

# FUN AGM

## 25<sup>th</sup> September 2020

### 15<sup>th</sup> Annual Report of the Friends of Unicorn Primary School (FUN) Association for the year 2019 to 2020

Charity registration No: 1121807

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## Chair's Statement – Vipra

Welcome to the 15<sup>th</sup> Annual Report of the Friends of Unicorn Primary School (FUN) Association for the year 2019 to 2020.

The intention of the report is to give you details of the events we have held, financial information regarding the Association, Committee structure and the future spending plans with the funds raised.

In the last 12 months we have held a range of fundraising events and activities – including discos, charity clothing collections, Year Group Hampers and selling tickets to see annual Guy Fawkes fireworks display and the Christmas pantomime at The Churchill Theatre.

Following the enforcement of lockdown restrictions in England over the course of spring and summer term, we were unable to hold most of our planned fundraisers such as the spring fair and a quiz night. Fortunately, in the autumn of 2019, we held one of our most successful Christmas Fairs – Grinchmas, which brought us a substantial profit through brochure advertising revenue and sales on the day. Additionally, we have continued to receive donations through easyfundraising and Amazon Smile. The accounts are detailed in this report.

There are many contributors to the success of our events. we would like to thank the Committee Members for their unwavering commitment, continued drive and endless enthusiasm, as none of these events would have been possible without them. The Class Representatives also play a major role in FUN and they have been fantastic.

We would like to thank them for their hard work and continuing support. We would also like to thank the school staff for their help and cooperation over the last year, especially Mrs Robertson, Miss Elvines, Angela, Janine and Donna in the office as well as the various teachers and TAs who have supported the PTA, in particular for our 2019 Christmas fair.

We would like to give a special mention to Mick and Tony, the caretakers, who have been invaluable by opening up the school for us and staying late on the days and evenings of our events. We couldn't do it without them!

A big thank you also goes to our parents and carers who are always so willing to volunteer at events. We also need to thank everyone and their extended family members for attending and supporting our events. We hope you have enjoyed the events FUN has held albeit fewer than usual this year.

Finally, we have received support and donations from local businesses, parents and others during the year, which we are so grateful for and would like to say a massive thank you to all of them for their continuing generosity.

We look forward to this year with hopefully more innovative ways of holding fundraising events as well as continuing to support the growing Eco-committee. We would like to thank you all for your valued and continued support of FUN.

Vipra Sharma-Sethi  
Chair

& Carly Roberts  
Vice Chair

## Structure, Trustees' & Committee Members

The charity is an association governed by a constitution dated 17<sup>th</sup> November 2005. The voting structure for FUN is derived from the guidelines provided by the NCPTA (the National Confederation of Parent Teacher Associations). Parents and/or guardians of present pupils are members of the association and are entitled to vote in elections for the committee.

The Committee are elected at the Annual General Meeting (AGM) to hold office until the next AGM. Those elected to serve at the 2019 AGM were:

Officers:	Chair	Vipra Sharma-Sethi
	Vice-Chair	Carly Roberts
	Secretary	Matt Stevens
	Treasurer	Alina Belousova

### Ordinary Members:

Sammi Brown  
Melinda Hungerford  
Jo Walker  
Sue-Anne Searle  
Raybe Bakay  
Raechel Tullett  
Jo Burton  
Cat Greenwood  
Cherie Langley  
Grace Bartlett  
Victoria Platt  
Sarah Smith  
Polly Sell  
Julie Williamson  
Sarah Brooker  
Jack Harris  
Suzanne Colston-Lynch  
Narinder Kaur  
Claire Baillie  
Zoe Foster

### Teacher Members:

## Class Representatives

The class representatives play a really valuable role for FUN, often being the link between parents and FUN, keeping parents up-to-date, liaising with the teachers

and letting them know how much they are appreciated by the parents and children alike. Over the past months, whilst there has been so much else to think about, the class representatives' ability to stay on top of deadlines and share information has been particularly essential and welcomed.

