



**Farley Hill Primary School
Parent and Teacher Association
Registered Charity No. 1041931**

ANNUAL GENERAL MEETING

**4th October 2021
7pm**

MINUTES

Ordinary Business

- 1] Welcome (introduction, apologies, previous minutes agreed)

Attendees:

Emma Clarke
Abi Schmit
Rachel Barnett
Jeanie Bird
Emma-Jean Wells
Lucy Sant
Rachel Roedel
Nick Boyle
George Brown
Ben Smith
Victoria Smith
Ania Waldner
Helen Fotheringham-Burns
Christina Haigh

- 2] Minutes of the Annual General Meeting held on 12-OCT-2020 - approved
- 3] Matters arising from the Minutes - None
- 4] Chair's Report for 2020/2021 – See attached
- 5] Treasurer's Report for the year ending 31/Aug/2021 – See attached

6] Appointment of an Independent Examiner of Accounts for the year ending 31/Aug/2021 – Catherine Copus

7] Election of Officers and Trustees of the Committee

Chair – Abi Schmit and Rachel Barnett

Secretary – Jeanie Bird

Treasurer – Ben Smith (note, Emma Jean Wells stepped down as treasurer and Ben was voted in as her replacement. EJ will work with Ben to handover responsibilities)

Other Officer(s) - none

Ordinary Committee members (6) - Lucy Sant, Rachel Roedel, Nick Boyle, George Brown, Victoria Smith and Ania Waldner

Class representatives:

Christina Haigh	R class rep
Victoria Smith	Year 1 class rep
Rachel Roedel	Year 2 class rep
Lucy Sant	Year 3 class rep
Susan Hillan	Year 4 class rep
Ania Waldner	Year 4 class rep (back up)
Sherise Humphries	Year 4 class rep (back up)
Jaimie Wood	Year 5 class rep
Emma Fowler	Year 6 class rep

- The class representatives liaise between the PTA and the class parents to share communications and look for volunteers for events etc

Special Business

8] Mrs Clarke's wishlist and goals for 2021/2022

- Food Tech equipment-£860.84 - chopping boards, sieves etc
- Story Teller chairs x2 £1000
- Books £1000
- I pads £479 each
- Shades for playground x3 £4000
- Woodland Mosaic £2000
- Image Theatre£300-£400
- Sports Coach £1000

- The school has seen increased costs following the move to the new site. The building is much bigger, and as the pupil head count has remained the same, funding has not increased.
- Starting academic year 2022/2023, the school will move to a two-form intake, starting with the reception class.
- A site manager, Martin Wallace, has been employed.

9] Calendar of events

Bags2School	Second half winter term	Lucy Sant to organise
Christmas Wreath Making	Monday 29 th November	Rachel Barnett organizing – please spread the word on this!! A great chance for parents to socialize, learn a new school and create something beautiful!
Christmas Cupcake decorating		Will look at the possibility of holding a similar event next year
Christmas Console Raffle	Lead up to WW	Abi Schmit with Nick Boyle to investigate online options
Winter Auction	Lead up to WW	Ania Waldner If you know of a local business who can donate a prize, please get in touch!
Winter Wonderland	Friday 3 rd December 6-8pm	Emma Jean leading with a sub team
Christmas Cards	December	Rachel Barnett to follow up with Ellen Clarke
Readathon for World Book Day	3 rd March	TBD – proposal already drafted and shared with the PTA committee. Needs an event owner
Comedy Night	First half spring term	TBD – Investigated this option, possible to hire the comedians and arrange at the school. Needs an event owner
Coin Challenge	Second half spring term	TBD – Collect silver coins per class as a competition to see which class wins. Needs further discussion and an event owner
Grandparents' tea party	Second half spring term	TBD – some possible issues highlighted, with health, covid, timings, children who do not have a grandparent etc. Needs further review
Make the Rules Day	First half summer term	TBD – Run again in 2022 as successful, needs a date and an owner.
Krispy Kreme Sale	Second half summer term	Some logistical challenges with the last sale, although it did prove very popular,

		and raised a lot of money. Needs a date and event owner	
Party in the Park	2 nd July, 2022	Abi Schmit to organise Licenses awaiting approval Up to 3,000 people in Swallowfield Park	

Any Other Business

10] Other business

- Name Labels – new company provided by Angharad West – Rachel Barnett to follow up
- Sparks in the Park 2022 to be held 5th November
- Secondhand uniform – logistically challenging and does not prove particularly popular with the parents. Christina suggested looking into First Days Charity. Post meeting note – Rachel Bhas confirmed that First Days will collect good quality secondhand uniform and there are a number of orange bins in the community for donations:
 - Sainsbury's Winnersh
 - Tesco Wokingham
 - Morrisons Woosehill
 - FBC Centre Finchampsted
 - Emmbrook Secondary School
 - Woodford Park Leisure Centre, Woodley
- George storing gas cannisters on behalf of the PTA – PTA may need to pay for their disposal. Emma Jean may be able to arrange collection through her employers.
- Year 5 parents were unaware that the new library fit was funded by the PTA. How can we ensure that parents are aware of the impact of the PTA? Abi suggested photos of the children using e.g., the library and sharing in the newsletter
- Can we have a plaque for the library – Rachel B to follow up
- Admin: following school move, the address needs to be updated for the PTA – bank account, charities commission etc. Rachel B/Abi to follow up

