

Blue Coat School PTA – Report Academic Year – 2022/2023

1.0 Introduction

Blue Coat CE VA School Parent Teacher Association (hereafter referred to as “*the PTA*”)

The PTA is based at Blue Coat CE VA Primary School, Symn Lane, Wotton Under Edge, Gloucestershire, GL12 7BD.

The purpose of the PTA is to arrange events and raise funds to donate to the school for the benefit of all children and the enrichment of their education.

This report provides details of the membership during the dates above; the fundraising events and efforts made to distribute the funds to the school.

2.0 PTA Members and Executive roles – September 2022 to July 2023

The PTA membership at this time was significantly reduced compared to previous years. There were a number of reasons for this. Meeting and engaging new parents who were introduced to the school during the pandemic was challenging as engagement and events were restricted. The active members were as follows:

Sally Wootten – Chair
Ciara Knight – Co-Chair
Julia Johnston – Treasurer
Louise Dolling – Secretary

The numbers of regular “ordinary” members reduced however the PTA was supported by parents at events. The planning and execution of the events was predominantly managed by the co-Chairs and Secretary.

3.0 Regularity of meetings

Meetings were held every 4-6 weeks. Planning meetings for events would be held on an as and when required basis.

4.0 Detailed account of the activities through the year

a) New Uniform and Pre-Loved Uniform sales

We receive donations of pre-loved uniform (only branded jumpers, dresses, ties). We are unable to store generic shirts, trousers and skirts.

b) Film nights

The PTA would arrange a film night towards the end of term. The PTA would select 2/3 suitable movies and the children were able to cast a vote for the one they wanted to watch. Tickets for the film night were sold and children and their parents / carers could bring their own seating and cushions and watch a film. We would provide popcorn and a small tuck shop for drinks, crisps and sweets. These were incredibly popular evenings; accessible to all children and their families.

c) School Disco

A school disco would be held 3-4 times per year. A KS1 disco is usually held between 6-7pm and KS2 from 7.15-8.15pm. This is a children only event attended by the PTA and teachers from each key stage. A small goody bag and drink is provided to KS1 whilst KS2 benefit from a tuck shop.

d) Bonfire Night

Wotton Round Table arrange a large community event every November and invite local charities to run stalls. In November 2022, the PTA ran a snacks stall selling soft drinks and crisps. We also sold a large amount of glow products.

e) Christmas Under the Edge (CUTE)

CUTE is held in early December. The PTA have historically run a successful Chocolate Tombola. In November each year, the children are able to attend school in non-uniform in exchange for any unopened and in date chocolate. This is ticketed by a PTA member and set up on a stall at the Christmas Under the Edge event. We are supported by local business. In Christmas 2022, Tesco made a large chocolate donation to us, which increased our funds enormously.

f) Summer Fayre

In June 2023, we held a Summer Fayre. We were supported by the community and by many parents and carers. The raffle donations exceeded everyone's expectations, which boosted the funds raised. The summer fayre was the biggest fundraising event post-Covid.

g) Sports Days at Blue Coat and Katharine Lady Berkeley School

The PTA provided refreshments to parents and carers attending both school.

5.0 Achievements and challenges faced

Achievements – managing to reintegrate back into the school following a period when events were restricted; building relationships with local businesses and the community; identifying what the school and the students needed most.

Challenges – pre-planning of events with a reduced membership

6.0 Governance

Decisions are made at meetings where decisions are recorded. Two signatories are required for financial transactions. Risk assessments are completed for each event. Applications to hold events are submitted to the school's board of governors. Appropriate licences are obtained from the local council.

7.0 Declaration

I can confirm that this report is accurate:

Signed

Date:

Blue Coat School PTA

Symn Lane, Wotton Under Edge

Receipts and Payments Account for the year ending 31st August 2023

Receipts

New uniform	£3,162
Second hand uniform	£683
Activities income	£12,234
Donations	£1,310
Easy Fundraising	£111
Amazon	£199
Summer Fayre 2023	£6,582
Summer Fayre 2022	£779
Interest	£41
Computer donations (ring fenced)	£850

Expenses

New Uniform	-£2,209
Donations to school	-£5,021
Teacher expenses	£0
Activities expenditure	-£6,188
Summer Fayre	-£2,103
Sundries	-£661

Total Receipts £25,952

Total Expenses -£16,182

Excess income over expenditure

£9,770

Balance at 1st September 2021 £8,477

Excess income in year £9,770

Balance at 31st August 2022 £18,247

1st September 2022

Bank balances	
Treasurer account	£8,477
Business account	0
Cash	£200

Excess income in year £9,770

31st August 2023 £18,447

31st August 2023

Treasurer account	£2,672
Business account	£15,575
Cash	£200
	<u>£18,447</u>

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Reviewed by
Carl Jenner

CARL JENNER 4/10/24.