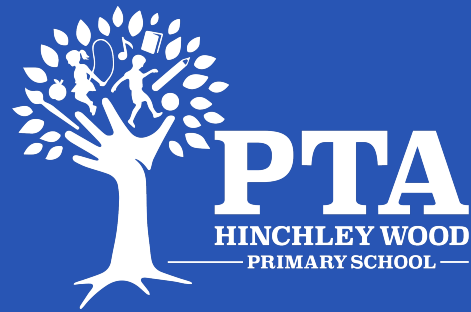


Registered Charity Number: 1029547

hinchleywoodprimaryschoolpta@gmail.com

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



Hinchley Wood Primary School Association (PTA)

Annual Report 2023/24

1. Objectives of the PTA

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.

2. 2023/24 Challenges and opportunities

In contrast to previous years, the PTA committee has run with a full complement of volunteers for roles this year. We have retained the governance structure which has evolved since covid of a central committee to work all year on:

- Governing and running the charity
- Administering the finances
- Overseeing the adherence to and compliance in decision making
- Friday cakes

NB: The PTA is potentially subject to audit by the Charities Commission of England and Wales. The trustees (mostly the Committee) are liable for decisions made.

...and groups of volunteers to work on specific events, including but not limited to:

- Cheese and Wine
- Fireworks
- Christmas Fair
- Quiz Night / Summer Ball*
- Summer Fair

**alternating each year*

As will be described further along in this document, the main challenge of 23/24 has been to develop opportunities to distribute funds. The school has indicated that PTA contributions to wall art in the corridor leading to the new library would be welcome, as would support for development of the garden outside the back of the library. However, we haven't received requests for funds. Similarly, we have engaged the school throughout the year with a view to donating funds to cover costs of:

- All the start of term entertainers (magician, theatre shows, etc.)
- A contribution to the development of the land behind the new library (costs expected to be high, so the PTA could not fund entirely)
- Renovation of the PTA shed (in order that the 2nd hand uniform and electronic equipment can be stored safely in there)

However, the school have been unable to complete requests for funds for these at the time of writing. We are confident that through more regular meetings with the school leadership, we'll move forward in finalising a plan alongside the school leadership team to distribute funds in the right ways to enrich our childrens' and families' school experience. This is the top priority for the Committee in 24/25.

3. Financial Position

Our financial position is extremely strong, following a year of successful events, and careful management. Total **net fundraising** for the year 2023-24 was **£32,861** (2023: £25,995) thanks to the amazing efforts from all the volunteer parents and carers who organised several events throughout the year (see below).

Total **cash balance** as of 31st July 2024 amounted to **£60,629** which included the bank account balance of £60,599 (2023: £30,433) and cash on hand of £30 (2023: £30) (kept in the school).

4. Expenditure

This year has been unsatisfactory in terms of expenditure. The school has been unable to complete their requests for funds. The PTA contributed funds towards the following:

- | | |
|-----------------------------------|----------|
| - Year 6 Leavers Books and Events | (£1,980) |
| - New Fridge for the PTA shed | (£464) |

Year 6 Leavers

For the last few years, the HWPSA has contributed to cover the cost of Year 6 'Leavers Books'. 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. We also contributed towards the Year 6 Disco and paid for an Ice Cream van. Per the table above, in the year 2023/24, the HWPSA contributed £1,980, and we expect to contribute similarly ongoing.

5. Events (selected)

The Fireworks - (November 2023)

The HWPS fireworks is a regular, and extremely popular event in November each year. It is often oversubscribed, and sometimes HWPS parents who would like to attend, are unable to get tickets. Thanks to the tireless efforts of Belinda and the Fireworks team, there was a fantastic atmosphere on the night, and unsurprisingly extremely well attended. 2024's event is already almost fully planned, and we're looking forward to another great family evening in November.

Net Profits: £4,923.

2022 - £5,503 (including £1,607 of matched funding).

Christmas Fair (December 2023)

The Christmas fair was extremely well attended, and widely reported as a success. Both Teachers and Volunteers threw themselves into organising the day, and providing a large variety of activities for families that came.

Net Profit: £5,710 (including £1,004 of matched funding).

