

ANNUAL GENERAL MEETING

11th October 2024, 9:00am

AGENDA

Ordinary Business

- Apologies for absence
- Minutes of the AGM held 22nd September 2023
- Chair's Report 2023/24
- Treasurer's Report for the Year Ending 31 August 2024
- Election of an Independent Examiner of Accounts for the Year Ending 31 August 2024
- Election of Officers and Trustees of the Committee
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer

Any Other Business

- Proposed events for 2024/25
- Debrief of upcoming events/fundraisers this autumn term
- What are we raising for? Proposals from school teaching staff and committee
- Process for the school/staff to approach the PA with their wish list. Draft google drive form provided as an example?

CHAIR'S REPORT – 2023-2024

This report is an overview of the activities of Leigh North Street School parents' association from October 2023 - September 2024.

It has been another incredibly successful fundraising year for the PA. We would like to thank the entire team for all their effort this past year. Once again lots of lessons have been learnt and processes continually fine tuned to be as inclusive as possible with our fundraising. As we look ahead we hope to continue to build on all our strengths to deliver enjoyable, rewarding events for the children to enhance their school experience alongside being able to cater for those families less fortunate.

We have a list of thank yous:

- To all the school staff for their patience, guidance and support for the past year. Thank you also to the site team for helping at all events and giving up your free time, it really is appreciated.
- To the kitchen staff for giving up your free time to help cook up hotdogs at the Welcome Back and Christmas Fayres.
- To all the children and parents that have spent their time and money at events throughout the year; and
- The biggest thank you to everyone that has volunteered to help at an event, the PA could not hold events without volunteers, so all help is greatly appreciated (you know who you are).

Events and fundraising

Christmas Fayre- This event needs plenty of volunteers, pre-planning, mince pies and the re-introduction of mulled wine. It is a great way to raise money while spreading some Christmas cheer. The revised format utilising the KS1 playground space for games with the lighting/grotto/snow made for a very Christmassy feel and positive feedback from families.

Quiz night- Always a popular event with tables selling out fast.

KS2 Disco- This event requires many volunteers. Alongside the disco this year we had face painting, tattoos and tuckshop. New for 2024 was holding the event as a silent disco with headphones for each child. This was a very enjoyable and inclusive experience for all KS2 children. Will vote if we continue with this idea or back to old skool DJ.

Leavers Disco- Organised with Mr Martin, the PA provided support with inflatables, ice-cream van, a DJ, a Photo Booth and the Leavers Hoodies.

Inflatable Fun Due to a lack of volunteers (two people had put their name forward one week before the event!), we had to cancel this event.

Summer fair / Welcome Back Fair We planned not to hold a summer / welcome back fayre as we were pushing ahead with Inflatable Fun. We hope to make this a bi-annual event possibly combined with inflatables. We will take a vote on this by the end of this year.

Other fundraising activities

Some fundraising projects have also been moved online. Overall it is more convenient for parents and the PA team.

Christmas Cards- Completed at home and ordered online. Making the process less admin heavy.

Tea Towels- Incorporated into a lesson and ordered online. Making the process less admin heavy

Bag2school- organised by PA Team once a term.

Easter Raffle- Lots of easter eggs to be won also offering dairy free and vegan options (greatly appreciated by children/parents as all four were won this year)

Raffle tickets sold in class, children pay in cash.

Adventure Island / Sealife vouchers - All AI vouchers sold out prior to the summer. Remaining 30+ SeaLife tickets, which are harder to shift, were gifted to pastoral care to distribute to families less fortunate. PA will purchase more of both of these when back on sale in January at a discounted price

Pre-loved Uniform Good as new uniform with no price tag, only a donation. Continually trying to remove the stigma of buying pre-loved and add less to landfill. Believe it has been our most successful year for donations. September jumper giveaway 'sold out' in minutes. Bespoke orders delivered to classrooms if parents request via email/ office become aware of a need.

Easy fundraising- The name says it all, money raised for our school from online shopping.

