



HOLME GRANGE SCHOOL PARENTS AMENITIES ASSOCIATION ANNUAL GENERAL MEETING

Joint Chair and Treasurers Report

SEPTEMBER 17TH, 2024

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



Annual General Meeting 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.

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](#). Charity number 01149137.

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

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

At the start of the year Mrs Robinson and the 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 support normal on-going school costs.



4. A review of 2023/2024

We had a successful year that kicked off with our popular firework event; this sells out every year with all 950 tickets sold. We also sold a selection of food and drink along with a hot meal included in the ticket price.

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

Our quiz night held in March was very popular, this year we also bought in catering from The Cheeky Pickle Grazing co, again, we received lots of positive feedback from this event.

Unfortunately, due to the typical British weather we were unable to hold our Spring Fair due to a waterlogged field.

The last event was our end of term Ball! It was an enormous success and everyone that attended seemed to thoroughly enjoy the evening.

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

As mentioned, we also say a sad goodbye to Heidi Reeder and thank her for her support for the last 4 years as joint chair.

I will now pass you over to Richard Sleator for the Treasures report for the last academic year.

5. Treasurer's report

INDEPENDENT EXAMINATION

Treasurer's report for the year ended 31st August 2024

5a. FUNDS RAISED

The total income for the year ending August 31st, 2024, was £47,821, with expenses of £28,011. Total distribution to the school was £20,558 for this financial year.

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, and BP

Funds raised from Events across the years

	2024	2023	2022
Fireworks	5,265	5,802	4,827
Christmas event	4,615	4,962	5,256
Christmas Disco	109	141	-
Cook Book (22)	-	60	410
Quiz (23 & 24) Wine Tasting (22)	846	994	217
Sports Days	-	148	827
Ball	7,995	12,138	10,371
Spring Fete	-	3,807	4,348
Sustainability Event	736		
Match Funding	4,955	5,503	4,739
Misc Giving	21	464	432
	24,542	34,020	31,428

Holme Grange School

PARENTS AMENITIES ASSOCIATION



5b. DISTRIBUTIONS TO HOLME GRANGE SCHOOL

The funds raised allowed for the purchase of pianos and a contribution to Library.

5c. P&L

Profit & Loss Account for years ended Aug 31, 2022-24

Profit and Loss							
Holme Grange PAA							
For the 12 months ended 31 August 202x							
		2024		2023		2022	
Event fundraising		42,846	90%	54,495	90%	43,382	89%
Match Funding		4,955	10%	5,503	9%	4,739	10%
Online Fund Raising and other donations		21	0%	464	1%	432	1%
Total Income		47,821		60,462		48,554	
Direct Event Operating Expenses							
Equipment and Entertainment Hire		9,630	36%	7,760	29%	6,989	31%
Food & Beverages costs		16,520	62%	16,374	62%	11,940	52%
Products for sale		254	1%	2,193	8%	3,422	15%
Other expenses		296	1%	232	1%	401	2%
Subtotal direct event costs		26,699		26,558		22,751	
SG&A							
Printing & Event Marketing		248	19%	346	27%	-	0%
Supplies & Equipment		254	19%	355	27%	133	20%
Accountancy, Insurance & Legal		810	62%	596	46%	526	80%
Subtotal SG&A		1,312		1,297		659	
Net Operating Income		19,810		32,608		25,144	
Distribution to School: 2021						1,840	
Distribution to School: 2022						27,177	
Donation to OLN						500	
Distribution to School: 2023				34,000			
Distribution to School: 2024		20,558					
Net Inflow/outflow of funds		- 748		- 1,392		- 4,373	



5d. 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.

Cash flow Statement for years ended Aug 31, 2022-24

	2024	2023	2022
Cash Balance at Sep 1st	3,686	5,078	9,452
Funds raised	47,821	60,462	48,554
Operating Expenses	- 28,011	- 27,855	- 23,410
Distribution to the School 2021			- 1,840
Distribution to the School 2022			- 27,677
Distribution to the School 2023		- 34,000	
Distribution to the School 2024	- 20,558		
Cash at Aug 31st	2,938	3,686	5,078

5e. MISCELLANEOUS

Banking with NatWest has proven a good move and offers some flexibility, though we now have to use the branch in Camberley.

