



**CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION**

**ANNUAL REPORT
1st August 2020 – 31st July 2021**

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Introduction

The Claygate Primary School Parents' Association (PA) was originally set up in the 1970's to fund and manage the running of the swimming pool. Since then, the role of the PA and scope of its fundraising has broadened significantly. The PA continues to make a valuable contribution to the school, both financially and through the support it provides to the school community as a whole.

Last year, we managed to raise a brilliant £28,368! This really is a huge achievement. We would like to thank everyone involved for their support, help and contributions. It was achieved through some new and innovative fundraising ideas as well as substantial donations from partners, such as the Co-op community fund. This report sets out how we achieved our aims. It outlines fundraising activities and events, and also provides details on how the money was spent.

Event Fundraising

The Christmas Bazaar, Ball and Summer Fete are usually the largest events of the year and always require the most planning and organisation. Unfortunately, due to continuing Covid19 restrictions we were limited with the events that we could run and these three did not go ahead. However, thanks to the dedication of the committees and the support and enthusiasm from everyone involved (including the children), we were able to plan and run some great alternatives. For example, the Smarties fundraiser, which made £881, and summer and winter fun runs which raised £915 collectively. Additionally, we made £2,258 from Christmas things we could do such as the hamper auction and the Christmas card project.

We also started to plan and sell tickets for both the Claygate Community Golf Day and the Ball, which have happened in the next school year. Both of these events have been a great success.

Ongoing Regular Income

As well as profits raised at these special events, we also have a regular income from the sale of school uniform, mufti days and weekly cake stalls. In addition to this, we receive donations through fundraising partners such as the Co-op, PayPal, The Giving Machine, Elmbridge Lottery and Amazon Smile. Thanks to

the dedication of those involved, these activities continue to provide significant contributions to PA funds. This year we took £12,751 from these donations.

Much work goes on behind the scenes making sure the uniform shop provides a great service for parents - taking and processing orders, contacting stockists, and checking stock, to name but a few. Great efforts are also taken to ensure that prices can be kept at the same level and that items are of consistently good quality and value for parents who wish to buy them. £3,780 was raised from the sale of new school uniform. We also run regular second hand uniform sales, the takings from which help to bolster the above.

The cake stalls organised by class reps and stocked by parents (and staff) made £998 this year. Thanks to everyone who baked, bought, wrapped and served. Half of the money from the cake stalls go directly to the classes to buy equipment that they need.

Spending in 2020/21

In the main, the PA funds are for the 'extras' not provided by the school budget. It is very rewarding to see children enjoying the new resources and equipment that we have been able to fund. Through regular discussions with Sandra Cunningham, we endeavour to spend funds in ways that will benefit ***all*** children across all areas of the school and curriculum.

During the year the PA donated £4,191 to the school for the following:

- Woodland learning zone £1,968
- Library £1,000
- Food for school animals £133
- Staff meals £266
- Sports day biscuits £25
- Cake stall money to classes £499
- Donation to Year 6 leavers £300

The majority of our efforts in terms of donations were, however, aimed at pushing towards completion of the school swimming pool. During the year we gave £55,289 to the pool project.

A full report of the PA Accounts is attached.

Communication

Tish Schoeler has been doing a wonderful job of producing the PA Newsletters for our parents and carers. An addition for this year has also included the use of WhatsApp groups to provide appropriate and timely content via the Class Reps to parents and carers alongside ParentMail. PA meetings have continued to take place termly on Zoom, these are open to all parents and carers.

Links with Local Business

We are always very well supported by both residents and businesses and this year has been no exception. Many of our local shops are very generous in their donations of raffle prizes and gifts for auctions, and many a lined up to support in our Christmas and summer events. We are very pleased to announce from 2022 the partnership with local Estate Agent, Newton Huxley. As mentioned above, we received a sizeable donation from the Co-op and other businesses have provided goods and services at discounted rates.

The Future

The PA benefits from excellent relations with the school, including staff and governors. This, and the tremendous support from parents and friends, contributes to a very positive and happy learning environment for the children.

I would like to thank Katie Holmes for her services to the PA, she will be stepping down from the Co-Chair role. We would also like to thank our core team of volunteers, with special mention to Emily Tye, who has had some amazing ideas (and executed on them!) to help fundraise for the PA. We are eternally grateful to Ruth Box who remains our Treasurer and Jen Cunningham, our esteemed Secretary, without whom none of this would be possible.

Finally, I would like to thank Debbie Cooke and Alex Smith for tirelessly running the uniform shop. A transition to Price & Buckland will commence in 2022, reducing the impact on our volunteers and making it simpler for parents to purchase uniform. There will continue to be the need volunteers to support our ability to provide second-hand uniform.

Our aim is to continue to organise successful events for the enjoyment of both children and adults, and to explore new ways of fundraising. We seek to also ensure regular and effective communication and provide information to new parents on the activities and involvement of the Parents' Association.

Emma Miles
PA Chair

Claygate Primary School Parents' Association

Balance Sheet

As at 31st July 2020

£

Assets

Stock

School Uniform Stock

7,390

Total Stock

7,390

Cash at bank and in hand

Savings account

7,648

Current account

18,052

Cash at bank

25,700

Floats

2nd hand uniform float

30

Cake stall float

10

Pool float

70

Total floats

110

Total cash at bank and in hand

25,810

Total assets

33,200

Claygate Primary School Parents' Association

Receipts & Expenses Summary

1st August 2020 to 31st July 2021

Receipts	£
Santa Fun Run	722
Summer Fun Run	193
Christmas cards	853
Hamper Auction	1,405
Smarties fundraiser	881
Donations to the PA	12,751
Mufti days	1,188
Cake stalls (2019/20)	293
Cake stalls (2020/21)	705
Sale of school uniform	3,780
Second hand uniform	771
Quiz night 2020 (refunds)	- 540
Quiz night 2021	- 80
Easter egg hunt 2020	- 28
Easter egg hunt/trail	6
Ice lolly sales	111
Summer stalls	617
Ball ticket sales	3,165
Golf Day	1,570
Year 6 Leavers book	3
Bank interest	2
Total Funds raised	28,368
Expenditure	
Donations to school	3,277
Donations to the pool	55,289
Other incidental expenditure	637
Total expenditure and donations to school	59,204
Net receipts/payments	- 30,836

Claygate Primary School Parents' Association

Donations to the School and Pool Project

1st August 2020 to 31st July 2021

Donations to school	£
Woodland zone, library and food for animals	3,100.66
Staff meal	151.00
Sports Day biscuits	25.15
Total donations	<u>3,276.81</u>
 Donations for pool	
Donation - Feb 2021	11,000.00
Donation - June 2021	33,673.00
Donation - July 2021	10,616.49
Total donations	<u>55,289.49</u>

Claygate Primary School Parents' Association

Summary Fund Account

1st August 2020 to 31st July 2021

PA cash fund balance at 1 August 2019

Savings	7,634
Current	55,227
Floats	170
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	63,031

Funds raised during the year	25,613
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PA donations and expenses	- 31,101
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PA cash fund balance at 31 July 2020

Savings	7,646
Current	49,786
Floats	110
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	57,542



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Section A

Independent Examiner's Report

Report to the trustees/
members of

Claygate Primary School Parents Association

On accounts for the year
ended

31 July 2021

Charity no
(if any)

268885

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 07 / 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 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.

Signed:

Janet Millerd

Date:

20/7/22

Name:

Janet Millerd

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

South African Institute of Chartered Accountants

Address:

7 Woodlands Close

Claygate

KT10 0JF

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.