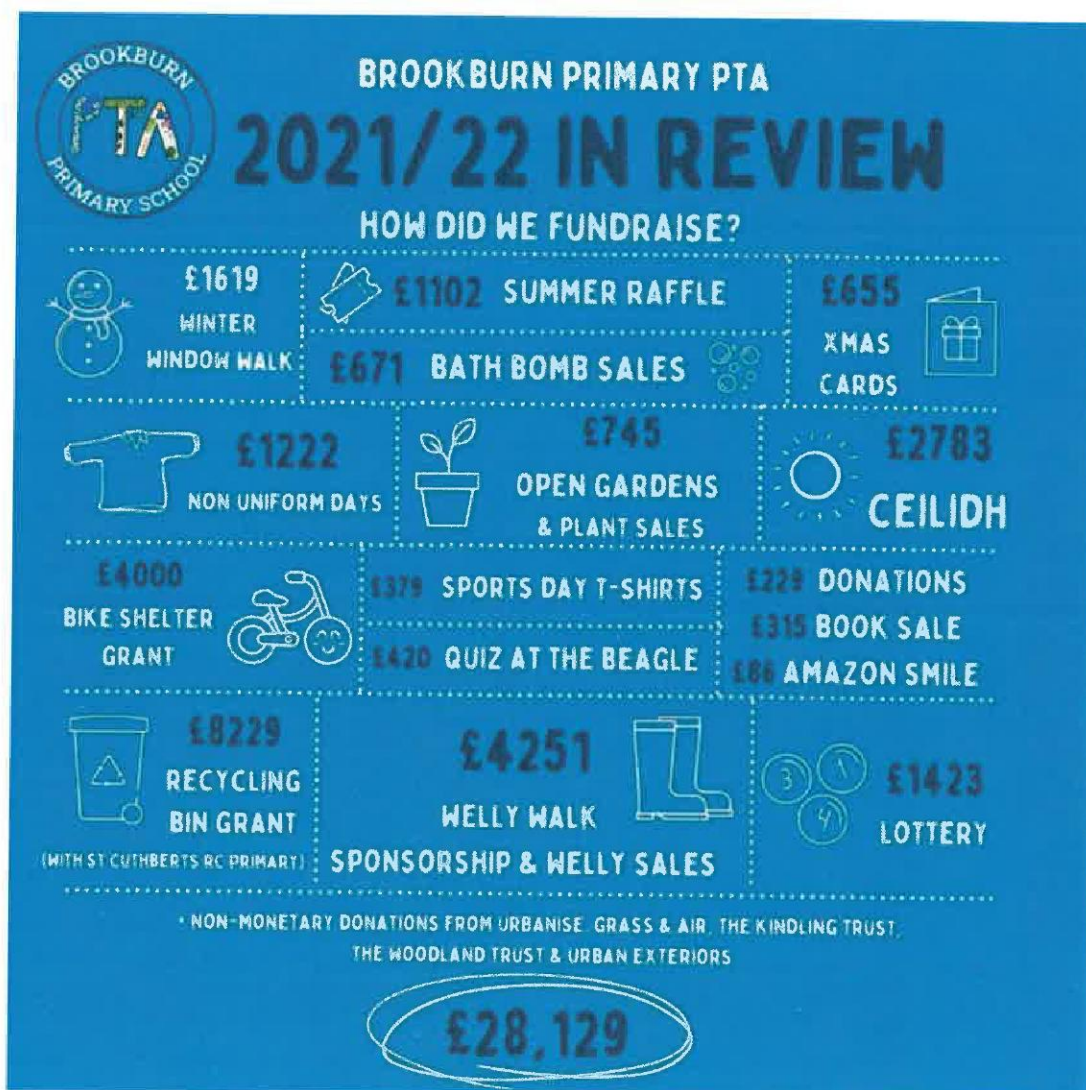


# BROOKBURN PTA

## Chair's Report & Annual Review 2021-22

We are delighted to begin this report by saying that, after over three years of fundraising, the new playground equipment has finally been installed! Given that at the start of the academic year we were still unable to plan or hold any events due to the ongoing global pandemic, this is a huge achievement for us as a charity.

### Our fundraising activities



The continuing uncertainty around Covid meant it was not 'business as usual' last year. However, this allowed us to be more creative and to consider the sort of events our community actually wants us to put on and the capacity we have as volunteers.

