning over £10,000. Both the Christmas fair and the summer fair earned over £5000 each and remain a much loved part of the school calendar.

We have diversified the ways in which we fundraise, introducing new activities like Friday slushy sales, movie night and dress up day. We were able to combine earnings and accumulated funds to finally fund our amazing playground which the children are really enjoying and has improved opportunities for Physical Education.

We also paid for improvements around the school including a new sound system, new table tennis tables, table football tables and artificial grass landscaping. Through our SEP (School Enrichment) programme we funded a wide range of activities designed to complement classroom learning, including science workshops, Shakespeare's Globe workshops, Black History month activities and special art and music workshops. We ended the year with a respectable if smaller accumulated fund which we aim to continue to grow and spend as we help the schools as they expand.

We are satisfied that the SEP programme we have in place helps teachers to engage with the PTA to determine the best areas to fund to continue enriching children's learning across the schools.



Minutes of AGM Meeting held on 9 October 2017
at West London Free School Primary, Cambridge Grove, London W6 9LP

These minutes should be considered alongside the PTA AGM_2017 Presentation

Introductions

Dee Purdy (DP), the outgoing PTA chair, welcomed all attendees to the annual AGM. Next, she outlined the purpose of the PTA and where it sits in the school framework

Review of the Year 2016/17

1. In total, the PTA ran 33 events that raised a total of £35,961.58
2. 4 big events were the Winter Fair, the Quiz and Auction Night, the Easter Picnic and the Summer Fair
3. Other events included cakes sales, movie nights, the Halloween disco, Slush Fridays, book sales etc (for a full list of the events per term please refer to the presentation).

Finances

1. The 2015/16 accounts were checked by an independent and qualified person and submitted to the Charities Commission.
2. Ex-PTA chairs, Ross Wheeler and Giles Finnemore will be removed from the main bank accounts and the new PTA Chair and Vice-chair will be added.
3. Mohammed Sharif was agreed as the independent auditor for the 2016/17 accounts
4. Danny Lang went through the finances for 2016/17 and made available full draft accounts by request. The draft accounts were approved by the AGM. Once the independent auditor validates the accounts, final versions will be available on request.
5. The trustees were agreed as Dee Purdy, Alex Conabeare, Liz Kanter and Danny Lang
6. During 2016/17, the PTA contributed £68,881 towards enrichment and improvements for the school with the most significant expense being £25,000 towards the climbing playground

Voting for PTA Officers and Committee

The entire committee from 2016/17 resigned as part of our annual process and a new committee was voted in (including many committee members from the previous year). All class reps were also announced. A committee meeting was scheduled for directly after the AGM to vote in the key roles.



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Key events until the end of the year

International Day	Fri, 13 th Oct
Halloween Event	Fri, 3 rd Nov
Winter Fair	Sat, 2 nd Dec

AOB

1. The point of allowing class reps to vote on the committee was raised but as we have a number of co-class reps, it was agreed that this would make the committee too large and unmanageable. Class reps who want a vote were asked to stand as a voting committee member too.

Minutes approved: