

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

## **Trustee Report 2017 - 2018**

### ***Legal and administrative details***

#### **Name of Trustees**

Mrs Jane Hines (President)  
Mrs Annette Crequer (Chair)  
Mrs Marie Devine (Secretary)  
Mrs Gabriela Ojeda Triulzi (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 by the governors, parents and staff at the A.G.M. in September 2017. They will hold their position until they stand down.

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

The constitution was adopted in September 2016.

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 the school has.

The management of the Association is vested in a committee.

The committee consists of one (01) Chairperson, two (02) Honorary Treasurer and one (01) Honorary Secretary.

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 more extended 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 from time to time determine; 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 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 is invested in each class for direct benefit to the children of the class.

**2 Coffee Mornings** – These were held throughout the year after drop off, to encourage socialising with parents, babies and toddlers welcome with a baby area set out for them. There is also second hand uniform sale.

**Christmas Parties** – Assistance and supplies provided for both Infant and Junior Christmas parties held at school in December.

**Sponsored Walk** – Water/Biscuits/Cups provided for the Sponsored Walk where all the school participates.

**Sports Days (Infant and Junior)** – Water and Cups provided for both Sports Days – Junior and Infant.

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

**Christmas Tree** – Ordering of tree, mounting of tree, decoration and taking down tree during Christmas time.

**School Calendar** – Coordination of taking pictures; producing the calendar (meeting with Headteacher for date of activities), printing of calendar, taking orders with payment and distribution of orders.

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

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

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

**Auction of Promises** – Auction Evening held in the main school hall where we received kind donations and sponsorship to be auctioned on the night. Event organised by the PTA Committee. We had a lovely Auctioneer, Mr Townsend, and very generous parents. Raffle and Lucky Dip also held at the night. Sponsored champagne reception to welcome all our guests.

**Christmas Fair** – Held as a coffee morning where we have several stall holders from outside businesses or parents from school participate. Event organised by Chloe Michael, PTA Chair. Everyone was welcome. Raffle held on the morning. Adult entry ticket on the morning.

**Christmas Disco** – Popular children event held at the main school hall with a DJ and food/drink for the children sold on the evening. Raffle and Lucky Dip held at the event. Entry tickets pre-sold for the event.



**Bingo Night** – Popular family event held at the main school hall, with our bingo caller, Mr Seamus Joyce, where we provide prizes for the children who win at the bingo. Food and drink for the children sold on the evening. Bingo cards sold on the night.

**Quiz Night** – Adult only event held at the main school hall, where teams are formed and the headteacher acts as quiz master producing the quiz. Fish and chip supper and drinks sold on the night. Team pays an entry fee.

**Social Event / Wine Tasting** – Adult only event held at the School grounds. A live music band entertained the attendees. Free champagne reception to greet our guests. Entry tickets by table pre-sold for the event.

**May Fair** – Annual school fair held in the school grounds. Popular and successful family event, the community plus friends & families welcome. Event lasts for 4 hours where there are stalls held by the classes, where entertainment, food & drink, an auction, raffle, lucky dip are provided for the whole family. Entry tickets sold on the day.

**Summer BBQ** – Popular family event held in the school hall and grounds. BBQ & DJ entertain the evening for all. Raffle and Lucky dip held at the event. Entry tickets sold on the evening.

### **Sponsorship**

We are very grateful for our local community support throughout the years; we received kind donations from local businesses and parents towards our different events. We have also been quite grateful for the support of Estate Agents that have helped through sponsoring booklets, our school calendar, champagne donation for our Auction event and Estate Boards advertising three of our main school events. Figures to be presented in the Financial Report made by the Treasurer.

### **Gift Aid**

Our Treasurer, registered our Charity with HMRC and we are now 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**

We have registered our Charity with Easy Fundraising and are now eligible. This has been a joint effort and for the year 2017/2018 our charity received £2,048.40

### **Investments**

The PTA funds will be used for the following items during the school year 2018-2019: 30 tables, Adventure playground Equipment, Infant playground, ICT Suite – Upgrade Computers, Sound System, GLS Educational Supplies and Nursery. The total allocated amount for these is £60,287.50

### **Improvements**

- Online Donations and push for Easy Fundraising
- Introduction of iZettle to facilitate payments during events
- Introduction of chips 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 to run and for the main PTA committee 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 a lot of voluntary organisations the PTA has on occasions struggled over the years with membership. The members we currently have, have given up a lot of time and effort to make sure that the events go ahead, along with the wonderful support from the school staff, who give up their hard earned free time to help. We continue to welcome any parent who wishes to join the PTA in any form.

## ***Thanks***

A great thank you has to go to the main PTA Committee crew 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 be joyous occasions for the children and parents. A massive thank you to Mrs Jane Hines, our Headteacher who has been great support and guidance in all the school events and activities.

Lastly a big thank you to everyone in the PTA for all your support and enthusiasm. By no means least a special 'Thank you' to the school staff who give us their kind support.

We wish the PTA a very successful 2018 / 2019 and am confident that it will be a very good year for the members of the PTA.



*Annette Crequer*

**P.T.A. Chair**

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# St Elizabeth's School, Richmond Parent Teacher Association

(registered charity number 802577)

## Summary Income, Expenditure and Assets (1/9/17 - 31/8/18)

### Income statement

All figures in GBP

Income Statement	Income	Expenses	Net
Auction	12,911.25	-3,716.11	9,195.14
BBQ	3,041.00	-1,000.00	2,041.00
Bingo Night	1,829.90	-391.07	1,438.83
Cake Sales	2,952.50	0.00	2,952.50
Christmas Disco	1,940.20	-1,053.06	887.14
Christmas Fair / Morning	4,414.67	-2,300.15	2,114.52
Junior Production	797.98	0.00	797.98
May Fair	13,074.11	-3,513.85	9,560.26
Connect Draw	531.20	0.00	531.20
Misc.	8,227.90	-2,823.73	5,404.17
Quiz Night	3,382.97	-983.30	2,399.67
Spring Ball	0.00	0.00	0.00
Wine Tasting	2,150.50	-1,843.11	307.39
Y6 Leavers	0.00	0.00	0.00
SAMARA	0.00	0.00	0.00
Cycle Ride	9,123.06	0.00	9,123.06
Cycle Ride - Cash at School	0.00	0.00	0.00
Easy Fundraising	2,048.40	0.00	2,048.40
<b>Total</b>	<b>66,425.64</b>	<b>-17,624.38</b>	<b>48,801.26</b>
<b>Distribution Statement</b>			
Cake Sales		-2,952.50	-2,952.50
Y6 Leavers		-355.00	-355.00
<b>Net Contribution to Reserves</b>			<b>45,493.76</b>
<b>Reserve Moments</b>			
Last year reserves - C/F Reserves - Start of year			63,882.06
Last year reserves - Distribution of Reserves			-39,138.89
Last year - Expenses carried forward			0.00
Contribution to Reserves			45,493.76
Distribution of current year reserves			
<b>Reserves carried forward</b>			<b>70,236.93</b>
Current account (as per bank statement at year end)			70,679.91
Connect Draw account (as per bank statement at year end)			2,837.69
Cash (float £320 + cash at school)			1,437.95
Cheques not yet presented			-4,718.62
<b>Total Assets</b>			<b>70,236.93</b>