

PTA Chair Report September 2020

Attempting to look back at the highs and lows of the PTA during the 2019/20 academic year has proved particularly challenging! The days of putting up gazebo's in the rain prior to a fair or party are long gone – and quite frankly seem ridiculous in the current circumstances! Trying to remember the particular events, profit margins and teams involved feels like trying to dredge up a memory from years and years ago.

However! September 2019 to March 2020 was actually a very busy, and hugely successful 'term' for the PTA with an overall profit during that time of over £16,000 – money that was all quickly returned to the school and used in a huge variety of ways to benefit each and every pupil at Reigate Parish.

The main events which were run were the Fireworks, Christmas card sale, Christmas Shopping evening, Christmas fair, Valentines Disco, Parents quiz night and Mothers day.

Fireworks, as per usual, was an extremely successful event, despite the ridiculous weather! The display was incredible (as always) and the many stalls, bars and food available created an amazing evening which was enjoyed by the majority of the school pupils and their families.

Profits amounted to over £6,000 and huge thanks goes to Lucy, Colin, Rachael, Zoe, Kate and Jen for all their hard work.

The production of Christmas cards was done differently this year with all cards produced within school. Although more work for the PTA, and requiring class rep and parent input, this was much more successful with an overall profit of over £400 and lots of positivity from parents and teachers alike.

The Christmas shopping evening was another very popular evening and not only raised over £500 but was extremely busy with an amazing community and Christmassy feel to it. Huge thanks goes to Claire Johnson for all her hard work.

The Christmas Fair was another huge event attended by vast numbers of people. The scale and standard of the event was the best yet and the team, with all their experience from the previous year, created a magical, and very busy, afternoon. A special mention for the grotto which the children absolutely loved. A profit in the region of £5,000 was made, similar to previous years, and it was generally felt that this is likely to be the peak for this event (not a bad peak at all!!!). With much thanks to Claire, Lindsay, Laura and Susannah for all their hard work.

After Christmas we held the Valentines disco and the Parents quiz night – with no knowledge at the time that these would be the last big events for both the children and the adults for some time. At least we can say that we went out with a bang!

The Valentines 'glow' disco was a brilliant 'sell out' event. Snacks and single use plastic was massively reduced and the focus was on dancing and UV face paints! Loads of fun and an increase in profits from the previous year. Thanks to Caroline, Daisy and Rachel.

The anticipation for the quiz night was madness and the rush for tickets was not unlike Glastonbury festival – in fact all tickets were sold out in just over 10 mins, Glasto took over 30!! It was a brilliant evening culminating in the all important tie break arm wrestle! Profits were up and morale was high - a massive thanks goes to Mike and Claire Shaw.

And then things came grounding to a bit of a COVID based halt! We managed to squeeze in some gorgeous mothers day gifts but sadly cancelled our first film night with the brand new AV equipment, before school, for most, was closed and life changed quite considerable for all of us.

In addition to the events mentioned above I'd like to briefly mention a couple of other 'positives' and some lessons learned from the events during that time:

Additional Positives -

- the change to almost exclusively using the online payment platform for booking tickets and donating to the PTA. This was very well received by parents and improved profits as well as making it much easier to keep track of sales.
- The introduction of the izettle allowing for card payments at events. Again, very well received by parents.
- The introduction of the 'Cafe de Parish' coffee bar!! A fabulous upcycle by Claire Johnson and very well received by caffeine starved parents.
- Trialling a 'Table top Sale' which was hugely popular and made a good profit for the school. We had hoped to replicate this a few more time during the summer term.
- The launching of the 'Parish party Box' – another part of our commitment to sustainability.
- The launching of the hardship fund during lockdown which enabled the school to provide for those in need during the pandemic.
- The commitment to working alongside the school to improve access to PTA events for those in receipt of pupil premium funding. This was an extremely important initiative to us and we strongly believe that no child should ever miss out on a PTA event due to cost. We hope that this will continue into the future.

Lessons learned -

- Sadly the parents social had to be cancelled due to lack of interest. We still have the silent disco and photo booth bookings 'on file' for a future event.
- The DVD recordings of the nativity plays was not as sort after this year and sadly made a loss. It was decided that we would not continue to do this in the future.
- We made huge grounds in our commitment to sustainability – stopping the use of buying bottled water and committing to buying recyclable plates, cups etc. However, there were continued concerns over the sale of glow toys and it was decided that these would not be purchased going forward.
- The decision to potentially move uniform sales to an online forum in the future.
- Sadly having to cancel all the planned summer events due to COVID-19.

