



HOLME GRANGE SCHOOL PARENTS AMENITIES ASSOCIATION ANNUAL GENERAL MEETING

Joint Chair's Report and Treasurer's Report

SEPTEMBER 29TH, 2022

Holme Grange School, Heathlands Road, Wokingham, Berkshire. RG40 3AL



Annual General Meeting Report

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Annual General Meeting Report

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Chair's report

1. Why Holme Grange PAA exists and what it is set up to do

Holme Grange School's Parents Amenities Association (PAA) is a group of parent volunteers who aim to provide enrichment activities for pupils and parents. Events are organised to raise monies to fund specific school projects and initiatives as well enhance the social and community aspect of the school.

The PAA has over the last 3 years increased its members and the type of events being run to support the expanded age range of 3 – 16 years old and the ever-increasing requirements of the school.

2. Overview of Holme Grange PAA charitable structure and how it is governed

Holme Grange School Parents Amenities Association is a registered independent charity with the Charity Commission (<https://www.gov.uk/government/organisations/charity-commission>). charity number 309105.

Holme Grange School Parents Amenities Association is a member of PTA UK; renamed Parentkind (www.parentkind.org.uk) and is governed by the Parent Kind UK model constitution. Membership number 30028.

Holme Grange School's PAA is elected yearly. With the increase in the size of the school the PAA elective committee will focus on the four main events which raise the most money for Holme Grange School. As we move into the Academic Year 2022/2023 the roles of Chair, Treasurer, Secretary, Communications, remain although with the new volume of students we have now decided to add an additional person to each role, these were voted as follows: One new committee member voted was Kate Webb taking on the role of marketing, and Cheryl would step into the deputy role in marketing. It was announced that Non and Michelle would be stepping down at the end of this academic year as their children were leaving the school, and Lina has stepped down from her role as event co-ordinator but will continue to help where possible.

In addition to the elective members, there are non-elective committee members, of which our class reps play a key role.

Over the last year the PAA held meetings once a month where all parents of the school are welcome to join, these are held mainly on zoom to accommodate all the busy lives with our children.

It was agreed that we will continue to run the monthly PAA meetings on Zoom trying to schedule at least one meeting per term face to face.

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3. Summary of the past PAA year

2021/2022 the PAA managed to run a full schedule of events, kicking off with an Autumn ball held at St Annes in Wokingham, this event was a huge success coming out of Covid and raised a huge amount of funds for the school, further details in the financials below.

The fireworks were the next on the list of events, again we had Star Fireworks with the low noise option, and this was enjoyed by over 1000 attendees, we learnt some valuable lessons at this event but have come to understand that we do need to limit numbers based on food service and parking.

With the Covid restrictions hitting us again we were unable to hold our annual Christmas Fayre, but after realising this would not happen still managed to put on an impressive raffle for the whole school, where we had Mrs Robinson draw the tickets over zoom.

We then went on in February to hold our first ever cheese and wine tasting event over zoom, although we didn't manage to get a massive audience, everyone that attended did enjoy the event.

And finally, to our new event in the calendar the Spring Fete, this was held straight after school, with lots of stalls, food, sweets, and outside traders attending. There was a huge attendance by parents and pupils all who seemed to have glowing remarks after, an event we will now add as permanent to our fund raising.

All Events run by the PAA have a risk assessment completed and a first aid and meeting point evident at all events.

As with all our main events we take feedback, both positive and negative with an aim to build on the successes year on year.

The PAA are also asked to support the school with serving refreshments at the many school performances, events, talks, open days, sports days and sporting tournaments.

4. Feedback from participants in the past year's PAA events and activities

Utilising the PTA-Events website for booking tickets to the PAA events has made the administration and management of the funds taken much easier for the PAA. We do need to look at how we validate ticket sales at the larger events. This has however been a great success for the PAA.

Continuing with the termly Newsletter is back. We listened to the parents and have created a bright and informative Newsletter which can be downloaded, and if required, printed off. Well done and thank you Cheryl White, our communications officer for creating them.

Parents were disappointed that events had been cancelled, but understood the reasons why Parents enjoy the family events more than the parent only events.

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5. Overview of the process used to decide how the PAA's funds are allocated

At the start of the academic year Mrs Robinson and the elected committee discuss the options for which funds are raised for the coming year. Suggestions are taken from parents and teachers regarding enrichment activities or equipment requirements. As trustees, the elective committee must agree where the funds are spent; final approval will come from the Chair and Treasurer, who will meet with Mrs Robinson for final discussion and approval.

