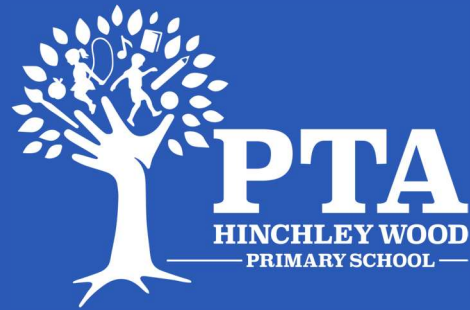


Registered Charity Number: 1029547

hinchleywoodprimaryschoolpta@gmail.com

www.hinchley-wood-primary.surrey.sch.uk



Hinchley Wood Primary School Association (PTA)

Annual Report 2021/22

1. Objectives and activities

The Hinchley Wood Primary School Association ("HWPSA" or also referred to as the "PTA") aims to enhance the educational experience of all children at HWPS and to foster a strong sense of school community within the school and with our wider local community.

Our main objectives are:

- To build strong and effective relationships between staff, parents/carers and others who are involved with the school;
- To run activities and events which bring the school community together and that also raise funds to support the school and enhance the educational experience of the children, for items/events that are not funded from the school's core budget.

2021/22 Challenges and opportunities

The Academic year 2021/22 was the first year back after COVID pandemic lockdowns and whilst the re-opening of the school brought with it many great opportunities to bring the school community back together, it also brought several challenges.

As activities had not been running in the previous academic year, pre-planning of 2021 events could not take place and at the start of the year we were unsure which events would be allowed to go ahead.

We did not have the opportunity to meet and introduce the PTA to the new Reception parents, as would be normal practice, so we did some meet and greet at the school gates and handed out flyers to parents about the PTA and how to get involved.

The Woody's Fire meant the sad loss of a vital part of the school, but also led to the understandable cancellation of the planned Fireworks. The cake sales could now re-start and we had to work out how to deliver events with social distancing and restricted school access. With the rise of the COVID-Omicron variant towards the end of Autumn Term we were asked to cancel the Christmas Fair. We were, however, following the Woody's fire, invited to join the Scouts, Girl Guides, Church Groups, Residents Associations and neighbouring PTAs at the 'Long Ditton Lights Up!' event, in December, where we held a successful stall for the first time. This event allowed our PTA to build relationships with our local community and raised modest funds.

The committee successfully pulled together to deliver as many off-site and remote events and fundraising opportunities as possible, this included the online Christmas PTA online raffle (utilising prizes donated for the fair), the Christmas and Easter Quests, cauliflower cards and Christmas decoration competition. We asked the school how we could help support them following the loss of Woody's, as we wanted to find something positive for the school community to rally behind. The Travelling Library fundraising appeal was launched.

In the Spring Term the committee undertook a parent/carer survey to better understand what the school community wanted from the PTA, and as a further engagement exercise. The school adapted the Travelling Library plans and requested a new focus on Book Corners for the PTA to fundraise for, along with the Forest School/outdoor learning/allotment revamp. Book corners and outdoor learning are expenditure items that were agreed this year but will carry over into 2022/23.

During the Spring and Summer terms we were able to start delivering more of our normal events, however, volunteer engagement was understandably reduced following lockdown and the cancellation

of events. The committee decided that we did not have the volunteers we needed to run the popular Summer Fair or Summer Ball. We did introduce half termly coffee mornings which proved popular.

The PTA were able to support the school Sports Day, which had a good level of volunteer support, refreshments were sold (as a service more than for fundraising) and we funded refreshments for all the children across HWPS.

2. Achievements and performance

Total **net fundraising** for the year 2021-22 finished at **£15,580** (2021: £13,430) thanks to the enthusiastic efforts from the parents to organise several events throughout the year (see below).

Total **cash balance** as of 31st July 2022 amounted to **£45,849** which included the bank account balance of £45,789 (2021: £33,380) and cash on hand of £60 (2021: £1,030) (kept in the school).

Expenditure

The PTA contributed funds towards school projects:

- Traveling library (£457),
- Year-group activities (£3,765)
- Maintenance of the well-being garden (£499) to support our prior year's £20K build investment.

