

St Michael's C of E First School PTA Chair's Report to the Annual General Meeting on Thursday 25th January 2018

The PTA Committee and helpers

The committee has gained two and lost four members since the last AGM! Mr Harnett left the school at Easter, Lisa Freegard left shortly afterwards with her son's move to Dunster school, Rachel Konrad left in September with her son moving to MMS, and Sally Swinburn left in the Autumn term due to family commitments. Charlie Bailey and Tatiana Neacsu joined at the last AGM, with Tatiana taking over the role of treasurer from Nolan Gande.

The committee has continued in its efforts to recruit new committee members and helpers for events, with some success! We have a list of around 20 parents who we can call on for help at events, and we are grateful for the increase in support that we've had from teachers this year.

The committee is very grateful to Agata Feld who has been acting secretary since September. We hope that she has enjoyed the role enough to continue!!

We are also grateful to Anna Blake, Beki Singer, Clare Rambe, Michelle Butterworth and Sarah Butterworth and for their support at our events last term and their willingness to get involved!

Our link with St.Andrew's and St.Michael's Church community has continued to grow, with several members of the church helping out at both Christmas Fairs and the Christmas Crafternoon. We are extremely grateful to them for their support! With the guidance of Mrs Haddon, the children made a fantastic thank you card for the church members who helped at the most recent Christmas Fair.

PTA class reps

PTA class reps are a point of contact between the PTA committee and parents and carers. Their role is to share information about what the PTA is doing, to recruit helpers for events, and to give parents and carers a voice in what the PTA is doing.

Posters with photos of PTA reps along with a brief description of what their role is were in the process of being put together to go up outside each classroom, but due to the busyness of the Autumn term this hasn't happened yet!

The PTA reps for each class are currently:

Rabbit Class - Beki Singer

Squirrels - Michelle Butterworth & Tatiana Neacsu

Hedgehogs - Charlie Bailey & Agata Feld

Otters - Ruth Gasperini & Jo Sapsford

Red Deer - Leanne Newman

The role of class reps will be discussed at the next PTA committee meeting.

Facebook

Following previous concerns about posting school-related things on Facebook, the committee was finally given the go ahead by the school to set up a PTA events page on Facebook last year. Many thanks to Jo Sapsford for offering to set it up and run it on our behalf! We also have a Facebook page for the committee.

Fundraising Events

Together we have managed to raise £3539.42 through the seven fundraising events, two non-uniform days and Crazy Hair Day that we have held since November 2016.

The first of these - the Christmas Fair 2016 - was a success, with singing performances by the children helping to create a community feel. The fair raised £352.69, with a further £421 raised from the Christmas Raffle.

The Easter Eggstravaganza raised £323.14 whilst the Easter Crafternoon - a new event in 2017 - was a huge success with over 70 children enjoying a range of Easter themed craft activities. The event raised £151.80 and left the helpers completely exhausted!!

The disco - run by The Bounce Monkeys and held in June - was well-attended as always, and raised £303.82.

In a break with tradition, last year's Summer Fair and Fun Afternoon took place on a Saturday afternoon in July instead of a Friday evening, and raised £407.33. The turn-out was good, and the sun shone on all who attended including people from outside the school community who'd seen the event advertised on the PTA Events Facebook page. The event (masterminded by Leanne!!) provided a fun-filled afternoon for parents, grandparents and children alike, with a wide range of traditional and novelty stalls and games including 'The Queen's Nose', 'pick a lolly', 'washing line lucky dip' and the ever popular wet sponge stocks which saw Mr Salway get a soaking! A bouncy castle kept some children occupied, while a treasure hunt around the school grounds with star prizes kept both parents and children busy. Hot dogs with sausages supplied at a discount by Stuart Lowen were served.

The tradition of the PTA buying the children ice pops on Sports Day almost didn't happen last year! Thinking she was being organised in buying them the night before, Ruth then discovered that 150 ice-pops take longer than 12 hours to freeze! Thankfully Lidl came to the rescue and so the children enjoyed proper ice lollies for the first time! (The ice-pops took three days to freeze and were given to the children on the last day of term!)

The Autumn term Family Barn Dance sadly had to be cancelled due to a date clash with the Pre-school disco.

Following the success of the Easter Crafternoon, a Christmas Crafternoon was held in November and was a great success again raising £131.51. It was decided that paint is to be avoided at future

Crafternoons as children, paint and school uniforms are not compatible!!! We were extremely grateful to Kath Griffiths and Hilary Smith from St.Andrew's Church for braving it to help us out!

