



HOLME GRANGE SCHOOL PARENTS AMENITIES ASSOCIATION ANNUAL GENERAL MEETING

Joint Chair's Report and Treasurer's Report

SEPTEMBER 12TH, 2023

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



Annual General Meeting Report

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8. Treasurer's report

Holme Grange School PARENTS AMENITIES ASSOCIATION



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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, in more recent years, increased its members and put more emphasis on the main events that we hold in school, so we can help to support the age range of the children now attending. This year, we also welcome the parents in the new look Little Grange and we go through to age 16 in Eaton Grange.

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 01149137.

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 normally focus on the four main events which raise money for the School, however this year we are also adding the circus.

As we move into the Academic Year 2023/2024 the roles of Chair, Vice Chair for each section of the school, Treasurer, Secretary, Marketing and Communications remain and where possible we would like to add an additional person to the Treasurer and Secretary role. We also have event executives in our team.

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 around 7.30/8pm 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. The zoom meetings are generally no more than an hour and is a great way to catch up with the goings on and hear from different parts of the school.



3. Summary of the past PAA year (2022/2023)

We had a hugely successful year that kicked off with our very popular firework event; this sells out every year and this year was no exception with all of the 1000 tickets sold and our wonderful in house catering team led by Azdin providing a selection of hot food to warm us all up. We will be running this event the same way this year and asking parents to allocate their parking space with their ticket order so we can monitor and control the parking at this event and keep it efficient and safe for all attending.

We then had the Christmas fayre that was very well attended and catered for all age groups.

Our quiz night held in February was very popular and we had lots of great feedback from this event.

We were able to run the Spring Fayre, even though we had to postpone it from its original date due to the typical British weather and an issue with the inflatables not being safe for the children in the rain. It was again lovely to see children from the whole school participating in the event.

The last event was our end of term Ball which we were all so pleased with. It was a great success and everyone that attended seemed to thoroughly enjoy letting their hair down after a busy school year.

We also organised smaller events such as the children's school discos and helped with both the prom and Sports days.

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. Please always come to us and let us know how we are doing or with any new suggestions.

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

Generally, feedback has been very positive from all of the events last year. We are now using Trybooking for our ticketing which has been revolutionary! All of the team work voluntarily so anything that helps us with administration is very welcome.

Communicating our news and events has been a challenge but we will carry on with our termly newsletter and have invested in digital boards so we can now engage with parents alongside any school news and reminders as we drive through school each day.



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 the new digital signage, which I personally think will be a game changer around the school! We have also used some funds to assist with the new basketball courts and therapy room.

The events we have planned for this academic year are as follows:

- Fireworks display November 10th 2023
- Christmas Fayre December 2nd 2023
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- Circus May 4th 2024
- 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, digital displays 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.

Holme Grange School

PARENTS AMENITIES ASSOCIATION



PAA Committee Members

Some parents wish to have a more active role in supporting the PAA by becoming a committee member. This would mean they can attend our monthly PAA meetings and where possible, assist by being involved in a social event or some of the planning.

PAA Volunteers

We appreciate we all have to balance family, home and work so for those parents who wish to support but have more limited time 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.

2023-2024 Academic Year

We say a sad goodbye to Michelle Riddy as joint chair this year but are very happy to welcome her into the school in her new position as Head of Estates & Facilities and wish her all the best in her new position. Kate Webb will join Heidi Reeder in the joint chair role. We have the roles of deputy treasurer, secretary, vice chair of Eaton Grange available along with event co-ordinators role.

Treasurer's report

INDEPENDENT EXAMINATION

Treasurer's report for the year ended 31st August 2023

1. FUNDS RAISED

The total income for the year ending August 31st, 2023 was £60,462, with expenses of £28,201. Total distribution to the school was £34,000 for this financial year. This was undoubtedly the most successful fund-raising year ever for our PAA and certainly now sets a benchmark for future years and how the PAA can support the pupils across the school.

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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 on-going involvement and support in our events:

➔ Microsoft, Google, Vodafone, AbbVie and BP

Additionally, we received donations from the Amazon Smile (now sadly defunct) and The Giving Machine web sites.