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.

5f. INDEPENDENT EXAMINATION

Last year's 2022-23 accounts were audited by Fleur Haslock, residing 34 Homersham Road, Kingston-upon-Thames 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, 2024.



An independent examination of the enclosed 2023-24 accounts will be done before filing them with the Charities Commission.

Richard Sleator

Treasurer

hgpaafinance@gmail.com

6. Plans 2024 / 2025

Last year the PAA raised money for 2 new pianos for the music dept, items for the therapy rooms and have also gifted £12K for the new library in The Den.

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

- Break the rules day – TBC
- Outdoor Cinema Saturday 21st September
- Fireworks display – Friday 8th November
- Christmas Fayre – Saturday 7th December
- Quiz evening – Friday 7th March
- Spring Fete Friday 28th March (weather permitting)
- Summer Ball – Saturday 5th July

All communications regarding the PAA events will be shared via email, our new PAA newsletters and the digital screens around the school.

7. How can you help your school's PAA?

The Holme Grange PAA is an entirely voluntary group made up of parents, which totally relies on the support and hard work of both parents and teachers within the wider Holme Grange Community.

For a school with over 600 pupils, the PAA is currently running on just 8 active members and the wonderful class rep volunteers for each year group. We would love to plan more fun and events for your children, but we need your help!

Holme Grange School

PARENTS AMENITIES ASSOCIATION



The PAA for 2024/2025 academic year has a new focus with 'community' being at the heart of our mission. We want the next year of events to really engage with the parents, teachers, and children of the school. To share quality time with one another, enjoying what the community has to offer and giving all of us, that sense of belonging.

To summarise on our mission, our statement:

Holme Grange School PAA is committed to three core principles:

- Fostering charitable initiatives to instil empathy and social responsibility in our students.
- Building a cohesive school community that champions inclusivity and shared values.
- Establishing a successful partnership between the school, PAA, and families to enhance the overall educational experience. Together, we aim to create an environment where every student thrives academically, socially, and emotionally, supported by engaged parents and a school committed to excellence.

To summarise: Fostering Success Through Community Unity

So how can you help deliver on these principles....

PAA Member

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 and some of the planning. The PAA is currently running on just 8 active members.



PAA Volunteers

We appreciate that 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. Please contact Kate or Lauryn if you wish to join:

k.webb@holmegrange.org or l.lancaster@holmegrange.org

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 few 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.

Raffle and Auction Prizes

Many of our events hold a raffle and we are always in need of donations. If you know of some amazing businesses, or run your own awesomeness, please think of how they may be able to support our fundraising initiatives and get in touch.

The end of Year Summer ball will always hold an auction so again, if you can offer any prizes that warrant being auctioned, we would love to hear from you.



Class Rep

Each year the PAA relies on parents volunteering to be the communicator between the PAA and the classes. Reps also help organise and manage stalls at both Spring and Christmas fayres and help bring all parties together. This is a vital role that the PAA rely upon.

Ideas and initiatives

If you have ideas or suggestions on how we can develop, please get in touch. From what you would like to see at events, to new ideas that might not be something we've tried before! We would love to hear from you.

2024-2025 Academic Year

We have the official roles of Deputy Treasurer and Secretary available along with Event Managers. Please speak to myself or Lauryn if you're interested in joining the team or would like to offer your support, no matter how small.



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PARENTS AMENITIES ASSOCIATION
ANNUAL GENERAL MEETING

Treasurer's Report

Holme Grange School

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Treasurer's report

INDEPENDENT EXAMINATION

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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 2024.

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:

Fleur Hasloek

Name:

Fleur Hasloek

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

AAT

Address: 34 Homersham Road, Kingston KT1 3PN

Date: 11/06/2025