500 Club / Your School Lottery - A lottery style fundraiser, the income of which goes towards the running and upkeep of the school pool. In April we phased out the 500 Club lottery we ran ourselves and introduced Your School Lottery which takes away all the admin for the PA except for promoting this fundraiser to parents. Our children are very fortunate to have a swimming pool on site so support is vital. Within two months of signing up to Your School Lottery we won £1,000 for our efforts in promotion and uptake of supporters. Continually need to push this to capture more supporters.

WonderWomen/MarvellousMen Marketplaces - a new fundraising event for this year to give children the chance to purchase a small gift(s) for the wonderful women and marvellous men in their lives. Item price of £2, parents pay beforehand via our new payments system, PTA Events, and the PA run a marketplace for a day in school so children can come and choose their gifts. This was a very popular and extremely successful event and a joy to see the children make their choices. This will be a permanent addition to our events calendar.

Funds spent

Please take a moment to view our treasurer's report to see where money has been spent and what we have raised.

Some examples of what we have funded this year:

Trips

PE Jackets

Fans

Tissues

Christmas trees

Christmas crackers
Santa gifts for grotto
Christmas & Easter Raffles plus prizes
Freddos for all children (gift from PA)
Leavers party (bouncy castle and ice cream van)
Leavers Hoodies (PA paid for some)
Crab/Sandhopper Garden
Open House craft equipment

Local business and community groups

We are missing an opportunity here. We aim to drive this forward this year, initially reaching out to parents of the school via our socials for supporting the Christmas Fayre, but also by getting in touch directly with local businesses in Leigh for sponsorship year round. We can provide great exposure for them as long as agreeable with the school.

The Future

With the introduction of the google drive online form for Wish Lists this will give the PA a better understanding of requirements outside the normal remit and we can budget accordingly.

Bigger projects need more discussion and commitment of funding via other avenues, not just from the PA.

A couple of things mentioned last year which have yet to be actioned:

- Replace astro turf (school to source, price and then approach us with the numbers / timescale)
- *Netball uniforms*

Other Items highlighted more recently:

- playground levelling
- playground storage
- sports equipment storage

Final Word

We have thoroughly enjoyed bringing some old favourites and new ideas to the school this past year. We as a committee are a strong, supportive core team of seven and are committed to delivering to every event we host, even when under the pressure of time and lack of volunteers. We are always on the lookout for new blood, new ideas and, the most invaluable commodity, those who have time (plus an abundance of energy!). Onwards for another year of mentioning Christmas too soon, our Grotto's own Jingle Bells, sorting through a tonne of pre loved uniform, continually asking the office to print something, so many social posts with reminders, and the bane of our lives LOST PROPERTY (what is it with that!?)

Cheers,

Holly Whiteley & Suzie Ridler

Co-Chairs

Leigh North Street Schools Parents' Association

Leigh North Street Primary School Parents Association
Accounts for the 12 Months ending 31 August 2024

Receipts and Payments Account

		2023-24	2023-24	2023-24	Memo:
		Unrestricted Funds	Restricted Funds		2022-23
		Main Account	PA500	Total	Total
		£	£	£	£
Receipts					
Fundraising Events/Activities	Note 4	22,781	3,531	26,311	20,824
Sales of Adventure Island Tickets		2,000	0	2,000	4,123
Donations		465	0	465	906
Other		0	0	0	0
Total Receipts		25,246	3,531	28,777	25,852
Payments					
Cost of Fundraising Events/Activities	Note 4	(8,827)	(944)	(9,771)	(7,487)
Purchase of Adventure Island Tickets		(1,200)	0	(1,200)	(3,000)
Membership/License		(153)	(20)	(173)	(160)
Other Admin Costs		(797)	0	(797)	(1,122)
Donations to School	Note 5	(25,782)	(3,086)	(28,867)	(2,213)
Total Payments		(36,758)	(4,049)	(40,808)	(13,981)
Net Receipts/(Payments)		(11,513)	(519)	(12,031)	11,871