We would like to thank all those who acted as class reps over the last academic year:

<b>CLASS</b>	<b>PTA CLASS REPS 2019-20</b>		
<b>RL</b>	Zoe Foster	<b>3R</b>	Jess Collins
<b>RL</b>	Jo Burton	<b>4L</b>	Sonia Towers
<b>RLC</b>	Nasser Sheikh	<b>4L</b>	Sarah Beeke
<b>1M</b>	Victoria Ward	<b>4W</b>	Clare Germain
<b>1M</b>	Emily Clayton	<b>4W</b>	Polly Sell
<b>1R</b>	Tasha Raphoz	<b>5H</b>	Jaime Griffiths
<b>1R</b>	Hannah Hilder	<b>5H</b>	Rachael Coomber-Nolan
<b>2H</b>	Kristy Smyth	<b>5H</b>	Jo Walker
<b>2H</b>	Beth Macdonald	<b>5F</b>	Patricia Moreira
<b>2T</b>	Liz Davies	<b>5F</b>	Nadia O'Hare
<b>2T</b>	Julie Williamson	<b>5O</b>	Victoria Platt
<b>3B</b>	Emily Aidoo	<b>5O</b>	Sam Greenwood
<b>3B</b>	Victoria Champion	<b>6S</b>	Marie Godsell
<b>3B</b>	Cat Greenwood	<b>6S</b>	Denise Scott
<b>3B</b>	Anne Carter	<b>6T</b>	Nicola Foster
<b>3R</b>	Carrie Love	<b>6T</b>	Siobhan Gee

For this year, we welcome on board our new class representatives and it's lovely to see some who are continuing with the role. Many thanks to you all for your hard work and support. Here are the class representatives for this academic year:

<b>Class</b>	<b>PTA CLASS REPS 2020/21</b>
<b>RL</b>	<b>TBC</b>
<b>RP</b>	Sue-Anne Searle, Vix Talbot
<b>1L</b>	Zoe Foster
<b>1LC</b>	Mandy Mockridge, Phil Morgan
<b>2MR</b>	Farzana Chaudry, Fernanda Siusta
<b>2R</b>	Mel Hixson, Lizzie Parkyn
<b>3H</b>	Kristy Smyth
<b>3T</b>	Liz Davies, Julie Williamson
<b>4R</b>	Faith Booker, Alex Williams
<b>4B</b>	Victoria Champion, Cat Greenwood, Emily Aidoo
<b>5L</b>	Serita Jain, Tosin Trim
<b>5T</b>	Louisa Copsey, Nicola Ashley, Cath Thorning
<b>6H</b>	Polly Sell, Jo Walker
<b>6O</b>	Shamle Begum, Anne Carter

6F Patricia Moreira, Carrie Love

We are very fortunate to have such a wonderful group of parents and carers who donate their time to support FUN in any way they can.

## Parent Helpers

We continue to maintain a bank of parent helpers. This has been quite successful, with over 30 people signing up and some of those helping with things like brochure delivery, staffing the children's disco, setting up and clearing up at the fairs and we would like to say a big thank you to all those who were able to give their time and help out.

If you would like to add your details to the bank, please complete the attached form (Parent Helper form) and return it just after the AGM to [friends.of.unicorn.secretary@gmail.com](mailto:friends.of.unicorn.secretary@gmail.com).

## Objectives

The objective of the charity is to enhance the education of the pupils at Unicorn Primary school by developing effective relationships, engaging in activities which raise funds for providing facilities, equipment and resource which support the school, with all pupils benefiting from the additional resources and experiences by:

- Delivering enjoyable events for all
- Providing a wide range of activities for the children of Unicorn Primary School
- To work in partnership with parents/carers of the children at Unicorn Primary School
- Continue to support and advance communication between the school, committee, parents and carers
- To increase net receipts year on year
- To establish a bank of parent helpers to support the committee in preparing and running FUN activities and events

## Summary of Events & Activities

Listed below are key events the committee has run this academic year. More detail on how much profit was made by these individually is provided in the Treasurer's financial report.