PAA money is not used to subsidise normal on-going school costs.

6. What plans the PAA already has for the year ahead and how volunteers can get involved

Last year the PAA raised money for the Holme Grange community and paid for a fully installed outdoor gym costing just over £15k, I have been told is loved by the children and used regularly. We donated £10k to the music department to enhance the digital side for the children to all enjoy, and £1k to each library for more books, and made the contribution to the Yr 11 ball as we always do for £500

With the continued growth of the school, several projects are being discussed with Mrs. Robinson as to which the PAA can support. We will communicate in our first Newsletter of this academic year; 2022/2023 what the funds will be allocated to.

The events we have planned for this academic year are as follows: (all subject to change if restrictions from Covid are placed upon us again)

- HG Open morning and sporting tournaments The PAA historically cover refreshments
- Fireworks display November 22
- Christmas Fayre December 22
- Event evening in February - quiz / racing etc
- Spring Fete Date TBC
- Summer Ball / Parent social Date TBC

Finances for the previous year will be covered later by our treasurer.

All communications regarding the PAA events will be through our newsletters and weekly updates where we will share photos and funds raised from each event.



7. Any specific skills the PAA is seeking to support its activities

Every parent is automatically a member of the PAA, which is the social and fundraising arm of the school and is open to anyone that wishes to take part in it. The Holme Grange PAA is an entirely voluntary group made up mainly of parents and staff members, which totally relies on the support and hard work of both parents and teachers on the PAA and within the wider Holme Grange Community.

The PAA always welcomes **ideas and suggestions**, and we appreciate it is sometimes difficult to fit it all in the busy school calendar but if possible and feasible with the resources available the more the merrier!

PAA Committee Members

Every parent is automatically a member of the PAA and some parents wish to have a more **active role** in supporting the PAA by becoming a committee member and attending our monthly PAA meetings, giving up more of their time to lead a social event or getting more involved in the day-to-day planning activities of the PAA.

PAA Volunteers

We appreciate we all have to balance family, home and work so for those parents who wish to support but have limited time they can become a **PAA Volunteer**. All the major events we put on each year and school events require a little army of helpers that support us behind the scenes. If you don't wish to attend every monthly PAA meeting or lead an event you can still get involved by registering on our PAA Volunteer Database.

Match Funding

Many companies will help support charities through a matched giving scheme, whereby they will match gifts donated by their employees. Some companies have formal schemes for matched funding, while others may consider each request on its own merits. In many cases, participating companies will match an employee's donation pound for pound up to a set amount. A number of organisations will even double match.

Please ask your company if they run such a scheme and our treasurer will be more than happy to provide you with the necessary details.

Holme Grange School

PARENTS AMENITIES ASSOCIATION



Treasurer's report

INDEPENDENT EXAMINATION

Treasurer's report for the year ended 31st August 2022

1. FUNDS RAISED

The total income for the year ending August 31st, 2022, was £48,554, with expenses of £23,410. Total distribution to the school was £27,177 for this financial year; a donation of £500 was made to purchase menstrual cups to support pupils from Our Lady of Nazareth School and £1,840 paid in September 2021 for the 2021 financial year. This was possibly one of the most successful fund-raising year ever for our PAA and certainly set a benchmark for future years and how our PAA can support the pupils across the school.

Match Funding makes a huge difference to our fund-raising efforts and is a strong contributor. We thank the organisations and their employees for their involvement and support in our events, namely Microsoft and Vodafone. This needs to continue and I strongly encourage any Parent to contact me to include them and their organisation.

This year, the PAA did surpass its self-imposed objective of £20,000 fund raising and looks to equal it in 2022/23.

Funds raised from Events, 2021, 2020 & 2019

	2022	2021	2020	2019
Fireworks	4,827	-	2,889	3,608
Christmas event	5,256	583	3,194	3,481
Disco	-	-	106	186
Cook Book - new 2022	410			
Wine Tasting	217	-	-	466
Auction	-	2,200	-	-
Easter Raffle	-	863	-	-
Covid Hoodies	-	240	-	-
Circus	-	-	-	1,516
Treasure Trails	-	181	-	-
BBQ Boxes	-	60	-	-
Sports Days	827	-	-	459
Ball	10,371	-	-	9,425
Spring Fete	4,348	-	-	-
Match Funding	4,739	-	1,972	350
Misc Giving	432	533	189	290
	31,428	4,661	8,351	19,781

Holme Grange School

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2. DISTRIBUTIONS TO HOLME GRANGE SCHOOL

The funds raised allowed for the purchase and installation of the outdoor gym; £2,000 went to the libraries and £10,000 for the Music Department.

