



PTFA Chair Report for the Financial Year 2023-2024

Charity Name: *The Heights Primary Parent-Teacher-Friends Association (PTFA)*

Charity Commission Registration Number: *No. 1164551*

Address: *129 Upper Woodcote Road Caversham Reading Berkshire RG4 7LB*

I. Introduction

Dear Members, Parents, Staff, and the Wider School Community,

It is with immense pleasure and gratitude that I present the Chair's Report for The Heights Primary PTFA for the financial year 2023-2024.

This past year has been a testament to the incredible spirit, dedication, and collaborative efforts of our vibrant school community.

Despite the ongoing challenges and a demanding economic climate, our PTFA has shown remarkable resilience and commitment to enhancing the educational experience and well-being of all pupils at The Heights Primary.

Our core mission, as always, has been to enrich children's experiences by fostering a strong connection between home and school, providing additional resources, and creating memorable social opportunities for our families.

II. Review of the Year: Activities and Achievements

This year, the PTFA has been incredibly active, orchestrating a diverse range of fundraising initiatives and community-building events. Our collective efforts have yielded significant achievements, directly benefiting the pupils and the school.

Our Aims/Objectives: Our primary aims for the year were to:

- Raise funds to procure essential resources and enhance learning opportunities for all students.
- Strengthen the bond between parents, teachers, and the wider community.

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- Facilitate engaging social events that create lasting memories for our school families.

Fundraising Initiatives and Events:

We are proud of the success of our various events, which have not only raised vital funds but also brought our community closer together:

- **Autumn and Winter Terms:**
 - **Golf Day:** Kicking off our fundraising calendar in September, this successful new event provided an enjoyable day out for participants while raising significant funds.
 - **Christmas Fair:** Our biggest event of the year, featuring craft stalls, games, Santa's grotto, and delicious refreshments. It was wonderfully attended by families and the local community.
 - **Christmas Cards:** A popular initiative that allowed children to design their own Christmas cards, raising funds while creating treasured keepsakes.
 - **Mince Pie & Hot Drinks Sale:** A festive and warming event that brought families together.
 - **Bake Sales:** Regular bake sales provided delicious treats and consistent contributions.
 - **Reception Towels Sale:** A practical and well-received initiative for our youngest pupils.
- **Spring Term:**
 - **Quiz Night:** A fun and competitive evening that brought parents and staff together for a night of trivia and community building
 - **Scarecrow Trail:** A creative and engaging community event that saw fantastic participation from families across the school.
 - **Easter Trail:** A delightful event for children, combining fun outdoor exploration with seasonal excitement.

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- **Bake Sales:** Continued to be a popular way to raise funds throughout the term.
- **Summer Term:**
 - **Summer Fair:** A sun-drenched day of fun, games, and entertainment for all ages. This event saw incredible volunteer support and high attendance.

In addition to our headline events, we continued to benefit from *passive fundraising* initiatives such as Bags2School, Uniform Exchange, the School Lottery, and the encouraging increase in take-up for the matched funding scheme, where companies generously match donations made by their employees.

Funds Raised and Their Impact:

While the detailed financial figures will be presented in the Treasurer's Report, I am delighted to confirm that the PTFA has raised a substantial amount this year, which has been directly invested back into the school to provide tangible benefits for our children.

Our fundraising has enabled us to:

- **Fulfil our commitments to the school and cover the committed spend of £16,000 towards essential educational programs.**
- **Upgrade the School Library with new furniture, books, and the library management software.**
- **Support various upgrades and improvements for Reception, KS1, and KS2 play areas and class activities.**

Community Engagement and Support:

Beyond fundraising, the PTFA is dedicated to fostering a strong, supportive school community. Our events served as valuable opportunities for parents, teachers, and children to connect, socialise, and build lasting friendships. We've seen a noticeable increase in parent participation at our meetings and events, reflecting a growing sense of shared purpose and community spirit. Our collaborative approach with school staff has ensured that our efforts are always aligned with the school's needs and priorities.