2022 - £4,146 (including £953 of matched funding)

Christmas Cards (December 2023)

We undertook the Christmas cards initiative again this year: 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 for every item purchased. This is popular with many families, especially younger year groups.

Net Profit: £997

2022 - £535

Golf Day (June)

The PTA Golf Day is now an established fixture of the school Calendar and an annual highlight for the “golfers” among us. There was a particular focus on keeping hydrated on a warm day.



Net Profit: £1,559

2023 - £1,032

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.

Net Profit: £6,800

2022 - £4,108

Quiz Night (March)

The Quiz Night happens every other year, and 2024 blew the doors off. Carl and the team of volunteers threw everything at what can only be described as a massive night out for everyone. All competing quiz teams got thoroughly stuck into the fancy dress theme of the evening, and some spectacular memories were made (and lost).

Net Profit: £3,643



Y2 - Y5 Disco

The 2024 year-group discos were a runaway success, with all being almost fully attended. It took some strong resolve from Katy and the team of volunteers to get these events approved and planned, but now that these have happened once we will ensure that they will return annually. Well done to everyone involved. While the purpose of these was to have a fun event to enrich the childrens' experience of school, we did also generate some funds.

Net Profit: £615

Summer Fair

Another enormously successful summer fair which was almost ruined by the wholly rubbish weather. The playground was mostly underwater only a couple of hours before families arrived, but in spite of this, a hugely successful event took place, with children, parents and teachers all coming together to have fun and take part in all the games, and enjoy the food and drink on offer. A huge thank you to all involved.

Net Profit: £7,969 (note: this includes £3,609 matched funding received in August which will be reflected in next year's accounts)

Wine & Cheese Evening

A great deal of effort went into the detail of the cheese and wine evening this year, and guests were rewarded with an absolutely fabulous evening. Well done to everyone involved.

Net Profit: £1,175

Tea Towels

Tea towels with the childrens' self portraits have proven extremely popular once again this year.

Net Profit: £1,943

Second Hand Uniform Sales

This year has seen us really step up several gears in running 2nd hand uniform, and this has required a great deal of effort by the volunteers involved. This scheme generates funds for the charity, but equally important drivers in this initiative are environmental sustainability, and ensuring that the least amount of brand new uniform need be bought by any family, saving household costs.

Net Profit: £804

Corporate sponsorship

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

- £500 donated by Ivy Gate Estate Agents towards the Christmas Fair and Quiz Night.
- £200 Russell-Cooke Solicitors towards the Summer Fair

Donations via easy fundraising®, AmazonSmile and similar platforms

In 2023/24, the PTA received £23 (2023: £593) in total through easyfundraising and Charities Aid Foundation. The reduction is due to the closure of the AmazonSmile scheme.

6. 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. In order to allow us to be able to work more effectively we operate under the Parentkind Constitution, which has been approved by the Charities 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.

Thank You

It remains hard to attract volunteers both to lead and support in running events, and this has limited what we are able to do. Ours is a thriving, but busy community, and the ability of the PTA to do more, is only limited by the number of volunteer hours which are committed. We will continue to run fewer events really well, rather than spreading ourselves too thinly and risk events being cancelled.

As parents and carers, it is extremely rare that any of us have any 'spare' time to give, and many people have sacrificed their personal time to make the PTA both successful and effective this year. For that, on behalf of the PTA, we are extremely grateful to all volunteers and everyone who has supported the events, and who has made it possible to not only keep operating, but also to have some fun as families in the process. Many individuals and teams, too numerous to mention, have worked hard throughout the year to build and execute events, and we should congratulate them, and thank them for a job tremendously well done.

2024 / 2025 Calendar

Events are held at the Primary School, unless otherwise stated.