Farley Hill Primary School
Baston Road
Arborfield Green
Reading
RG2 9YW

Farley Hill Primary School Association

Accounts for the year to

31st August 2021

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1-2	Annual report of the Trustees
3	Receipts and payments account
4	Statement of assets and liabilities and Notes to the accounts
5	Breakdown of charitable expenditure
6	Breakdown of fundraising events

Farley Hill Primary School Association

Statement of Assets and Liabilities at 31st August 2019

for the year to 31st August 2021

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
												£	£	£
Monetary Assets														
Nat West Current Account	25,502.14 £	28,696.05 £	24,881.26 £	24,723.60 £	11,868.93 £	13,723.65 £	8,090.13 £	11,774.21 £	17,609.90 £	7,871.94 £	11,570.53 £	13,062.79 £	20,655.69 £	18,079.87
Nat West Reserve Account	1417.28 £	1,417.16 £	1,415.02 £	1,412.38 £	1,411.78 £	1,411.55 £	610.94 £	1,410.34 £	1,409.45 £	1,408.93 £	1,408.24 £	1,407.37 £	1,406.18 £	1,392.39
Nat West Donations Account					- £	- £	- £	- £	- £	2,757.79 £	2,272.62 £	1,485.25 £	559.49 £	2,750.74
Bank Balances	£ 26,919.42 £	£ 30,113.21 £	£ 26,296.28 £	£ 26,135.98 £	£ 13,280.71 £	£ 15,135.20 £	£ 8,701.07 £	£ 13,184.55 £	£ 19,019.35 £	£ 12,038.66 £	£ 15,251.39 £	£ 15,955.41 £	£ 22,621.36 £	£ 22,223.00

Non Monetary Assets

The PTA does not own any of its own assets. All assets purchased belong to the school.

Notes to the accounts

1 The accounts have been prepared on a receipts and payments basis.

2 Future Commitments

The Association was committed to the following expenditure from the general reserve at 31 August 2021:

Total
£

Paid
£

Chgs Raised:

0.00 0.00

Farley Hill Primary School Association
Receipts and Payments Account
for the year to 31st August 2021

	2020-2021		2019-20		2018-19		2017-18		2016-17		2015-16		2014-15	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
Income receipts														
Donations														
Curriculum donations														
Company Donations														
Gift Aid Tax repayments														
Trading activities														
Fundraising event proceeds (page 6)		48,250.91		22,404.74		31,507.23		30,061.26		33,568.28		35,882.39		31,073.42
Investment Income														
Bank deposit account interest												0.18		0.40
Donations account interest														
Total receipts		48,250.91		22,404.74		31,507.23		30,061.26		33,568.28		35,882.57		31,073.82
Expenditure														
Direct charitable expenditure														
Per page 5 of the accounts	32606.01		9,480.60		19,745.92		6,840.14		18,707.63		17,131.96		17,816.74	
Other Expenditure														
Fundraising event costs (page 6)	22,803.13		9,036.27		11,656.77		11,372.09		17,080.16		12,244.29		17,410.42	
NCPTA sub	111		110.00		105.00		105.00		101.00		96.00		96.00	
Sundry payments							40.00		5.04		20.00		54.34	
Total expenditure	55,520.14		18,626.87		31,507.69		18,357.23		35,893.83		29,492.25		35,377.50	
Net income / (payments) during the year	-	7,269.23		3,777.87	-	0.46		11,704.03	-	2,325.55		6,390.32	-	4,303.68
Bank Balances at 31st August 2020	£	28,696.05		24,881.26		24,723.60		13,280.71		15,091.39		8,701.07		13,194.55
Bank Balances at 31st August 2021	£	25,502.14		28,677.63		24,881.26		24,723.60		13,280.71		15,091.39		15,091.39
General Reserve	£	25,502.14		25,677.63		24,881.26		24,723.60		12,561.65		15,135.20		15,135.20
School Curriculum Donations Fund				25,677.63		24,881.26		24,723.60		12,561.65		15,135.20		8,701.07