In the Autumn term, we worked with our neighbours on Chorltonville for the outdoor Winter Window Walk event which raised £1619. Bath bomb and book sales in the lead up to Christmas raised an extra £766 combined. Cauliflower Cards continued as normal this year, raising £655. We also trialled a variation on the usual non-uniform day, 'Break The Rules Day', which not only did the pupils thoroughly enjoy, it raised £1059, far exceeding the money usually generated by a non-uniform day.

In the Spring term we brought back the very successful sponsored Welly Walk, for the first time since it began in 2019. PTA committee members attended an assembly to show the plans for the new playground and explain to the children where their sponsor money would be going. This had a strong impact: the children were really motivated to collect sponsorship and absolutely smashed the target of £2500, raising a phenomenal £3992! In the week leading up to the Welly Walk we held a welly sale raising £259. Our Mothers' Day bath bomb sale raised £220.

Summer term was busy - a last push to raise enough money for the playground. The plant sale returned and was a great success. For the first time we also opened our den and allotment areas for Chorlton Open Gardens and raised an unexpected £439. We organised a summer raffle, which brought in £1102. The pub quiz for parents at The Beagle was extremely successful and generated £420. There was an additional non-uniform day to celebrate the Queen's Jubilee. This term we also moved from a '100 Club' lottery which was very time consuming for the PTA Treasurer to administrate, to a lottery administered by Your School Lottery. This is a weekly lottery which has a Brookburn winner every week (prize dependent on how many people participate that week) plus a chance to win a £25k jackpot. We need to continue to promote the lottery and get new players to sign up as this is a low-maintenance way of the PTA having a steady income.

We ended the school year with our fantastic Summer Ceilidh. It proved very popular with parents and children alike and we made £2783. Feedback from parents was that they liked the break from our usual events (fairs, discos etc), being outdoors and being able to socialise with other parents.

In addition to these events, we also continued to sell items such as school logo patches and the popular sports day t-shirts for the second year running which generated a decent profit, and initiatives such as Amazon Smile and affiliate schemes such as My Nametags and Stampstastic continue to generate a small income.



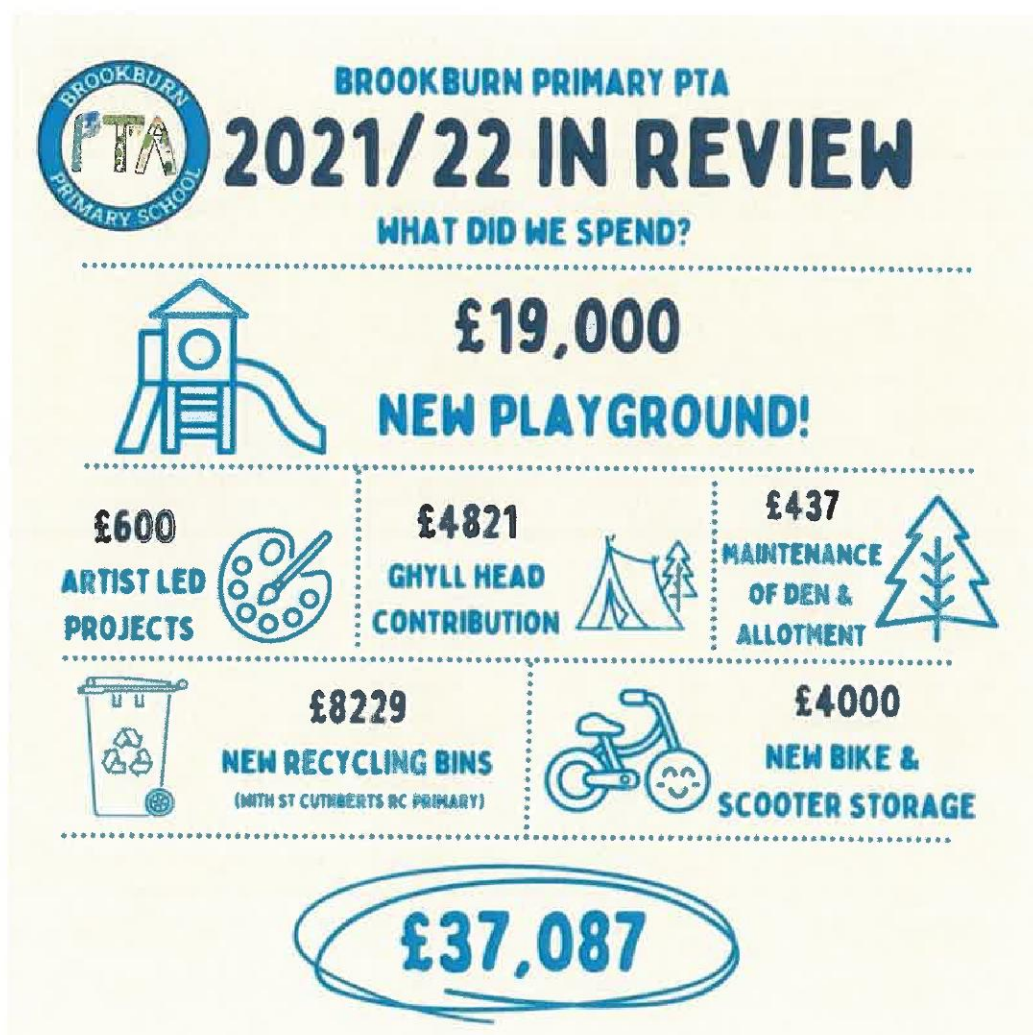
Following a suggestion from the school Eco Buddies of the need for more recycling facilities at school, the PTA successfully applied for a grant through the Recycle 4 Greater Manchester Community Fund and received more than £8,000. The fund allowed the school to purchase four separated recycling bins.