- ★ Cake/Lolly Sales: most Fridays, Year Round
- ★ Uniform Sales: Year Round, dates TBC
- ★ November: Coffee morning, date TBC

- ★ November: Fireworks Night
- ★ October: Cheese and Wine evening (principally for reception and early years, but open to all)
- ★ December: Christmas Cards
- ★ December: Christmas Fair: (TBC - dependent on volunteers)

2025

- ★ February: Coffee morning, date TBC
- ★ April: Social Evening (PTA meet-up, no agenda, most likely at a nearby pub)
- ★ May: Coffee Morning, date TBC
- ★ June: Golf Day: not at the school
- ★ Summer Ball: (Details TBA, not at the school)
- ★ June: Summer Fair, (TBC - dependent on volunteers)

HWPSA Trustees, Officers & Committee Members 2023/2024

Trustees

- ❖ Dan Pring
- ❖ Aleksandra Zablocka
- ❖ Katy Fernandes
- ❖ Carl Turner
- ❖ Sarah Adamson

Officers

- ❖ Chair: Dan Pring
- ❖ Deputy Chair: Paul Morgan
- ❖ Treasurer: Katy Fernandes
- ❖ Deputy Treasurer: Carl Turner
- ❖ Secretary: Aleks Zablocka
- ❖ Comms: Vicky Tuttle
- ❖ Uniform: Sarah Adamson
- ❖ Cakes: Mikey Allbone

Standing for Election to the Committee, and as Trustees for 2024-25

- ❖ Paul Morgan - Chair
- ❖ Katy Fernandes - Treasurer
- ❖ Aleksandra Zablocka - Co-Secretary
- ❖ Kerry Leggeat- Uniform Sales
- ❖ Mikey Albone - Cakes
- ❖ Carl Turner - Deputy Treasurer

This leaves vacancies for:

- ❖ Co-Secretary (to share the role with Aleks)
- ❖ Deputy Chair (to deputise for Paul and attend meetings with the Headteachers)
- ❖ Co-Communications / Newsletter Coordinator (to share the role with Vicky)
- ❖ Class reps Coordinator



Dan Pring, on behalf of the PTA Committee, 20th September, 2024

Accounts

HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)

REGISTERED CHARITY NO: 1029547

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024

1. Receipts & Payments - Lloyds

	2023 / 24			2022 / 23	2021 / 22
	Receipts	Payments	Net	Net	Net
	£	£	£	£	£
Fundraising Activity					
Summer Ball		-	-	4,586	-
Summer Ball - Match Giving	310		310	-	-
Summer Fair	6,875	(2,516)	4,360	-	-
Summer Fair - Match Giving			-	-	-
Wine & Cheese Night	2,687	(1,512)	1,175	-	366
Wine & Cheese - Match Giving			-	-	1,000
Fireworks	10,732	(5,810)	4,923	3,896	(875)
Fireworks - Match Giving			-	1,607	-
Christmas Fair	7,521	(2,815)	4,706	3,192	-
Christmas Fair - Match Giving	1,004		1,004	953	-
Christmas Trail			-	-	1,578
Christmas Trail - Match Giving			-	-	-
Christmas Cards	997	-	997	535	654
Christmas Raffle			-	342	2,522
Yr 2-5 Disco	1,413	(798)	615	-	-
Easter Trail			-	-	906
Quiz	8,957	(5,314)	3,643	-	837
Golf Day	4,180	(2,620)	1,559	1,032	2,378
Cake & Ice-lolly Sales	6,848	(48)	6,800	4,108	2,522
Matched Giving - Other (primarily 2021/22 funding)			-	4,846	800
Easy Fundraising/Amazon	23		23	593	1,028
Uniform Sales	1,067	(263)	804	11	118
Tea Towel Sales	3,273	(1,330)	1,943	-	-
Mufti Day			-	-	1,254
Other Events			-	293	492
Total Fundraising Activity	55,887	(23,026)	32,861	25,995	15,580

[Table continued on next page]

Social & Admin				
Meeting Expense		-	-	(100)
Subscriptions	(153)	(153)	(140)	(129)
IT, Printing & Stationery	(435)	(435)	(330)	(406)
Licence Costs		-	-	-
Gazebos & Urns		-	(452)	(490)
Thank You Gifts		-	-	(611)
Storage & Clearance		-	(762)	-
Other	376	(38)	338	(152)
Total Social & Admin	376	(626)	(250)	(1,836)
Other Expenditure				
HWPS Outdoor Learning Area		-	(26,500)	-
HWPS Traveling Library Equipment		-	(2,587)	-
HWPS EYFS Library & Construction Area Equipment		-	(1,987)	-
HWPS Wellbeing Garden		-	(499)	-
Year 6 Leavers Books & Events	(1,980)	(1,980)	(2,209)	(1,603)
Jack & The Beanstalk Panto		-	(1,999)	-
2021/22 End of Year trip contributions		-	(3,765)	-
Teachers Incidentals		-	-	(345)
Traveling Library		-	-	(457)
New Fridge for PTA Shed	(464)	(464)	-	-
Total Other Expenditure	-	(2,444)	(2,444)	(39,545)
Lloyds Movement for the Year	56,263	(26,097)	30,166	(15,386)
				11,439