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Volunteer Involvement:

The success of the PTFA is entirely dependent on the incredible generosity of our volunteers. This year, we have been overwhelmed by the willingness of parents, carers, and friends to dedicate their time, skills, and energy. From baking cakes to running stalls, setting up events, or simply lending a helping hand, every contribution, big or small, has been invaluable. We've welcomed many new faces this year, further strengthening our volunteer base.

III. Acknowledgements

I wish to extend my sincerest thanks to all who have contributed to the PTFA's success this year:

- **The PTFA Committee:**

- Gemma Laurie, the Treasurer.
- Leila Wannell, the Cash Treasurer
- Michelle Nand, the Events and Fundraising Officer.
- Katy Edwards, the Vice Chair

For their unwavering commitment, countless hours of planning, and tireless efforts. Your passion and dedication are truly inspiring.

- **The Headteacher and School Staff:**

We are incredibly grateful to Mrs Edwards, Mrs Fallon (Deputy), Mrs Kheti-Heer (School Operations Manager), Mr Guntzenbach (Site Manager), and all the teachers, teaching assistants, and administrative staff for their continuous support, enthusiasm, and active participation in our events. Your collaboration is fundamental to our achievements.

- **Parents and Volunteers:**

To every parent, carer, and community member who volunteered, donated, attended events, or simply offered encouragement – thank you. Your support is the driving force behind everything we do.

- **Local Businesses and Community Partners:**

We extend our appreciation to the numerous local businesses who have

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generously sponsored events, donated prizes, and supported our initiatives throughout the year. Your commitment to our school community is invaluable.

IV. Looking Forward

As we embark on the next financial year, the PTFA remains committed to building on this year's successes. Our preliminary discussions for 2024-2025 include:

- **Aiming to fund a significant upgrade to the school's outdoor play area**, providing even more exciting and stimulating opportunities for active play.
- **Exploring new and innovative fundraising ideas** to diversify our income streams.
- **Launching a mentorship program for new parents** to help them integrate into the school community and encourage greater PTFA involvement.
- **Maintaining strong lines of communication** with the school and parents to ensure our efforts continue to meet the evolving needs of the pupils.

We encourage all members of our school community to get involved, whether by joining the committee, volunteering at events, or simply attending our functions. Your ideas and energy are always welcome!

V. Conclusion

In closing, I am incredibly proud of what The Heights Primary PTFA has achieved this year.

Together, we have made a tangible difference to the lives of our children, enhancing their educational journey and creating a vibrant, supportive school environment.

I am confident that with continued collaboration and enthusiasm, the PTFA will continue to flourish and contribute positively to our wonderful school.

Thank you for your continued support.

Sincerely, *Anna Pazi*
Anna Pazi, PTFA Chair

THE HEIGHTS PRIMARY SCHOOL
PARENTS, TEACHERS & FRIENDS ASSOCIATION
TREASURER'S REPORT 2023-2024

Another good year of fundraising by the height's community with the normal annual big revenue events (Golf Day and Christmas and Summer Fayre/Fête) continuing to deliver and providing approximately 65% of the total raised. The Quiz was a strong contributor again, along with the lottery and the new event the Hoedown. Matched funding from a number of these events boosted the overall proceeds significantly. Along with contributions from a number of smaller events, we have managed to raise a considerable amount of money.

Our total income for the year was £35,551.65 (£37,621.98 in 22/23); expenditure to fund this income was £7,395.73 (£9,274.77 in 22/23). This allowed us to make donations to the school of £18,317.62 (£28,360.23 in 22/23) and to leave us with a bank balance of £31,745.62.

The donations to the school this year are dominated by the contributions to a number of the costs of the school which are not able to be funded by the School due to budget restraints. There are a variety of different costs, all of which provide benefit to the school community, the costs paid out in this year relate to the 22-23 year (as referenced in the prior year report) due to late invoicing. A similar pattern occurred in FY23-24, and costs of £15,863.04 was paid in January 25 for costs for the 23-24 academic year.