PTA volunteers also applied to TfGM's Active Travel Grant for funding for a much-needed new bicycle shelter. The PTA was awarded nearly £4,000 in grant monies for the shelter which has been installed outside of the school office, and local window cleaning business Urban Exteriors kindly cleaned up the old bike shed free of charge.

The PTA also applied for and received apple tree donations from The Kindling Trust and hedgerow saplings from The Woodland Trust.

See Appendix 1: Treasurer's Report for more info.

## Our impact



As well as delivering brand new playground equipment, increased bike/scooter parking and new recycling bins, we have funded a range of other projects across the year. This included a 20% contribution to the overall cost of the Year 6 residential to Ghyll Head; funding Walk to School Week packs for all children in KS1 and KS2, and also covering the cost of artist-led sessions with Amanda Beck-McKim. This year, children in Year 1 and Year 6 benefited from these art sessions and created some amazing displays which can be seen around the school.

See Appendix 1: Treasurer's Report for more info.

We also delivered the following outdoor projects led by our PTA Eco & Outdoor volunteers:

### **School Streets**

During the 2021-22 school year, we continued to advocate for a greener and healthier school run by participating in and promoting School Streets. School Streets temporary traffic orders, issued by the council, allow a road closure outside of the school, and are aimed at making it easier and safer for students and families to walk and cycle to school, by reducing vehicle traffic and improving road safety, tackling anti-social parking, and reducing air pollution during morning drop-off and afternoon pick-up.

Last Spring, Brookburn Primary was put forward by Manchester City Council as a proposed site for a six-month Transport for Greater Manchester (TfGM) School Street trial, with the aim of Brookburn having regular School Streets during this trial period. The School Streets trial is being led by a partnership between Manchester City Council (MCC), TfGM, Brookburn Primary, the PTA and WalkRide Chorlton. In July, Brookburn PTA hosted a number of public information meetings about the proposed trial, followed by a Manchester Council public consultation in August. Making the school and the surrounding environment a greener, cleaner and healthier place is one of the main objectives identified by the school, as well as the student body's UNICEF Eco Councillors and Eco Buddies.

The PTA continues to support the school in its objectives wherever possible and assists with coordinating the volunteer marshals and the logistics needed to enable the School Street to happen. Our participation in School Streets and encouraging active and green travel has made a significant contribution to Brookburn achieving the Green Flag Award with merit this past year.



### **Den & Allotment**

Parent volunteers spent many hours helping to increase biodiversity in the school's outdoor areas. Major developments in the last year included the addition of a school orchard. The PTA arranged for apple tree donations from the Kindling Trust and a tree planting session with Eco Councillors. The "edible forest" is located next to the allotment area outside the Year 2 classrooms.