2. Statement of cash flows

	2024	2023
	£	£
Opening Balances		
Lloyds Bank a/c	30,433	45,789
Lloyds Savings a/c		
Cash in hand	30	60
	30,463	45,849
Fundraising activity (net)	32,861	25,995
Social & Admin expenditure	(250)	(1,836)
Other expenditure	(2,444)	(39,545)
Total Cash Movement	30,166	(15,386)
Operating Cash Balance at the End of Financial Year	60,629	30,463
Bank Account & Petty Cash		
Lloyds Bank a/c	59,825	30,433
Lloyds Savings a/c	774	-
Cash in hand	30	30
Operating Cash Balance	60,629	30,463

3. Statement of Assets & Liabilities (Cash Basis)

	2024	2023
	£	£
Monetary Assets		
Lloyds General Purpose Account	59,825	30,433
Lloyds Instant Access Savings Account	774	
Cash Float	30	30
	60,629	30,463
Current Assets		
Prepaid expense (cancelled event)	250	250
Current Liabilities	-	-
Net Current Assets	60,879	30,713
Represented by		
Funds Account at the Beginning of Financial Year	30,713	46,099
Net outflow for Financial Year	30,166	(15,386)
Funds Account at the End of Financial Year	60,879	30,713

Registered Charity Number: 1029547

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Hinchley Wood Primary School Association (PTA)

Annual Report 2023/24

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In contrast to previous years, the PTA committee has run with a full complement of volunteers for roles this year. We have retained the governance structure which has evolved since covid of a central committee to work all year on:

- Governing and running the charity
- Administering the finances
- Overseeing the adherence to and compliance in decision making
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...and groups of volunteers to work on specific events, including but not limited to:

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- Fireworks
- Christmas Fair
- Quiz Night / Summer Ball*
- Summer Fair

**alternating each year*

As will be described further along in this document, the main challenge of 23/24 has been to develop opportunities to distribute funds. The school has indicated that PTA contributions to wall art in the corridor leading to the new library would be welcome, as would support for development of the garden outside the back of the library. However, we haven't received requests for funds. Similarly, we have engaged the school throughout the year with a view to donating funds to cover costs of:

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- A contribution to the development of the land behind the new library (costs expected to be high, so the PTA could not fund entirely)
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Net Profits: £4,923.

2022 - £5,503 (including £1,607 of matched funding).

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2023 - £1,032

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Summer Fair

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Trustees

- ❖ Dan Pring
- ❖ Aleksandra Zablocka
- ❖ Katy Fernandes
- ❖ Carl Turner
- ❖ Sarah Adamson

Officers

- ❖ Chair: Dan Pring
- ❖ Deputy Chair: Paul Morgan
- ❖ Treasurer: Katy Fernandes
- ❖ Deputy Treasurer: Carl Turner
- ❖ Secretary: Aleks Zablocka
- ❖ Comms: Vicky Tuttle
- ❖ Uniform: Sarah Adamson
- ❖ Cakes: Mikey Allbone

Standing for Election to the Committee, and as Trustees for 2024-25

- ❖ Paul Morgan - Chair
- ❖ Katy Fernandes - Treasurer
- ❖ Aleksandra Zablocka - Co-Secretary
- ❖ Kerry Leggeat- Uniform Sales
- ❖ Mikey Albone - Cakes
- ❖ Carl Turner - Deputy Treasurer

This leaves vacancies for:

- ❖ Co-Secretary (to share the role with Aleks)
- ❖ Deputy Chair (to deputise for Paul and attend meetings with the Headteachers)
- ❖ Co-Communications / Newsletter Coordinator (to share the role with Vicky)
- ❖ Class reps Coordinator



Dan Pring, on behalf of the PTA Committee, 20th September, 2024

Accounts

HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)