Bank reconciliation year ended 31.08.2024			Out		In
Opening Balance					22,087.32
Payments Received					35,551.65
Payments Made			25,893.35		
Closing Balance			31,745.62		
			£57,638.97		£57,638.97
Balance as per bank statement as at 31.08.2022		31,745.62			
Difference		0.00			
<i>Explained by</i>					
Petty Cash in hand		0.00			

EXPENDITURE

Our expenditure is defined by our spending to achieve the objectives of the association – goods, services or activities funded by the PTFA to achieve our charitable objectives as set out in our constitution.

Our donations to the school helped to fund the purchase of a host of different things including the following:

2023/24 EXPENDITURE	£
Annual contribution towards school costs which cannot be funded (multiple costs including phonics scheme, maths scheme, Nessy, News subscriptions, canine assisted learning)	£14,324.42
Library refurbishment contribution	£1,478.54
TOTAL EXPENDITURE TO BENEFIT THE SCHOOL	£15,802.96
PTFA Expenses	£338.88
Independent examiner	£500.00
KS2 Pantomime visit (travel)	£880.00
Year 6 Leavers	£223.20
SATS	£230.44
IT costs (Sum up readers)	£189.60
OTHER EXPENDITURE	£2,362.12

INCOME

As always the PTFA has been generously supported by the parents and carers who give their time and money in organising and supporting various fundraising events to enhance the facilities and learning experience at the school. For this, the PTFA is extremely grateful.

Match funding by parents and carers' employers has also helped to boost income by £3,096.50 across the events this reporting period and last.

2023/24 FUNDING	INCOME	EXPENDITURE	NET INCOME
HEIGHTS GOLD DAY 2023	9,697.60	3,903.03	5,794.57
CHRISTMAS FAYRE	7,037.92	1,298.29	5,739.63
SUMMER FÊTE	6,340.02	599.84	5,740.18
QUIZ NIGHT	1,137.56	428.67	708.89
EASTER TRAIL	949.61	-	949.61
MY SCHOOL LOTTERY	1,314.80	-	1,314.80
SCARECROW TRAIL	880.16	-	880.16
PERFORMANCE SPORTS	1,000.00	230.50	769.50
HEIGHTS HOEDOWN	1,780.35	450.00	1,330.35
YEAR 6 PLAY	689.14	-	689.14
OTHER INCOME (Drinks sales, Xmas card sales, Tea Towels, Uniform sale, Just Giving etc.)	1,627.99	817.94	810.05
MATCH FUNDING (from events in current and previous period)	3,096.50	-	3,096.50
Subtotal	35,551.65	7,728.27	27,823.38
Expenditure to benefit School (From above)	0.00	15,802.96	-15,802.96
Other Expenditure (From above)	0.00	2,362.12	-2,362.12
TOTAL	35,551.65	25,893.35	9,658.30

A massive thank you to everyone who has helped with our fundraising activities, your support is very much appreciated.

If you have any questions on any of the information provided above, please contact me.

Gemma Laurie (Treasurer, The Heights Primary PTFA, 2023 - 2024)



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

The Heights PTFA

On accounts for the year
ended

31 August 2024

Charity no.:

1164551

Company no.:

Set out on pages

Responsibilities and
basis of report

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 August 2024

As the charity's trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charity Act 2011 ("the 2011 Act").

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

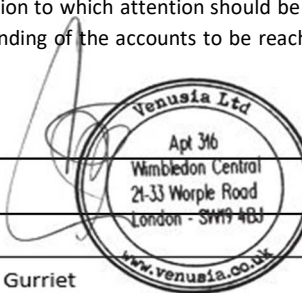
Independent
examiner's statement

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:

- 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.

Signed:


Apt 316
Wimbledon Central
21-33 Worple Road
London - SW19 4BJ
www.venusia.co.uk

Date:

28 June 2025

Name:

Gerald Gurriet

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

Association of International Accountants

Address:

Venusia Ltd

London, SW19 4BJ

Apt 316 Wimbledon Central, 21 – 33 Worple Road