In another break with tradition, we held a Traditional Christmas Market alongside the 2017 Christmas Extravaganza. Local producers from Minehead Farmers Market as well as local crafts-people sold their produce under the Farmers Market's own canopies, whilst games and stalls - some old favourites and some new ones - entertained children and adults alike in the school building. Unfortunately the market stall holders' sales suffered a little from the icy temperatures which kept people indoors! The suggestion was made by several of the stall holders to have the market stalls inside if the PTA decides to do something similar in the future.

Festive music was provided by the school children who sang their little hearts out beautifully. Sonny Newman played some pieces on the keyboard and a group of Ruth's violin pupils played Christmas tunes to provide background music.

The evening was a great success and raised £1167.13. Of this figure, £737 was raised through raffle ticket sales, and this will go towards purchasing the Accelerated Reader library scheme for the school. The raffle tickets were again sponsored by Pointers Properties and the response from local businesses to requests for prizes was fantastic. Thanks to Tatiana and Roxanna for organising the raffle this year and coming up with a record number of prizes.

Other Fund-raising Tools

Your School Lottery, The Giving Machine, Local Giving.

There has been no increase in are currently 24 Lottery supporters purchasing tickets on a weekly basis. The lottery generates around £ pounds each month for school funds, and since November 2016 has raised a total of £ . We need to be more proactive in encouraging people to sign up with regular updates and reminders.

The Giving Machine and Local Giving, are both charities that enable people to raise money for free simply by shopping online at their favourite retailers via their websites.

Here again we need to do more to encourage people to support these relatively pain free and low/no cost ways of raising funds. Other local schools benefit to the value of £100s each year.

Co-op Community Fund

Local charities are being encouraged to apply for support from the Co-op Local Community Fund. Co-op members get 1% of everything they spend on Co-op products to give to a local cause that matters to them.

Applications for the next round of funding will open in Spring 2018. The Co-op looks for 3 projects in each local community and chooses those which are led by small, locally based organisations and:

- benefit the local community
- have the greatest possible benefit to their community
- make maximum use of the amount of funding available

This is something we should look into this year.

Tesco 'Bags of Help'

'Bags of Help' is Tesco's local community grant scheme where the money raised by the sale of carrier bags is being used to fund thousands of local projects in communities right across the UK. The school has benefitted from this already for the purchasing of outdoor play equipment, but we can apply as a PTA to raise funds for other things. This will be discussed at future committee meetings.

Welcome Celebration

The idea of a Welcome Celebration to mark the beginning of school life was discussed at a PTA meeting in the Summer term - the idea being to make the first day or week of school really special for new children and parents alike, and to give parents the opportunity to meet other parents and members of the wider school community including teachers, governors, church members and the PTA.

There was not time to organise the celebration for the start of term, so Rabbit class children and their parents were invited to a belated Welcome Celebration in October.

Miss Donovan welcomed parents on behalf of the school, Fr Simon (vicar of St.Andrew's and St.Michael's churches) welcomed them on behalf of the governors and the churches, and Ruth welcomed them on behalf of the PTA. Children were presented with a pot of play dough each and pastries (for the parents!), biscuits and coffee were served (courtesy of the PTA).

With more time to plan, the idea will hopefully be developed further for this Autumn term.

Spending PTA Funds!

The long period with interim head-teachers coming and going made it difficult to make decisions on how to best use PTA funds. Thankfully, with Miss Donovan's arrival in the Summer term we have been able to spend some of the PTA funds on the following things:

- Sensory room equipment
- Rabbit class rug
- Transport costs for class 3 Lee Abbey visit
- Play dough for Welcome Celebration!
- Ice lollies!!

The PTA welcomes ideas for how to use funds from all members of the school community - parents /carers / teaching and non-teaching staff.

The following ideas have been put forward at various points by PTA members and staff for ways to use PTA funds in the future:

- Quality outdoor games/play equipment for the field
- A covered area for shelter from Summer sun (Wigwam?)
- Fruit trees for field
- Role-play puppets for use at playtimes
- Paint to give the staffroom a facelift
- A minibus
- Subscription to Twinkl (an online teaching resource) for each class

The committee will discuss the priorities for spending at a subsequent PTA committee meeting.

Fundraising event ideas to be considered for this year:

- A pamper night
- Quiz night
- Bingo
- Parents/carers/grandparents coffee mornings
- Other ideas heartily welcomed!

Swimming pool

Pool management

The swimming pool is both the property and legal responsibility of the PTA. Since joining the WSAT the PTA has taken over all aspects of the running and management of the pool, some of which were previously carried out by office staff. Mrs Lynch in the office receives payments from pool users in envelopes within a specific time frame during the day. In February 2017 Tracey Sweetland handed over the day to day running of the pool to the PTA. The decision was made by the committee to appoint someone to manage the pool in a paid capacity. Tatiana Neacsu was appointed to the job and is accountable to the PTA in that role.

