

Registered Charity Number: 1029547

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Hinchley Wood Primary School Association (PTA)

Annual Report 2024/25

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. 2024/25 Challenges and opportunities

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
- Supporting organising committees tasked with the delivery of PTA events
- Friday cake sales

Groups of volunteers are convened to deliver specific events, usually with an organising committee in place to oversee larger events. Regular events organised by the PTA include but are not limited to:

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

**alternating each year*

As a registered charity, the PTA is potentially subject to audit by the Charities Commission of England and Wales. The trustees (mostly the PTA Committee) are responsible for ensuring that the PTA is carrying out its purposes in line with its charitable goals, including managing the PTA's resources responsibly and acting with reasonable care and skill.

The PTA has had a broadly successful year, combining a strong fundraising performance in line with recent years alongside making significant expenditures in support of various projects to benefit the children of HWPS. The key contribution in 2024/25 was almost £18,000 to support the development of the new outdoor library area; further details of expenditure during the year are set out in section 4 below.

As we maintain a healthy balance sheet, we continue to seek out opportunities to support further expenditure in line with the charity's objectives, and we remain in regular dialogue with senior leadership of both HWPS and Hinchley Wood Learning Partnership (HWLP), the academy trust that oversees HWPS.

3. Financial Position

Our financial position remains extremely strong, following a year of successful events, and careful management.

Total **net fundraising** for the year 2024-25 was **£25,072** (2023/24: £32,861) 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 2025 amounted to **£53,625** which included the bank account balance of £53,595 (2023: £60,599) and cash on hand of £30 (2024: £30) (kept in the school).

4. Expenditure

The PTA has supported several significant projects and activities within the school comprising expenditure in 2024/25 of **£31,321**. This is a significant increase over the amount spent in 2023/24 where the PTA faced challenges in agreeing with the school suitable projects to fund, although we note that the 2024/25 figure includes some delayed expenditure on pantomime and story telling activities that took place in the 2023/24 period.

The level of expenditure in 2024/25 is more in line with the target spend level whereby the PTA aims to roughly match its expenditure to its fundraising, whilst maintaining a healthy balance sheet to absorb any year-to-year fundraising volatility.

The PTA contributed funds towards the following:

- Development of new outdoor library area	(£17,870)
- Wren Building Wall Art	(£3,650)
- Pantomime / Story Telling Workshop	(£2,759)
- Year 6 Leavers Books and Events	(£2,268)
- New Library Books	(£1,945)

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. Per the table above, in the year 2024/25, the HWPSA contributed £2,268, and we expect to contribute similarly ongoing.

Full details of the PTA expenditure in the current and prior two years is provided in the accounts appended to the end of this document.

5. Events (selected)

The Fireworks - (November 2024)

The HWPS Fireworks is a popular yearly event every November. Big thanks to the Fireworks team for creating such a great atmosphere—it was packed as usual! We're already nearly done planning for 2025 and can't wait for another fun family night in November.

Net profits: £4,944 including £480 matched funding (2024 - £4,923)

Christmas Fair (December 2024)

The Christmas fair was well attended, and widely reported as a success, despite uncertainty around resourcing the event leading to a late announcement of the date. Our fantastic organising committee and volunteers threw themselves into organising the day, and providing a large variety of activities for families that came. We have confirmed the date for the 2025 Christmas Fair and are very much looking forward to it already!

Net Profit: £2,780 (2024 - £5,710 (including £1,004 of matched funding))

Christmas Cards (December 2024)

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: £1139 (2023 - £997)

Summer Ball (May 2025)

The summer ball takes place every other year, and the 2025 event has truly set the standard for those to come.

With the theme of Electric Glamour, everyone attending dressed to impress, keeping the dance floor full from start to finish.

The main goal was to enjoy a fun-filled night and strengthen the community bond among HWPS parents; however, we also managed to raise £1,340 for the PTA

Golf Day (June 2025)

The PTA Golf Day is now an established fixture of the school Calendar and an annual highlight for the "golfers" among us, experienced and beginner alike!