This year we have been working actively to agree expenditure with the school, conscious of not keeping large cash reserves that could be spent on current pupils. We are delighted to report that two major items of expenditure were agreed with the school this year that will offer enrichment for all year groups and into the future. Payment will be reflected in 2022/23 accounts. These are:

- o £25K expenditure for building outdoor learning areas and a school allotment. We are awaiting paperwork from the school before we can transfer funds.
- o Between £15K and £21K for creating beautiful book corners (with some much-needed new stock) for every classroom – this will be completed in summer term 2022/23.

HWPSA fund raising highlights included:

Fireworks Night

A regular event on Guy Fawkes Night in November each year with ticket sales organised in collaboration with The Friends of Long Ditton St Mary's School. There was no Fireworks Night in 2021 due to COVID-19 related restrictions.

Christmas Events

Holding a Christmas Fair was not again possible in December 2021. For the second year, the Christmas Trail/Quest was a success raised a net inflow of £1,578 (2021: £1,569). The lucky winner, whose name was drawn from the participants, received a Nintendo Switch™ as a main prize. The prize was purchased by a local estate agent who sponsored the trail. The Christmas raffle, organised via an online platform, was also a great success bringing £2,522 (2021: £2,203) for the PTA. Mufti-day raised £1,254. **These 3 Winter/Christmas fundraising events raised a collective £5,354 (2021: £4,343).** In addition, we undertook:

- **Christmas cards:** Parents/carers order online greeting cards (and some other items) with their own child's artwork through an identified supplier. The PTA receives a fixed commission (between 50p and £2.00) for every item purchased. This is popular with many families, especially younger year groups. It raised £654 this year.

- **Long Ditton Lights Up!** As mentioned above, we participated for the first time in a Long Ditton Community event. This was a profit-sharing arrangement with all stallholders and raised a modest £239 for us (£114 of which did not reach accounts in time for this year's Annual Report, so will be reflected in the 2022/23 accounts).

Cake sales/ Ice-lolly Sales

Our weekly cake sales are a deliciously simple way to raise funds. Each class is assigned with a particular date on a Friday during the school term and the parents bring some home baked or bakery bought treats to sell just before the end of the school day. Cake sales made their comeback in spring 2022 after being paused due to COVID-19 related restrictions in the autumn term of 2020. Net takings from the cake sales, followed by ice-lolly sales during the last weeks of the summer term, raised a net of £2,522. This year we introduced ice-lolly sales for several weeks before the end of term, which proved extremely popular.

Quiz Night

This highly popular and fun night was run at Hinchley Wood Secondary School's premises this year, thanks to their kind offer of space. Parents and carers costumes were amazing, with lots of classes represented, raising the bar for next year. Profits netted £4,646, including £3,800 matched funding which will reflect in 2022/23 accounts.

Corporate sponsorship

This year we secured great corporate sponsorship from local business, for example:

- £1,633 donated by Newton Huxley Ltd towards various events.
- £100 donated by Doorstep Coffee towards Christmas event

Donations via easy fundraising®, AmazonSmile and similar platforms

In 2021/22, the PTA received £1,028 (2021: £352) in total through easyfundraising, AmazonSmile and Charities Aid Foundation.

Other

The Cheese and Wine Evening proved to be a success and a great social event for new parents. In 2021/22, it raised, together with the matched funding, a total £1,366.

We are looking forward to holding our other regular funding events such as Summer Ball and annual fairs in the nearest future.

Recurring HWPSA funding activities include:

Teacher Incidental Payments

HWPSA provides an annual budget to each class for 'incidentals' – non-essential items, not covered by the school budget that enhance learning experience (e.g. some craft materials). This is £150 for full time teachers and £75 for part time. During the year 2021/22, the HWPSA covered £345 (2020: £771) of teachers' expenses.

Year 6 Leavers Books & Hoodies

For the last few years, the HWPSA contributes £400-450 per class to cover the cost of Year 6 Leavers Books or Hoodies. We feel that it is an important and symbolic use of funds to create a sense of unity among the students and a lasting memento. In the year 2021/22, the HWPSA paid £1,233 for leavers books (2021: £1,349 for leavers hoodies).