- Christmas Fair 2019
- Children's Discos 2019

- Grandparents Day 2019

In addition, revenue was raised through the following activities:

- Langley Girls School Firework Display ticket sales
- Christmas pantomime at the Churchill Theatre, Bromley
- Cauliflower Christmas cards
- Preloved school uniform sales
- Estate agent boards
- Match funding from parents' employers
- Easy Fundraising donations
- Bag2School Clothing donations
- Stampastic and Sticker clothing labels
- Amazon Smile donations
- The Coop Community Fundraising scheme
- Raffle Ticket Sales
- Advertising Revenue from the brochure
- Wreath-making workshop

## Planned Events for 2020/ 2021

MONTH	Date	EVENT
<b>SEPTEMBER</b>		
	21 <sup>st</sup>	Bag2School
	25 <sup>th</sup>	AGM
<b>OCTOBER</b>		
	TBC	Cauliflower Cards FUN Meeting
<b>NOVEMBER</b>		
	TBC	Christmas with Santa Local Business Directory
<b>DECEMBER</b>		
	TBC	Wreath Making Workshop
<b>JANUARY</b>		
	TBC	Bag2School
<b>MARCH</b>		

**APRIL**                      TBC                      Easter Egg Hunt

**MAY**

**JUNE**                      TBC                      Summer fair/FUN run

**JULY**                      TBC                      Bag2School

We plan to sell Christmas cards in the winter term and will discuss the prospect of hosting a "Breakfast with Santa" style Christmas fundraiser. Due to a number of restrictions in place at the moment and the inherent risk involved in organising any large scale events, we have put in a placeholder for a summer event in June 2021.

We will keep you up to date of all the details regarding any of our future fundraising events and activities in advance via our FUN Newsletters, Parentmail Class Whatsapp groups, Facebook and Instagram.

The more parents we have helping out as volunteers and as Class Reps, getting involved with FUN, the easier it is to plan and deliver the financially successful and fun events that benefit all of our children here at Unicorn.

If there is a particular event you would like to see held by FUN, or if you have a fundraising idea, please do let us know. We are more than happy to help you run it.

We are looking for new Ordinary Members to join our existing team this academic year. Are you creative? Budding musician(s)? Star baker or safe pair of hands at a BBQ? Maybe you are just very hands-on and like to help? Whatever your skill or talent, you will be warmly welcomed by everyone on FUN.

## Spending going forward

Spending is agreed by the Committee in collaboration with Unicorn Primary School Senior Management Team.

## Educational trips & regular activities

Each financial year funds are allocated for school educational trips and year 6 leavers' activities. FUN are currently contributing about 20% towards the total cost, a support we would like to continue and increase in the coming years. This financial support has been growing as the school has grown to full capacity. £12,000 is budgeted for these regular annual activities.

## Playground project

FUN have offered to support the school's three-phased playground project. Phase one is already completed and the finishing touches are being made to phase 2. Phase 1 delivered artificial grass on the once muddy, unusable raised area at the back of the playground as well as new markings on the playground to support learning outside of the classroom and the performance area with its stage and instruments. Phase 2 delivered an additional area of artificial grass and 4 new climbing and play structures for the children to enjoy.

The children are very excited about the new playground and the Pupil Parliament have been part of the decision-making team! Completion of the entire project will mean that all areas of the playground can be fully utilised throughout the year, giving more space for the children to play.

We are currently discussing with the school senior management their plans around Phase 3 work, which will address the final part of the playground upgrades.

## Independent Examination

The FUN Trustees are responsible for the presentation of the accounts and it is considered that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) but an independent examination is needed.

The preliminary accounts, 12 months dated to 31 Aug 2020, are yet to be finalised and independently examined. This will happen in the coming months to meet the deadlines and requirements of the Charity Commission. The deadline for submission is May 2021. This is in accordance with general directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

FUN generated an income of £29,643.18 during this financial year, a decrease of 35% on the prior 12 months. This was down due to unforeseen circumstances of lockdown being enforced from mid-March and subsequently, fewer fundraising events being held. FUN raised £15,376.67 net of expenses, a return on receipts of 48%. Almost the same ratio as last year which means that we kept our



expenses under control.