There is probably a lot more to say, but we'll leave it there! Looking back has made me realise just how many things the PTA did to create a community feel, and how this time has caused us to lose so much more than just profit.

Which makes it the perfect time to welcome in a totally new team to the PTA – fresh ideas and totally new approach for a totally new time. We are hugely grateful to Pollyanna for bravely stepping into the role of Chair and taking on this new and exciting challenge.

Finally a huge thank you to Becca, Claire J, Zoe, Kellie and Suzy who have all worked tirelessly for the PTA and will now be stepping down. But the biggest thank you goes to Amy, a phenomenal chair and (it turns out!) a great friend. It's been a blast!

Ellen White.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Reigate Parish Church Primary School (Parent Teacher Association)

On accounts for the year
ended

31 August 2020

Charity no
(if any)

1103371

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2020**

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:

R W Taylor

Date:

08/06/21

Name:

Robert William Taylor

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

Member ICAEW

Address:

28 Reigate Road, Reigate, Surrey, RH2 0QN

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.

No material matters of concern

Detailed accounts

FUNDRAISING EVENTS	Income	Expenses	Profit
Fireworks	£3,151.60	£3,884.70	-£733.10
Christmas Fair	£5,524.78	£2,614.18	£2,910.60
Christmas Cards	£1,677.90	£1,237.99	£439.91
Christmas Social	£0.00	£746.00	-£746.00
Christmas Shopping Event	£921.25	£711.54	£209.71
Nativity DVD	£6.00	£400.00	-£394.00
Valentines Disco	£12.00	£240.96	-£228.96
Quiz night	£2,084.37	£837.19	£1,247.18
Mothers Day	£173.68	£365.30	-£191.62
Nearly New Sale	£14.52	£15.00	-£0.48
Summer Fair - CANCELLED DUE TO COVID-19	£0.00	£175.34	-£175.34
Father's Day - CANCELLED DUE TO COVID-19	£0.00	£0.00	£0.00
Summer Soiree - CANCELLED DUE TO LACK OF INTEREST LAST Y	£0.00	£0.00	£0.00
Sports day - CANCELLED DUE TO COVID-19	£0.00	£0.00	£0.00
Cake & Ice Cream sales	£761.77	£15.88	£745.89
The Giving Machine	£220.80	£0.00	£220.80
2nd hand uniform sale	£105.12	£0.00	£105.12
Coffee sold at various events	£333.69	£81.95	£251.74
Book by Book	£10,000.00	£10,000.00	£0.00
General Spend	£30.10	£176.89	-£146.79
Gifts for staff / teams etc	£0.00	£489.35	-£489.35
Parentkind	£0.00	£110.00	-£110.00
Party Box Hire	£0.00	£30.00	-£30.00
Junior Film Nights	£15.00	£540.92	-£525.92
Year 6 Leavers	£228.00	£1,365.40	-£1,137.40
STRIPE PAYMENTS FOR ALL EVENTS & additional PTA	£17,254.22	£0.00	£17,254.22
TOTAL EVENT PROFIT	£42,514.80	£24,038.59	£18,476.21
ADDITIONAL SPENDING OUTSIDE PTA EVENTS	Income	Expenses	Profit
FROM 2018-19 ACADEMIC YEAR	£1,218.37	£2,905.06	-£1,686.69
COVID PARENTS FUND - Charitable donations made to be passed directly to school as NOT FOR PROFIT	£0.00	£880.00	-£880.00
RPCPS SPECIAL COVID FINANCE - assisting school with payments during pandemic	£15,316.00	£15,316.00	£0.00
Gift from PTA to Year 6 Leavers		£559.44	-£559.44
Gift from PTA to Year 6 Leavers - Pizza & Ice Cream at year end		£174.32	-£174.32
TOTAL	£16,534.37	£19,834.82	-£3,300.45
RPCPS INVOICES - SCHOOL ACTIVITIES PURCHASED & SPECIAL FUNDING	Expenses		
RPCPS Invoices 2019-2020	£0.00	£17,860.06	-£17,860
TOTAL	£0.00	£17,860.06	-£17,860.06
2019-2020 Academic Year	TOTAL INCOME	TOTAL EXPENSES	TOTAL PROFIT
OVERALL ACCOUNTING TOTALS	£59,049.17	£61,733.47	-£2,684.30
bank account ref totals	£62,139.17	£64,823.47	-£2,684.30
Floats recorded on the bank statement	£3,090.00	£3,090.00	£0.00



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