Future projects

For 2022/23, we plan to encourage parents/carer/teacher collaboration in each year group, to agree funding priorities for enrichment across all three classes. We hope this will encourage fundraising as parents/carers see the results of their hard work and have specific goals to aim for. We also think that this increased collaboration between parents and teachers will continue to strengthen relationships between parents and teachers. This work will happen alongside major cross-cutting projects, which will impact the wider school.

3. Structure, governance & management

The HWPSA is an unincorporated association and relies wholly on the voluntary effort and contributions of its members to carry out its objectives and activities. All parents or carers of children at Hinchley Wood Primary School automatically become members of the HWPSA.

The HWPSA has been operating with a constitution that has not been undated in well over 20 years, this has meant that some of our practices are a bit out of date. In order to allow us to be able to work more effectively the committee proposed the introduction of the Parentkind Constitution, which has been approved by the Charity Commission and adopted by many PTAs across the country.

Any member of the HWPSA / PTA can attend the monthly committee meetings and vote at the AGM.

HWPSA officers are elected at the AGM for a renewable term of one year, and these officers and members of the PTA organise all fundraising events, with oversight from the HWPSA committee. HWPSA expenditure is also scrutinised and agreed at the monthly committee meetings.

4. Thank you

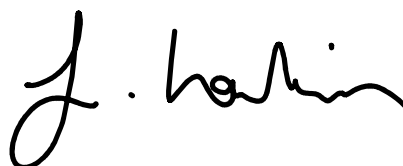
This has been a tough year to ask people to volunteer, as we have all adjusted back to more normal patterns of working and socialising. Especially for new parents to the school who have missed almost three years of normal PTA events.

We are so grateful to all our fellow parents and carers who made it possible to keep our PTA going this year and allowed us to start rebuilding the foundations of a strong and active PTA. Every hour you gave was a huge help, every opinion given in a meeting or in our survey, helped us to keep us to improve the PTA for the benefit of our whole school community.

We hope that 2022/23 will see the PTA truly flying again, as new parents and old bring fresh ideas and energy back.



Juliette Culora, Honorary Co-Chair HWPSA



Jody Ann Larkin, Honorary Co-Chair HWPSA

Date: 22 September 2022

5. HWPSA Trustees, Officers & Committee Members

HWPSA Trustees 2021-22

Juliette Culora

Jody Ann Larkin

Belinda Lawrie

Joanne Aguilar

Ramute Bagdonaite-Marciukoniene

HWPSA Trustees 2020-21

Aimee Gatcliffe

Clare Bell

Vanessa Anita Corby

Gareth Raymond

Mark Duncan

Ramute Bagdonaite-Marciukoniene

6. HWPSA Officers

HWPSA Officers 2021-22

Co-Chair:

Juliette Culora

Co-Chair:

Jody Ann Larkin

Deputy Chair:

Maha Shaikh

Co-Deputy Chair:

Laura Pring

Treasurer:

Ramute Bagdonaite-Marciukoniene

Deputy Treasurer:

Belinda Lawrie

Shadow Treasurer:

Iram Hussain-Kennesion

Secretary:

Joanne Aguilar

HWPSA Officers 2020-21

Aimee Gatcliffe

Clare Bell

Michelle Muggleton

-

Vanessa Corby

Ramute Bagdonaite-Marciukoniene

Gareth Raymond

Joanne Aguilar

7. Committee Members 2021-22

Juliette Culora

Jody Ann Larkin

Jo Aguilar

Ramute Bagdonaite-Marciukoniene

Belinda Lawrie

Maha Shaikh

Laura Pring

Jacqueline Signor (Class Rep Coordinator)

Jon Usher (PTA Design Coordinator)

Rebecca Lister (Sponsorship Coordinator)

HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)
REGISTERED CHARITY NO: 1029547