Income has been generated through a variety of different events and activities as already mentioned. The majority of the money raised has come from parents, carers, grandparents and supporters of the school taking part in all our different events. In addition to this we have received a one-off financial donation from the Co-operative for the amount of £4,191.00.

Our outgoing expenses include stock, consumables, theatre tickets and entertainers to support our activities and events. There are some ad hoc items such as NCPTA membership, insurance, PayPal fees and licences. Expenses totalled £14,266.51.

New ways of raising money were introduced this year. Amazon Smile and Facebook Page adverts - so far raised £93.10 and £169.00 respectively. We are working on increasing awareness of parents about Amazon Smile and hoping that next year this way of raising money will witness a significant increase.

Last year, FUN introduced contactless payments as a means of collecting money from parents. We have so far collected over £811 in this manner from parents. This new facility has been of increasing interest as more parents become aware that we offer this payment option and the revenue collected almost tripled on last year's figures.

We also continue to take payments via PayPal and this has proven to be very popular especially with parents who aren't often in the playground to pick up their children after school. During the year we collected over £11,800 via PayPal which is 1.5 times more than last year. The FUN PayPal address is FUNevents@yahoo.com

Both PayPal and contactless payments provide a secure way of receiving cash which helps with tracking payments and reduces the cash being handled.

## FUN Preliminary Accounts

EVENTS	RECEIPTS	EXPENSES	FUNDS RAISED
Reception Party	£1,880.50	£642.93	£1,237.57
Fireworks	£1,025.67	£707.43	£318.24
Cauliflower Cards	£1,068.50	£858.00	£210.50
Pre-loved sale	£575.25		£575.25
Pantomime	£7,833.00	£5,953.54	£1,879.46
Christmas Fair	£10,653.25	£1,293.79	£9,359.46
Christmas Tree Sale	£582.60	£427.00	£155.60
Quiz night		£71.6	
Years 6 leaving		£832	
Platform fees, insurance, change, ad hoc & PTA website		£3,480.22	
FB advertising	£169.00		£169.00
Bags2school	£300.00		£300.00

Grandparents Day	£600.00	£600.00
Co-operative Funding	£4,191.00	£4,191.00
Natwest Compensation	£200.00	£200.00
Donations/funding (Amazon, EasyFunding, Giving Machine)	£314.41	£314.41
Charities Trust	£250	£250.00
	£29,643.18	£14,266.51
		£15,376.67
Cash floats		£200.00
Opening Balance on 01/09/2019		£7,784.20
PayPal balance as of 31/08/2020		£3,623.28

£26,984.15

## FUN Contribution to Unicorn

During this financial year, FUN did not make any contributions to the school. All payments to school happened in the new financial year 2020/21. Hence, they will be accounted for in the next year's accounts.

Just for the record, FUN has contributed £11,985 to the school in September 2020. A total of £7,015 was for educational trips that took place in 2019. FUN also contributed £3,591 to fund BYMT music lessons.

Thank you for taking the time to read our AGM Report 2019/2020 and for your continued support of Friends of Unicorn Primary School – we could not do it without you!

Vipra Sharma-Sethi  
Chair Person

Matt Stevens  
Secretary

Carly Roberts  
Vice-Chair Person

Alina Belousova  
Treasurer



## FUN Accounts 2019/20

FRIENDS OF UNICORN PRIMARY SCHOOL

Registration No. 1121807

RECEIPT & PAYMENT ACCOUNTS 01 SEPT 2019 - 31 AUG 2020

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£26,984.15



Section A

Independent Examiner's Report

Report to the trustees/  
members of

FRIENDS OF UNICORN PRIMARY SCHOOL

On accounts for the year  
ended

31/08/2020

Charity no  
(if any)

1121807

Set out on pages

1-2

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 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:

23/06/2021

Name:

IRINA LECLUZE

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

Address:

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