Year 6 students also got a chance to create a wildlife corridor around the school field. PTA volunteers guided Year 6 students on how to plant and care for hedgerow saplings which include dog rose, dog wood, hazel, blackthorn, and hawthorn - plants which will provide food and habitat for the wildlife at Brookburn all year-round.

The school's allotment volunteers also opened the gates as part of Chorlton Open Gardens last June. It was the first time we'd participated in the event and it was extremely successful. Many participants enjoyed the opportunity to see what the students had been growing and to learn more about the outdoor learning happening at Brookburn.

Outdoor allotment and gardening lessons continued throughout the year led by Carolyn Leach, our PTA Eco & Outdoor Lead. Students in Year 1, Reception, and Nursery all had the opportunity to learn about growing plants - from preparing garden beds, sowing seeds, to harvesting.

We also ran a number of weekend volunteer days where families had the chance to get together, socialise, and help to maintain the outdoor areas. This included filling sand pits, spreading woodchip on the trails, and weeding and maintaining the garden beds in the allotment and EYFS areas.

### **PTA restructure**

In early 2022 we decided to look at how the PTA was structured. We want to ensure that individual PTA volunteers are not overburdened and to make the PTA more open and accessible to all members. We restructured the PTA using what was already detailed within our written constitution, with an elected committee meeting three times per year, and separate committees for fundraising & events and eco projects (see Appendix 2 for further info).

At the same time we launched a new website ([brookburnpta.com](https://brookburnpta.com)) which has given us a place to share documents (agendas, minutes etc), sell products and tickets, receive donations and add Gift Aid where applicable, increasing our revenue. To

accompany the new website we held a design competition to find a new logo which lots of pupils from across the school community entered. Congratulations to Evie Greenwood whose fantastic design can now be seen on the PTA website and all our communications and signage!

Behind the scenes, our charitable status meant we could secure a Google Workspace free of charge, which allowed us to set up separate email accounts for different areas of the PTA while having shared drives and documents. This ensures the PTA can run much more efficiently and new volunteers can easily access anything they need. Many of our regular meeting attendees found online meetings more convenient, so we have offered a mix of online and 'in-person' meetings this year.

## Thank you

We would like to officially thank a number of people in our school community for their contribution to the PTA in 2021-22.

Firstly our committee members, many of whom have decided to step down from the committee this year. **Linda Owen** has been Treasurer for the last two years but has been an active member of the PTA for a decade, including a previous two year stint as Assistant Treasurer. **Paula Coward** is stepping down from the position of Secretary which she has held for the past year. **Tiffany Chong** is currently one of our Eco & Outdoor Leads, with a focus on the huge project that is School Streets, but until February held the post of Chair, which she held from July 2020, leading the charity through a tumultuous time during the pandemic and being instrumental in securing our new bike & scooter storage. **Carolyn Leach** continues to do a fantastic job as Eco & Outdoor Lead, delivering allotment and gardening lessons for children in Nursery, Reception and Year 1, organising Den & Allotment maintenance days and much more. Thanks also to **Karen Lord**, the school Business Manager who also sits on the PTA and has been our main point of contact this year and supported us with the bike shed project in particular.

We thank all the staff who have supported PTA projects throughout the year, volunteered at events and facilitated activities such as tree and hedgerow planting and allotment lessons. In particular we would like to thank Deputy Heads **Emily Henderson** and **Bethan Hulse** for being a point of contact and support for the PTA; the office staff especially **Julie Asher** and **Karen Holness**; the kitchen staff for help during events and also **Alan** from the cleaning team who always helps us with lifting and carrying whenever we need a hand!

A huge thank you to our small regular group of fundraising volunteers who always pitch up at meetings or events, add their thoughts, help with the planning, prep and organisation of events, and just generally do what they can when they can. I've made additional mention below of activities they have been particularly involved in this year. **Jenny Bills** - bath bomb sales with her business Soaps for Little Suds; **Vicky Clark** - catering expertise and loan of items; **Laura Day** - event set up; **Tess Grindle** - Grass & Air welly donation, quiz night at The Beagle; **Lorien Helm** - BBQ at Summer Ceilidh; **Kate Plowright** - plant sale.

Massive thanks to **Layla Siebert** who has been a driving force behind School Streets, putting in a tremendous amount of work, while also leading on the new bike shed project and coming up with fundraising ideas such as the upcoming film screening at The Edge. Thanks also to **Oliver Telfer**, **Caroline Birch** and **Dave Healy** for their involvement in the School Streets initiative.