Net Profit: £1,455 (2024 - £1,559)

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: £6,186 (2024 - £6,800)

Y2 - Y5 Disco

Following on from the successful re-introduction of the school disco the year before, the 2025 year-group discos were a runaway hit, with all being almost fully attended. It was great to see so many happy children and that is thanks to everyone involved in organising the events and helping out on the night. While the purpose of these is to have a fun event to enrich the childrens' experience of school, we did also generate some funds.

Net Profit: £468 (2024 - £615)

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. This event is run with a focus on creating a great opportunity for parents/carers to get to know each other, particularly for those new to the school with children who have recently joined reception. Well done to everyone involved.

Net Profit: £689 (2024 - £1,175)

Second Hand Uniform Sales

This year has seen us continue to provide a fantastic service in facilitating the sale of second 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: £913 (2024 - £804)

6. Governance & management

The HWPSA is an unincorporated charitable 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. If any HWPSA member would like to attend monthly committee meetings please get in touch with a member of the PTA committee. HWPSA officers are elected at the AGM for a renewable term of one year, and these officers are tasked with the overall governance and oversight of all aspects of HWPSA. All HWPSA expenditure is also scrutinised and approved at the monthly committee meetings.

PTA Committee organisational changes

We would like to extend an extra special 'thank you' to **Katy Fernandes** and **Vicky Tuttle** who have stepped down from the PTA Committee roles of Treasurer and Communications Coordinator respectively. Katy and Vicky have contributed enormously to the success of the PTA over the years, not only through their roles on the PTA Committee, but also volunteering at events throughout the year.

Lezelle Mellet has kindly stepped forward to take on the role of Treasurer, and **Jane Wakiwaka** has volunteered for the role of Communications Coordinator. We are delighted to present Lezelle and Jane for election to the Committee for the 2025/26 term.

During 2024/25 we welcomed **Emma Roberts** as the Uniform Sales Coordinator, who stepped in to replace Kerry Leggeat. **Marianne Webber** joined us as the PTA SEND Coordinator, with the goal of making the PTA as inclusive as possible in all our activities. We extend our thanks to Kerry who made a substantial contribution to the PTA during her time on the Committee. We are pleased to present Emma and Marianne for election to the Committee for the 2025/26 term.

Thank You

It remains challenging 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. This is your PTA, and the incredible role it plays in enriching the lives of the children attending HWPS is only possible through those who step forward to make it happen.

2025/26 Calendar

The below calendar is provisional and subject to change. Further details will be communicated through the school newsletter and class reps.

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

Throughout 2025/26

- Cake/Lolly Sales: most Fridays, Year Round; dates and schedules will be distributed via class reps
- Uniform Sales: Year Round; dates will be announced ahead of each event

2025

- November: Coffee morning, date TBC
- Thursday 6 November: Fireworks Night
- December: Christmas Cards
- Saturday 6 December: Christmas Fair

2026

- Friday 6 February: Cheese and Wine evening (principally for reception and early years, but open to all)
- 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 (held at a local golf course)
- Quiz Night: (Details TBA)
- Saturday 6 June: Summer Fair

HWPSA Trustees, Officers & Committee Members 2024/25

Trustees

- Paul Morgan
- Aleksandra Zablocka
- Katy Fernandes
- Carl Turner
- Sarah Adamson

Officers

- Chair: Paul Morgan
- Deputy Chair: Amy Grace
- Treasurer: Katy Fernandes
- Deputy Treasurer: Carl Turner
- Secretary: Aleksandra Zablocka
- Comms: Vicky Tuttle
- Uniform Sales: Kerry Leggeat / Emma Roberts
- Cakes: Mikey Allbone

Standing for Election to the Committee, and as Trustees for 2025/26

- Chair: Paul Morgan
- Deputy Chair: Amy Grace
- Treasurer: Lezelle Mellet
- Deputy Treasurer: Carl Turner

- Secretary: Aleksandra Zablocka
- Communications: Jane Wakiwaka
- Uniform Sales: Emma Roberts
- SEND Coordinator: Marianne Webber
- Cake Sales: Mikey Allbone

A handwritten signature in dark ink, appearing to read 'Paul Morgan', with a long horizontal flourish extending from the end.