Pool improvements

A significant amount of money has been spent since February 2017 on pool improvements which include:

- New flooring
- New chlorine pump
- Full servicing of equipment
- Fire safety inspection and installation of fire extinguishers (yes - really!)
- Electrical improvements
- Gas safety checks
- New dosing unit
- Floor cleaning machine
- Pool cleaning robot
- New changing room furniture

The decision was made not to ask for parent donations but to allow our school children to benefit from free lessons. However, given the high expenditure over the last year, the committee will need to discuss whether to ask parents for donations again to help generate some extra income.

Pool helpers

We are extremely grateful to Carole Pearce - a school governor and granny - for her help over the year with testing the pool on a daily basis, a job she has now been relieved of! Our thanks to her.

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- ! Our thanks
- Private use by community groups including:
Adults with learning difficulties
Pre-school children in nursery

The range of people using the pool shows that it continues to provide an important and popular facility for our own school children, children from other schools, and the wider community.

Pool income

Income generated through pool membership (which has now been scrapped) and hire fees, goes towards the ongoing running costs of maintaining the pool to a high standard as well as paying Tatiana as pool manager.

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| | | |
|-----------------------|------------|----------------------------|
| Signature: | Full name: | Ruth Elizabeth Gasperini |
| Position: Chairperson | Date: | Thursday 25th January 2018 |

year with testing the pool on a daily basis, a job she has now been relieved of! Our thanks also to those parents who have helped to keep the pool open during the weekends and holidays.

Thanks:

My thanks as always to the PTA committee members - for the time, energy, sweat and toil they have spent coming up with new and fun fund-raising events - Leanne in particular! - and for being the organised ones!! Thanks to those parents who have helped run stalls at events. Thanks to Miss Donovan for her support and to Mrs Lynch in the office for her help and for putting up with interruptions and requests for staplers and blu tac! Thanks to Karen Mills-Bown for helping publicise our events on Class Dojos, and thanks finally to you for coming tonight!



Section A

Independent Examiner's Report

Report to the trustees/
members of

St Michaels Church of England First School, Minehead PTA

On accounts for the year
ended

31st August 2017

Charity no
(if any)

1121725

Set out on pages

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable 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

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity 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 any 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 connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

Name:

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

Address:

| |
|----------------------------------|
| Computaccounting |
| Rapid House, Mart Road, Minehead |
| TA24 5BJ |

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No material issues were found during our investigation.

ST MICHAELS CHURCH OF ENGLAND FIRST SCHOOL, MINEHEAD PTA
RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2017

| | Income | | Expenditure | | Surplus (Deficit) |
|------------------------|------------|------------|--------------------|------------|----------------------|
| Christmas Fayre | £563.90 | | £101.41 (inc tree) | | |
| Christmas Raffle | £541.00 | £1,104.90 | £100.00 | £201.41 | £903.49 |
| Easter Fayre | | £491.14 | | £25.20 | £465.94 |
| Sumer Fayre | | £741.58 | | £94.75 | £646.83 |
| Disco | | £353.82 | | £50.00 | £303.82 |
| School Lottery | | £525.20 | | | £525.20 |
| PTA Swimming Pool:- | | | | | |
| Bookings | £6,210.00 | | | | |
| Donations | £1,768.00 | | | | |
| Income (other bodies) | £14,075.27 | | | | |
| Lets | £10,207.22 | | | | |
| Membership | £130.00 | | | | |
| Maintenance | | | £16,203.49 | | |
| Staff | | | £7,622.20 | | |
| Other costs | | £32,390.49 | £1,788.10 | £25,613.79 | £6,776.70 |
| Other Income:- | | | | | |
| Sweets & lollies | | £22.82 | | | £22.82 |
| Silent auction | | £35.00 | | | £35.00 |
| Other Expenditure:- | | | | | |
| Dues & Subscriptions | | | | £678.56 | -£678.56 |
| Miscellaneous Costs | | | | £345.73 | -£345.73 |
| Rent & Rates | | | | £52.50 | -£52.50 |
| Gas | | | | £1,016.80 | -£1,016.80 |
| Insurance | | | | £665.57 | -£665.57 |
| Other Assets:- | | | | | |
| Notice board | | | | £322.80 | -£322.80 |
| Sheds | | | | £2,276.60 | -£2,276.60 |
| Scrubber/dryer | | | | £1,247.22 | -£1,247.22 |
| Benches | | | | £1,078.68 | -£1,078.68 |
| | | £35,664.95 | | £33,669.61 | £1,995.34 |
| Closing Bank Balances: | | | | | |
| NatWest Account | | £9,191.84 | | | |
| Paypal Account | | £840.80 | | | |
| Bonus Saver Account | | £6.08 | | | |