There are a number of other parents within our community who have supported specific projects, or support us regularly by generously providing their time and skills as and when needed. A massive thank you to every single one of you, your work on behalf of the PTA is very much appreciated: **Dave Healy & Natalie Farrell** - grant for recycling bins; **Sarah Rees** - designing all our posters and website banners; **Martin Chadwick** - support with PTA logo redesign; **Ande Whatley** - support with all things technical at events; **Sarah Crooks** - organising and providing musical entertainment at Winter Window Walk & Ceilidh; **Mark Canny** - use of the Bowling Green for meetings and supporting with the bar at the Ceilidh; **Oliver Telfer** and **Graham Dunn** - Ceilidh bar; **Lorien Helm** and **Ant Eccles** - Ceilidh BBQ; **Ed Caesar** - Moth & Mountain book sale; **Matt & Louise Kimber** - removal of disused play equipment from school quad area by their company Urbanise; **OJ Borg** - hosting our quiz night; **Jamie Barnes** - Sports Day t-shirt printing.

I would also like to add a very special mention and huge thank you to a dedicated parent volunteer, **Vanessa Stevens**, who passed away during the summer holidays. Vanessa was a parent who could always be relied on to support the PTA. Those of you who knew Vanessa will know that it wasn't always easy for her to help out in more recent years but if she could, she did. Most recently Vanessa took on the huge task of sourcing prizes for the summer raffle which we ran last term. She sourced over twenty fantastic prizes and the raffle ended up raising £1102 - which finally got us to the point where we could afford to purchase the new playground equipment. We are so grateful to Vanessa for so generously giving her time, her support and her enthusiasm to the PTA over many years. We send our deepest condolences to her husband Paul, son Lewis, her family and her friends and the many people in our school community who are feeling her loss.

Finally thank you to all our PTA members: parents, carers and staff (teaching and non-teaching) who support the PTA by volunteering to take a shift at our events or by simply supporting PTA activities. From donating £1 for a non-uniform day or helping at a den & allotment maintenance session, to bringing the family along to a fundraising event - your contributions are invaluable.

Rachel Gutteridge & Kelly Johnson Gore, Co-Chairs  
September 2022



**Appendix 1: Treasurer's Report**

|                                      | Income         | Outgoing       | Profit         | Earnings/Investment |
|--------------------------------------|----------------|----------------|----------------|---------------------|
| Amazon Smile                         | £86            |                | £86            | Earnings            |
| Artist Class Enrichment              |                | £600           | -£600          | Investment          |
| Badges                               | £133           | £159           | -£26           |                     |
| Bath bomb sale - Winter              | £451           |                | £451           | Earnings            |
| Bath Bomb sales - Mother's day       | £220           |                | £220           | Earnings            |
| Bin Grant                            | £8,229         | £8,228         | £1             |                     |
| Break The Rules Day                  | £1,059         |                | £1,059         | Earnings            |
| Cauliflower cards                    | £655           |                | £655           | Earnings            |
| Ceilidh                              | £4,521         | £1,738         | £2,783         | Earnings            |
| Donation                             | £129           |                | £129           | Earnings            |
| Donation - Scouts                    | £100           |                | £100           | Earnings            |
| Eco group spend                      |                | £437           | -£437          | Investment          |
| Finance fees                         |                | £383           | -£383          | Spend               |
| Living Streets                       |                | £140           | -£140          | Investment          |
| Lottery                              | £1,241         |                | £1,241         | Earnings            |
| Lottery (Your School)                | £182           |                | £182           | Earnings            |
| Motherload - Active Travel film      |                | £164           | -£164          | Investment          |
| Open Gardens                         | £499           | £60            | £439           | Earnings            |
| Plant Sale 20/21                     | £377           |                | £377           | Earnings            |
| Plant Sale 21/22                     | £306           |                | £306           | Earnings            |
| PTA Expenses                         |                | £214           | -£214          | Spend               |
| Quiz                                 | £420           |                | £420           | Earnings            |
| Raffle                               | £1,182         | £80            | £1,102         | Earnings            |
| Sports Day Tshirts                   | £817           | £438           | £379           | Earnings            |
| Teddy Bears Picnic                   |                | £12            | -£12           | Spend               |
| The Moth and The Mountain book sales | £315           |                | £315           | Earnings            |
| Welly Walk - Sponsorship             | £4,118         | £126           | £3,992         | Earnings            |
| Welly Walk - Welly Sales             | £259           |                | £259           | Earnings            |
| Winter Window Walk Sales             | £2,108         | £489           | £1,619         | Earnings            |
| Year 6 leavers events 20/21          |                | £2,281         | -£2,281        | Investment          |
| Year 6 leavers hoodies from 20/21    |                | £998           | -£998          | Investment          |
|                                      | <b>£27,405</b> | <b>£16,546</b> | <b>£10,859</b> |                     |
| <b>Promised projects:</b>            |                |                |                |                     |
| Ghyll Head Contribution              |                | £4,821         | -£4,821        | Investment          |
| Playground renovation                |                | £20,000        | -£20,000       | Investment          |