Paul Morgan (Chair), on behalf of the PTA Committee, 17 September 2025

Accounts

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

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2025

1. Receipts & Payments

	2024 / 25			2023 / 24	2022 / 23
	<u>Receipts</u>	<u>Payments</u>	<u>Net</u>	<u>Net</u>	<u>Net</u>
	£	£	£	£	£
Fundraising Activity					
Summer Ball	21,266	(20,124)	1,142	-	4,586
Summer Ball - Match Giving	-	-	-	310	-
Summer Fair	-	(172)	(172)	4,360	-
Summer Fair - Match Giving	-	-	-	-	-
Wine & Cheese Night	2,612	(1,923)	689	1,175	-
Wine & Cheese - Match Giving	-	-	-	-	-
Fireworks	9,429	(4,964)	4,464	4,923	3,896
Fireworks - Match Giving	480	-	480	-	1,607
Christmas Fair	6,237	(3,457)	2,780	4,706	3,192
Christmas Fair - Match Giving	-	-	-	1,004	953
Christmas Cards	1,139	-	1,139	997	535
Christmas Raffle	-	-	-	-	342
Yr 2-5 Disco	1,417	(949)	468	615	-
Quiz	-	-	-	3,643	-
Golf Day	4,662	(3,207)	1,455	1,559	1,032
Cake & Ice-lolly Sales	6,292	(106)	6,186	6,800	4,108
Matched Giving - Other (primarily prior year events)	5,422	-	5,422	-	4,846
Easy Fundraising/Amazon	105.62	-	106	23	593
Uniform Sales	913	-	913	804	11
Tea Towel Sale	-	-	-	1,943	-
Other Events	-	-	-	-	293
Total Fundraising Activity	59,974	(34,901)	25,072	32,861	25,995

[Table continued on next page]

Social & Admin					
Subscriptions	-	(162)	(162)	(153)	(140)
IT, Printing & Stationery	-	(314)	(314)	(435)	(330)
Gazebos & Urns	-	-	-	-	(452)
Storage & Clearance	-	-	-	-	(762)
Other	583	(1,103)	(520)	338	(152)
Total Social & Admin	583	(1,579)	(996)	(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)
HWPS Outdoor Library	-	(17,870)	(17,870)	-	-
Library Books	-	(1,945)	(1,945)	-	-
Wren Building Wall Art	-	(3,650)	(3,650)	-	-
Year 6 Leavers Books/ Hoodies & Events incl Matched Funding	240	(2,508)	(2,268)	(1,980)	(2,209)
Panto / Storytelling Workshop 2025	-	(2,759)	(2,759)	-	(1,999)
Panto / Storytelling Workshop 2024	-	(2,589)	(2,589)	-	-
2021/22 End of Year trip contributions	-	-	-	-	(3,765)
Fridge for PTA Shed	-	-	-	(464)	-
Total Other Expenditure	240	(31,321)	(31,081)	(2,444)	(39,545)
Lloyds Movement for the Year	60,797	(67,801)	(7,004)	30,166	(15,386)

3. Statement of Assets & Liabilities (Cash Basis)

	2024/5	2023/4
Monetary Assets		
Lloyds General Purpose Account	3,687	59,825
Lloyds Instant Access Savings Account	49,909	774
Cash Float	30	30
	53,625	60,629
Current Assets		
Prepaid expense (cancelled event)	250	250
Current Liabilities		
	0	0
Net Current Assets	53,875	60,879
Represented by		
Funds Account at the Beginning of Financial Year	60,879	30,713
Net outflow for Financial Year	(7,004)	30,166
Funds Account at the End of Financial Year	53,875	60,879