3. P&L

Profit & Loss Account for years ended Aug 31, 2021, 2020 & 2019

Profit and Loss							
Holme Grange PAA							
For the 12 months ended 31 August 2022							
	2022			2021		2020	
Event fundraising	43,382	89%		6,620	93%	16,014	88%
Match Funding	4,739	10%		-		1,972	11%
Online Fund Raising and other donations	432	1%		533	7%	189	1%
Total Income	48,554			7,153		18,176	
Direct Event Operating Expenses							
Equipment and Entertainment Hire	6,989	31%		709	28%	5,935	64%
Food & Beverages costs	11,940	52%		1,213	47%	2,553	28%
Products for sale	3,422	15%		640	25%	360	4%
Other expenses	401	2%		-		396	4%
Subtotal direct event costs	22,751			2,562		9,244	
SG&A							
Printing & Event Marketing	-	0%		-		170	24%
Supplies & Equipment	133	20%		-		137	19%
Accountancy, Insurance & Legal	526	80%		537	100%	403	57%
Subtotal SG&A	659			537		710	
Net Operating Income	25,144			4,054		8,221	
Distribution to School: 2021	1,840			4,160		5,904	
Distribution to School: 2022	27,177						
Donation to OLN	500						
Net Inflow/outflow of funds	- 4,373			- 106		2,317	

Holme Grange School

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4. CASH BALANCES

The PAA financial policy is to distribute all possible funds raised each year to the school. A minimum target of £2,500 should be maintained in the bank account to cover on-going expenses and advances or bookings for upcoming events. As with previous year, this was higher.

Cash flow Statement for years ended Aug 31, 2022, 2021 & 2020

	2022	2021	2020
Cash Balance at Sep 1st	9,452	4,826	2,509
Funds raised	48,554	11,885	18,176
Operating Expenses	- 23,410	- 3,099	- 9,954
Distribution to the School 2020			- 5,904
Distribution to the School 2021	- 1,840	- 4,160	
Distribution to the School 2022	- 27,677		
Cash at Aug 31st	5,078	9,452	4,826

2021 funds raised included the sum of £4,732 for the Ball organised in October 2021 which was distributed during this financial year. A distribution to the school for 2021 occurred right at the beginning of this financial year and is highlighted accordingly. We finished the year in line with our expectations and comfortably in terms of cash.

5. MISCELLANEOUS

This past year, the PAA changed bank and moved to the NatWest for 2 reasons: the maintenance of free banking for charitable organisations, to minimise our expenses; and the availability of cash to withdraw and pay in at our local branch in Wokingham, which is vital for the smooth organisation of our events.

At events, we continue to mostly take cash for payments to ensure fast interaction and service; we can take card payments but those do incur additional cost. We continue to use a ticketing system to manage and simplify our financial interactions and offer the cheapest means of payment to maximise fund raising while constantly reviewing and benchmarking what the market has to offer.

6. INDEPENDENT EXAMINATION

Last year's 2020-21 accounts were audited by Stephen Alsop, residing 22 Luckley Wood, Wokingham for which I am extremely grateful. The accounts were submitted to the Charities Commission for England and Wales upon completion of his audit accordingly and on time last May.

An independent examination of the enclosed 2022 accounts by Mr Alsop will be done before filing them with the Charities Commission.

Richard Sleator
Treasurer
hgpaafinance@gmail.com



HOLME GRANGE SCHOOL PARENTS AMENITIES ASSOCIATION ANNUAL GENERAL MEETING

Treasurer's Report

Holme Grange School PARENTS AMENITIES ASSOCIATION



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Holme Grange School PARENTS AMENITIES ASSOCIATION

**Richard Sleator
Treasurer
hgpaafinance@gmail.com**



Independent examiner's report to the trustees of Holme Grange School Parents Amenities Association Trust

I report to the trustees on my examination of the accounts of the Holme Grange School Parents Amenities Association (the Trust) for the year ended 31 August 2022.

Responsibilities and basis of report

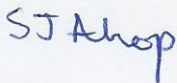
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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 giving me cause to believe that in any material respect: 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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:



Name:

Stephen James Alsop

Relevant professional qualification or membership of professional bodies (if any):

Member of the Institute of Chartered Accountants in England and Wales

Address:

22 Luckley Wood, Wokingham, Berkshire, RG41 2EW

Date:

23 June 2023