Richard Sneath:
slightly different due to
income not cleared

Farley Hill Primary School Association

Charitable Expenditure

for the year to 31st August 2021

	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
	£	£	£	£	£	£	£
Enhancing the school curriculum	£ 480.00	£ 1,122.05	£ 11,975.86	£ 2,696.75	£ 5,966.51	£ 499.00	£ 375.00
Curriculum Resources	£	£ 1,019.07	£ 766.68	£ 1,500.00	£ -	£ -	-
Reading Scheme	£	£ 2,396.54	£ -	£ -	£ -	£ 1,125.50	£ 989.84
Playground decoration	£	£ -	£ -	£ -	£ -	£ -	-
Eat Smart Café Donation	£ 2,500.00	£ -	£ 100.00	£ -	£ -	£ -	-
Staff Presents	£	£ 30.00	£ 162.84	£ 43.50	£ 92.13	£ -	-
Computer & Electronic Equipment	£ 4,800.00	£ -	£ 699.00	£ -	£ 6,663.05	£ 12,957.65	£ 10,951.90
Play Equipment	£	£ -	£ -	£ -	£ 4,800.00	£ 82.63	-
Olympics Event	£	£ -	£ -	£ -	£ -	£ -	-
Library	£ 17,429.69	£ 523.83	£ 66.00	£ 1,011.82	£ 358.83	£ 514.91	£ 5,500.00
Classroom Decoration	£	£ -	£ -	£ -	£ -	£ -	-
Sports Kits	£	£ 208.33	£ -	£ -	£ -	£ -	-
Sound System for Hall/cd players	£	£ -	£ -	£ -	£ 429.96	£ -	-
School Garden	£	£ -	£ -	£ -	£ -	£ -	-
Additional Curriculum Support	£ 1,500.00	£ 1,764.98	£ 3,000.00	£ -	£ -	£ -	-
Hand Driers	£	£ -	£ -	£ -	£ -	£ -	-
Classroom Blinds	£	£ -	£ -	£ -	£ -	£ -	-
Smartsacks	£	£ -	£ -	£ -	£ -	£ -	-
Scaffolding	£	£ -	£ -	£ -	£ -	£ -	-
Defibrillator	£	£ -	£ -	£ -	£ -	£ 841.75	-
Music	£	£ 735.24	£ -	£ -	£ -	£ 1,041.52	-
Digimaps	£	£ -	£ -	£ -	£ -	£ 69.00	-
The Week Junior - Magazine	£	£ -	£ 159.99	£ -	£ -	-	-
Gazebo	£	£ -	£ 349.99	£ -	£ -	£ -	-
Covid Support	£ 5,524.34	£	£	£	£	£	-
Misc	£ 371.98	£ 1,680.56	£ 677.06	£ 1,588.07	£ 397.15	£ -	-
Secruity - School radios	£	£ -	£ 1,683.50	£	£	£	-
£	£ 32,606.01	£ 9,480.60	£ 19,640.92	£ 6,840.14	£ 18,707.63	£ 17,131.96	£ 17,816.74

Farley Hill Primary School Association

Fundraising events

for the year to 31st August 2021

Event	Income	Payments	Profit/Loss 2021	Profit/Loss 2020	Profit/Loss 2019	Profit/Loss 2018	Profit/Loss 2017	Profit/Loss 2016	Profit/Loss 2015	Profit/Loss 2014
Summer fete 2019 late		£ 45.83	-£ 45.83			0.00	379.60	1,000.00	40.00	
Summer Fete			£ -	0.00	3,508.62	4,594.30	3,314.14	4,018.92	4,787.11	3,905.23
Winter Wonderland			£ -	2,126.15	2,805.87	2,326.40	2,369.03	2,539.48	2,113.82	1,698.97
Santa Race	£ 2,794.50	£ 281.52	£ 2,512.98	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Bag2school	£ 306.00		£ 306.00	450.50	271.20	524.00	473.60	486.40	0.00	789.50
Cake sales/Donuts	£ 295.00	£ 280.50	£ 14.50	0.00	180.85	660.75	392.72	301.85	358.50	319.36
Christmas cards	£ 145.20		£ 145.20	0.00	51.50	71.95	369.50	105.60	120.53	73.12
Big PTA Raffle	£ 732.00		£ 732.00							
Sparks in Park	£ 20,470.02	£ 22,195.28	-£ 1,725.26	10,076.19	11,188.69	10,045.45	6,474.19	12,076.00	2,321.89	8,606.94
Summer Party (Barn Dance)			£ -	0.00	215.00	0.00	991.65	-228.52	2,320.92	1,997.00
Smarties Challenge	£ 667.73									
Panto			£ -	233.33	384.00	132.00	80.00	0.00	113.90	478.00
Quiz			£ -	0.00	1,307.99	694.54	828.25	1,037.28	888.33	394.80
Other Misc	£ 1,249.83		£ 1,249.83	357.22	247.20	35.85	31.50	0.00	175.00	15.00
Grants/Donation	£ 21,550.63		£ 21,550.63	0.00				2,042.66		
Terracycle			£ -	107.00	78.44	176.60	134.00	35.63		
Sports day refreshments			£ -	0.00				85.80		
Bingo			£ -	0.00			649.94	0.00		
Ice-cream sale			£ -	0.00			0.00	137.00		
Second Hand Uniform	£ 40.00		£ 40.00	40.00	41.10	-572.67				
	48,250.91	22,803.13	£ 25,447.78	13,368.47	19,850.46	18,689.17	16,488.12	23,638.10	14,463.00	18,424.27



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Farley Hill Primary School PTA

On accounts for the year
ended

31/08/2021

Charity no
(if any)

1041931

Set out on pages

(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 31/08/2020.

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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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 an 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30/4/22

Name:

Mrs C T Capus

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

Address:

38 Radchester Road
Holland on Sea

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.