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2022

1. Receipts & Payments - General Purpose Account (Lloyds)

	2021 / 22			2020 / 21	2019 / 20
	Receipts	Payments	Net	Net	Net
	£	£	£	£	£
Fundraising Activity					
Wine & Cheese Night	2,105	(1,739)	366	-	623
Wine & Cheese - Match Giving	1,000	-	1,000	-	-
Fireworks	-	(875)	(875)	-	2,967
Fireworks - Match Giving	-	-	-	-	3,500
Christmas Fair	-	-	-	-	4,212
Christmas Fair - Match Giving	-	-	-	-	6,129
Christmas Trail	2,075	(497)	1,578	1,569	-
Christmas Trail - Match Giving	-	-	-	5,606	-
Christmas Cards	654	-	654	-	814
Christmas Raffle	2,813	(291)	2,522	2,203	-
Easter Trail	1,533	(627)	906	1,603	-
Quiz	3,809	(2,972)	837	-	-
Golf Day	5,150	(2,772)	2,378	1,526	-
Cake & Ice-cream Sales	3,052	(529)	2,522	-	2,064
Matched Giving - Other	800	-	800	-	4,803
Easy Fundraising	1,028	-	1,028	352	882
Other Events	1,230	(738)	492	-	(75)
Uniform Sales	118	-	118	-	-
Mufti Day	1,254	-	1,254	571	-
Total Fundraising Activity	26,621	(11,041)	15,580	13,430	25,919
Social & Admin					
Meeting Expense	-	(100)	(100)	(97)	(120)
Subscriptions	-	(129)	(129)	(123)	(122)
IT, Printing & Stationery	-	(406)	(406)	(351)	(178)
Licence Costs	-	-	-	(40)	-
Outdoor Horn Speaker	-	-	-	-	(310)
BBQ Grill & Utensils	-	-	-	-	(481)
Gazebos	-	(490)	(490)	-	(160)
Thank You Gifts	-	(611)	(611)	(75)	(140)
Storage & Clearance	-	-	-	(84)	-
Other	-	-	-	-	(247)
Total Social & Admin	-	(1,736)	(1,736)	(770)	(1,758)

[Table continued on next page]

Other Expenditure				
HWPS Playground	-	-	-	(50,000)
HWPS Outdoor Equipment	-	-	(2,000)	-
HWPS Wall Art	-	-	(3,000)	-
HWPS Wellbeing Garden	-	-	(20,000)	-
Year 6 Leavers Books/ Hoodies	-	(1,233)	(1,233)	(1,349)
Year 6 Other Leavers Events	-	(370)	(370)	(350)
Teachers Incidentals	-	(345)	(345)	(771)
Traveling Library	-	(457)	(457)	-
Skip Hire	-	-	(312)	-
Festive Decorations for School	-	-	(326)	-
Christmas Gifts for Classes	-	-	(420)	-
Total Other Expenditure	-	(2,405)	(2,405)	(28,528)
Lloyds Movement for the Year	26,621	(15,182)	11,439	(15,868)

2. Statement of cash flows

	2022	2021
	£	£
Opening Balances		
Lloyds Bank a/c	33,380	49,248
Cash in hand	1,030	1,030
	34,410	50,278
Fundraising activity (net)	15,580	13,430
Social & Admin expenditure	(1,736)	(770)
Other expenditure	(2,405)	(28,528)
Total Cash Movement	11,439	(15,868)
Operating Cash Balance at the End of Financial Year	45,849	34,410
Bank Account & Petty Cash		
Lloyds Bank a/c	45,789	33,380
Cash in hand	60	1,030
Operating Cash Balance	45,849	34,410

3. Statement of Assets & Liabilities (Cash Basis)

	2022	2021
Monetary Assets	£	£
Lloyds General Purpose Account	45,789	33,380
Cash Float	60	1,030
	45,849	34,410
Current Assets		
Prepaid expense (cancelled event)	250	250
Current Liabilities	-	-
Net Current Assets	46,099	34,660
Represented by		
Funds Account at the Beginning of Financial Year	34,660	50,528
Net outflow for Financial Year	11,439	(15,868)
Funds Account at the End of Financial Year	46,099	34,660



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report
on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION

**On accounts for the year
ended**

31 JULY 2022

**Charity no
(if any)**

1029547

Set out on pages

1 to 7

1 to 8(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2022.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records. .

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.

Signed:

Date:

19.10.2022

Name:

G A Cust

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

FCCA

Address:

B2 Kenya Court, Horley Row, Horley, Surrey, RH6 8BQ