## Appendix 2: PTA Structure

Meets once per term.

Elected members:

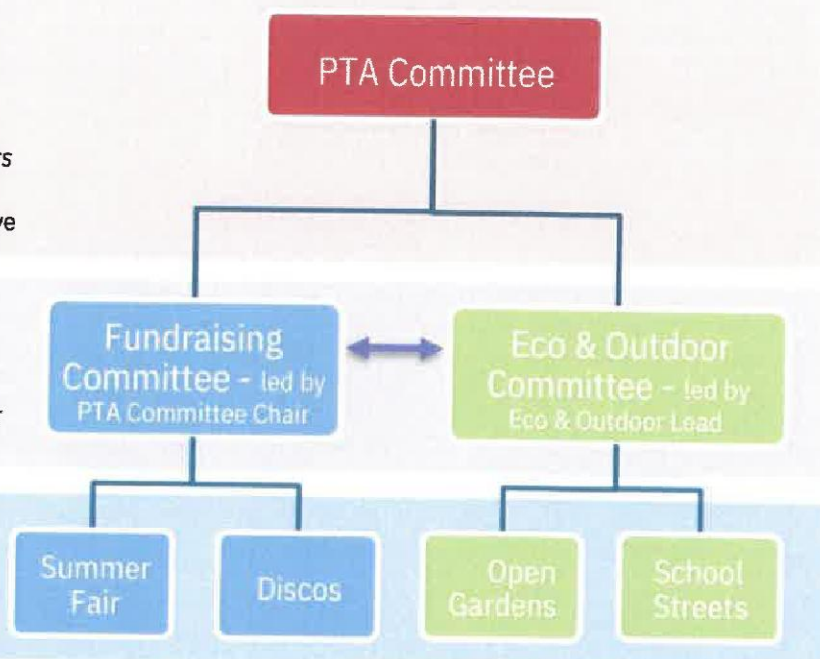
Chair, Treasurer, Secretary,  
Eco & Outdoor Lead, SLT

*(Positions can be shared  
between two elected members  
eg 2 Co-Chairs)*

Oversee finances and approve  
sub-committee activities

Sub groups of main  
committee -to focus on  
defined areas of PTA work.  
Meet monthly in term time  
or as required. Any member  
may join.

Ad-hoc task groups to be  
created when required.  
Any member may join.



## MEMBERS

All parents, carers and staff (teaching and non-teaching) are members of Brookburn PTA and are eligible to attend AGMs and EGMs and stand for election to the PTA Committee. They are also free to attend any meeting of the Fundraising and/or Eco & Outdoor sub groups or any PTA task groups. It is also possible to co-opt members from outside the school community onto any of the above committees if appropriate



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
BROOKBURN SCHOOL PARENT TEACHER ASSOCIATION

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

1115383

Set out on pages

1 - 10

(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 31/08/2022

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

20/06/23

Name:

TRACY MURRAY

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

SOLICITOR REGISTERED WITH  
SOLICITOR'S REGULATION AUTHORITY

Address:

6 NEALE ROAD  
MANCHESTER  
M21 2DQ



Only complete if the examiner needs to highlight 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.

I HAVE NO ITEMS TO DISCLOSE.

[Note: I am the current Treasurer but was not in any way involved with the PTA prior to my appointment / in the year 2021/22.

I am required to be qualified in basic accounts to hold a practising certificate as a solicitor]