Bank Reconciliation

	Main Account	PA500	Total
	£	£	£
Bank 31 August 2023	36,167	3,145	39,312
Net Income 2023-24	(11,513)	(519)	(12,031)
Balance b/f 31 August 2024	24,654	2,627	27,281
 Bank 31 August 2024	 24,630	 2,627	 27,257
Cash not banked	24	0	24
	24,654	2,627	27,281

Assets and Liabilities

	31-Aug-24	31-Aug-23
	£	£
Monetary Assets		
Cash - Main Bank Account	24,630	36,167
Cash - PA500 Account	2,627	3,145
Cash - To be banked	0	0
Cash - Petty Cash	24	0
Total Monetary Assets	27,281	39,312
Other Assets		
Adventure Island Tickets	0	688
Total Other Assets	0	688

Accounts for the 12 Months ending 31 August 2024

1 STATUS

The association is a Registered Charity, number 1083811

2 ACCOUNTING POLICIES

Income & Expenditure - items of Income and Expenditure are recognised in the accounts when received and paid

Assets & Liabilities - any assets and liabilities are stated on an historical cost basis

3 RESTRICTED FUNDS

Funds raised by the PA500 account are to be used for spending related to the school Swimming Pool

4 FUNDRAISING EVENTS/ACTIVITIES

	Income	Expenditure	2023-24 Net Income	Memo: 2022-23 Net Income
	£	£	£	£
Summer Fete	4,899	(1,397)	3,502	(326)
Christmas Fayre	3,929	(1,394)	2,534	2,726
Raffles (Easter and Rainbow)	1,572	(287)	1,285	1,157
Disco	2,267	(1,158)	1,108	876
Second Hand Uniform Sale	1,016	0	1,016	801
Christmas Cards	927	(25)	902	791
Tea Towels	2,148	(1,342)	806	1,614
Quiz	868	(119)	749	775
Easy Fundraising	680	0	680	301
Wonder Women/Marvellous Men	2,206	(1,544)	663	0
Leigh Trees	260	0	260	0
Bags2School	208	0	208	225
Leavers Hoodies	1,703	(1,561)	143	(213)
Stickins/Name Tags	77	0	77	0
Other	20	0	20	0
Inflatable Fun	0	0	0	2,755
Amazon smile	0	0	0	249
Plant Sale	0	0	0	158
	<u>22,781</u>	<u>(8,827)</u>	<u>13,954</u>	<u>11,888</u>
Adventure Island Tickets	2,000	(1,200)	800	1,123
PA500 Lottery	1,551	(944)	607	1,449
Your School Lottery	1,980	0	1,980	0
	<u>26,332</u>	<u>(10,971)</u>	<u>15,361</u>	<u>14,460</u>

5 DONATIONS TO SCHOOL

	Main Account	PA500 Account	Total
	£	£	£
Playground	20,000	0	20,000
Pool Cover	0	3,086	3,086
Trips	3,000	0	3,000
Fans	931	0	931
Leavers Party (Inflateables, Photo Booth, Ice Cream)	849	0	849
PE Jackets	500	0	500
Christmas (Crackers, Trees)	361	0	361
Crab/Sandhopper Garden	100	0	100
Other (Open house supplies, tissues)	40	0	40
	<u>25,782</u>	<u>3,086</u>	<u>28,867</u>



Section A

Independent Examiner's Report

Report to the trustees

LEIGH NORTH STREET PRIMARY SCHOOL PARENTS ASSOCIATION

On accounts for the year
ended

31 AUGUST 2024

Charity no
(if any)

1083811

Set out on pages

1-2

(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 **31/08/2024**

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 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.

Signed:

L.A. Torkington

Date:

7/7/2025.

Name:

LAURA TORKINGTON

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

FELLOW CHARTERED ACCOUNTANT – INSTITUTE OF CHARTERED
ACCOUNTANTS IN ENGLAND AND WALES

Address:

13 Mitchell Way, CM3 5PJ

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.