Funds raised from Events across the years

	2023	2022	2021	2020
Fireworks	5,802	4,827	-	2,889
Christmas event	4,962	5,256	583	3,194
Christmas Disco	141	-	-	106
Cook Book (22)	60	410		
Quiz (23) Wine Tasting (22)	994	217	-	-
Auction		-	2,200	-
Easter Raffle		-	863	-
Covid Hoodies		-	240	-
Treasure Trails		-	181	-
BBQ Boxes		-	60	-
Sports Days	148	827	-	-
Ball	12,138	10,371	-	-
Spring Fete	3,807	4,348	-	-
Match Funding	5,503	4,739	-	1,972
Misc Giving	464	432	533	189
	34,020	31,428	4,661	8,351

Holme Grange School

PARENTS AMENITIES ASSOCIATION



2. DISTRIBUTIONS TO HOLME GRANGE SCHOOL

The funds raised allowed for the purchase of technology equipment, replacement of folding tables, support for the new basketball training court and a therapy room in the Den.

3. P&L

Profit & Loss Account for years ended Aug 31, 2021-23

Profit and Loss							
Holme Grange PAA							
For the 12 months ended 31 August 2023							
		2023		2022		2021	
Event fundraising		54,495	90%	43,382	89%	6,620	93%
Match Funding		5,503	9%	4,739	10%	-	
Online Fund Raising and other donations		464	1%	432	1%	533	7%
Total Income		60,462		48,554		7,153	
Direct Event Operating Expenses							
Equipment and Entertainment Hire		7,760	29%	6,989	31%	709	28%
Food & Beverages costs		16,374	61%	11,940	52%	1,213	47%
Products for sale		2,193	8%	3,422	15%	640	25%
Other expenses		232	1%	401	2%	-	
Subtotal direct event costs		26,904		22,751		2,562	
SG&A							
Printing & Event Marketing		346	27%	-	0%	-	
Supplies & Equipment		355	27%	133	20%	-	
Accountancy, Insurance & Legal		596	46%	526	80%	537	100%
Subtotal SG&A		1,297		659		537	
Net Operating Income		32,262		25,144		4,054	
Distribution to School: 2021				1,840		4,160	
Distribution to School: 2022				27,177			
Donation to OLN				500			
Distribution to School: 2023		34,000					
Net Inflow/outflow of funds		- 1,738		- 4,373		- 106	

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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, 2021-23

	2023	2022	2021
Cash Balance at Sep 1st	5,078	9,452	4,826
Funds raised	60,462	48,554	11,885
Operating Expenses	- 28,201	- 23,410	- 3,099
Distribution to the School 2021		- 1,840	- 4,160
Distribution to the School 2022		- 27,677	
Distribution to the School 2023	- 34,000		
Cash at Aug 31st	3,686	5,078	9,452

5. MISCELLANEOUS

Banking with NatWest has proven a good move and offer some flexibility even if our local Wokingham branch closed – we are now using the Bracknell branch.

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, the transaction takes longer and relies on good connectivity which is sometimes challenging outdoors on the ground of the School.

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. Any suggestion in those areas is very much welcomed.

6. INDEPENDENT EXAMINATION

Last year's 2021-22 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 before June 30th 2023.

An independent examination of the enclosed 2022-23 accounts will be done before filing them with the Charities Commission.

Richard Sleator, Treasurer, hgpaafinance@gmail.com



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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 2023.

Responsibilities and basis of report

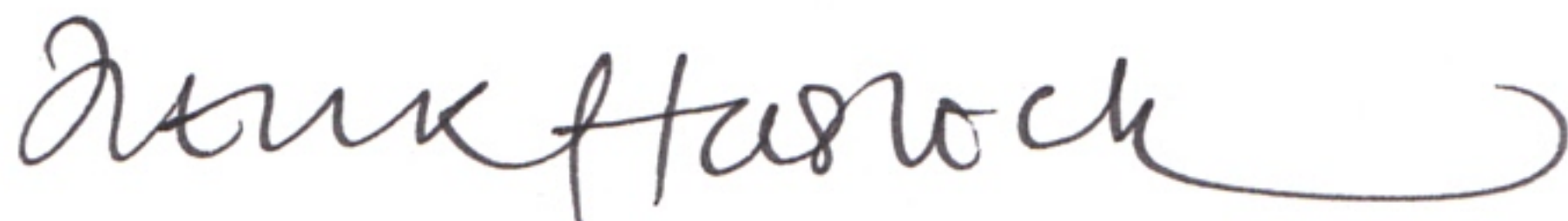
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination 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:

Fleur Haslock

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

Address: 34 Homersham Road, Kingston KT1 3PN

Date: 26th May 2024