REGISTERED CHARITY NO: 1029547

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024

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Christmas Fair - Match Giving	1,004		1,004	953	-
Christmas Trail			-	-	1,578
Christmas Trail - Match Giving			-	-	-
Christmas Cards	997	-	997	535	654
Christmas Raffle			-	342	2,522
Yr 2-5 Disco	1,413	(798)	615	-	-
Easter Trail			-	-	906
Quiz	8,957	(5,314)	3,643	-	837
Golf Day	4,180	(2,620)	1,559	1,032	2,378
Cake & Ice-lolly Sales	6,848	(48)	6,800	4,108	2,522
Matched Giving - Other (primarily 2021/22 funding)			-	4,846	800
Easy Fundraising/Amazon	23		23	593	1,028
Uniform Sales	1,067	(263)	804	11	118
Tea Towel Sales	3,273	(1,330)	1,943	-	-
Mufti Day			-	-	1,254
Other Events			-	293	492
Total Fundraising Activity	55,887	(23,026)	32,861	25,995	15,580

[Table continued on next page]

Social & Admin				
Meeting Expense		-	-	(100)
Subscriptions	(153)	(153)	(140)	(129)
IT, Printing & Stationery	(435)	(435)	(330)	(406)
Licence Costs		-	-	-
Gazebos & Urns		-	(452)	(490)
Thank You Gifts		-	-	(611)
Storage & Clearance		-	(762)	-
Other	376	(38)	338	(152)
Total Social & Admin	376	(626)	(250)	(1,836)
Other Expenditure				
HWPS Outdoor Learning Area		-	(26,500)	-
HWPS Traveling Library Equipment		-	(2,587)	-
HWPS EYFS Library & Construction Area Equipment		-	(1,987)	-
HWPS Wellbeing Garden		-	(499)	-
Year 6 Leavers Books & Events	(1,980)	(1,980)	(2,209)	(1,603)
Jack & The Beanstalk Panto		-	(1,999)	-
2021/22 End of Year trip contributions		-	(3,765)	-
Teachers Incidentals		-	-	(345)
Traveling Library		-	-	(457)
New Fridge for PTA Shed	(464)	(464)	-	-
Total Other Expenditure	-	(2,444)	(2,444)	(39,545)
Lloyds Movement for the Year	56,263	(26,097)	30,166	(15,386)
				11,439

2. Statement of cash flows

	2024	2023
	£	£
Opening Balances		
Lloyds Bank a/c	30,433	45,789
Lloyds Savings a/c		
Cash in hand	30	60
	30,463	45,849
Fundraising activity (net)	32,861	25,995
Social & Admin expenditure	(250)	(1,836)
Other expenditure	(2,444)	(39,545)
Total Cash Movement	30,166	(15,386)
Operating Cash Balance at the End of Financial Year	60,629	30,463
Bank Account & Petty Cash		
Lloyds Bank a/c	59,825	30,433
Lloyds Savings a/c	774	-
Cash in hand	30	30
Operating Cash Balance	60,629	30,463

3. Statement of Assets & Liabilities (Cash Basis)

	2024	2023
	£	£
Monetary Assets		
Lloyds General Purpose Account	59,825	30,433
Lloyds Instant Access Savings Account	774	
Cash Float	30	30
	60,629	30,463
Current Assets		
Prepaid expense (cancelled event)	250	250
Current Liabilities	-	-
Net Current Assets	60,879	30,713
Represented by		
Funds Account at the Beginning of Financial Year	30,713	46,099
Net outflow for Financial Year	30,166	(15,386)
Funds Account at the End of Financial Year	60,879	30,713

**Report of the Independent examiner to the Trustees of Hinchley Wood Primary
School Association (PTA) Charity Number 1029547.**

I report to the trustees on my examination of the accounts of the above Charity for the year to 31st July 2024 that are set out on the pages attached.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of 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 that gives me cause to believe that in any material respect:

- a) the accounting records were not kept in accordance with section 130 of the Charities Act or
- b) the accounts did not comply with the accounting records or
- c) the accounts did not comply with the applicable requirements concerning the form and content of the 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 the 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.



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Barry Hitchens- Australian Society of Accountants

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