



**Coedffranc  
Primary School  
PTA**

**Annual Report  
Sept 2018 - Aug 2019**



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## Co-chairperson Report

This has been our first year in the position of Co- Chair of Coedffranc Primary School PTA.

Last year was very different for the group. We saw less events put on but we have raised a great amount of money, all of which has being used to help fund equipment and teaching resources that the current school budget is unable to support.

We adopted a new constitution last year with a view to apply for charity status and improve the way we work with the school going forward. It has helped the group to make decisions on funding requests and ensures the group is considering the benefits for all children in our school, and that money raised is spread more evenly across the year groups.

Last year we welcomed several new members, who brought some great ideas to the table, and we continue to aim for further inclusion and participation as we go forward. The group can only function with the dedication and support of the school, the children, parents and the wider community. However, to enable us to continue in our fundraising efforts, we need to encourage wider involvement in the work the group does. So please, if you can spare an hour or two once a month to come to a meeting or help in one of our events please get in touch.

The advantage of having a larger membership is that the tasks of the PTA do not fall to the same individuals, and that managing events can be shared amongst the group. It also helps us to come up with new ideas, new ways of thinking and encourages innovation.



This year our fundraising efforts have seen us reach the level at which we are required to gain charity status. More about this follows later in the report.

Finally, after one year as co-chair of this fantastic group and two years previously Vice Chair, I (Emma Jenkins) have taken the decision to stand down. I will continue to be a part of the PTA (in which ever role needed) and support its work. However, right now I believe it is the right time for someone else to take the helm and take the group forward into its next chapter, and continue the great work that has seen the PTA increase its successful fundraising year on year.

Sasha Myatt has also decided that now is the right time to step down. Sasha has also stated she would be happy to support the PTA in another role.

Emma Jenkins and Sasha Myatt  
PTA Co-chairs



# Treasurer Report

Treasurers Report -School Year 2018-19

We started this school year with a balance of £1970.94

With support from the pupils, parents, teachers and the community we have achieved the following:

**Income / Revenue**

A total of £6038.47 was raised.

**Expenditure**

The total cost of putting on events and buying supplies for the PTA was £2776.91

**Profit / Loss**

The group made an overall profit of £3261.56

**Funded items**

From the profits from our fundraising the group was able to provide funding to the school totalling £1503.18

**Balance**

This left the PTA with a balance at the 1st September 2019 of £3739.32

In the past year we have provided funds to purchase the following items. These items help to enrich our children's educational experiences:



- Rainy Day Supplies and term allowances – £1053.18
- Sofa for ALN provision – £200.00
- Leavers Party £250

### Treasurers Statement

In a difficult year for the school with the work required in the junior building, opportunities to raise money had been hampered, yet as usual our PTA and wider community have stepped up to plate.

School Lottery Donations have raised £963.60, this is an excellent way to raise revenue with no outlay, this needs to be further publicised in the coming year.

Likewise, our new venture with Dragon Bags, where donations of used clothing from the school community has raised £283.00 and in this new school year should raise more with a permanent outdoor bin being delivered shortly.

As usual our Christmas Fayre and raffle, was a financial success raising £1969.68, with a profit of £909.58, following an outlay of £1060.10. This was helped by the generous donations from various business in the local area. However, in this new year we intend to change things up, hopefully with similar success.

The 5p Bottle challenge proved just as popular with our classes as the copper fortnight with a massive £619.75 being raised. Much of this money went into the purchase of the Rainy-Day Items for each class.

We are now focussing on the challenge of raising funds to go towards each classes' termly allowance. Allowing each class to apply for funding to enrich their learners' experiences going forward.

The committee has got the ball rolling with Charity Status and the last couple of hurdles should be overcome in the next few weeks.



We have now set up our Internet Banking account, which has meant faster payments to those who purchase items either on behalf of the school or the PTA. It has also made it easier to track expenditure.

With a wide range of events and fundraising planned, 2019-20 should be just as exciting.

Thank you all for your continued support this year.

Rachel Mellin and Rachel Bagley – Co-treasurers.



## Head teachers Comments

On behalf of the whole staff and pupils at Coedffranc Primary I would like to sincerely thank the PTA for all their hard work and dedication during this past year.

Working as a team you have supported the school and its objectives and aided us in delivering the best outcomes for our pupils.

It is our hope that this partnership continues to go from strength to strength in the coming years and allows us to do those extras for our pupils that really make the difference.

Thank you for the time you give up for meetings and events and the accommodating approach you take liaising with school.

The money you have raised has had a positive and significant impact on pupil opportunities and we have many exciting ideas and plans for the future.

Last year was not an easy one for the school but through partnership working we were able to continue to move forward positively and the future is about building on that strength.

*Geraint Jones* — Headteacher



## Charity Status

Since the adoption of the new constitution, we have, as a membership, been conscious of the need to apply for charity status. We have been working hard to get everything in place in order to submit our application and we are almost ready.

Charity Status is important for a group like ours, it allows us to apply for grant funding, look at potential match funding opportunities and gain wider support or donations from not only our local community but also national organisations.

A requirement of the charity status is that we have a group of trustees, with shared responsibility for ensuring compliance with legislation and maintains transparency. These trustees will be automatically those who are voted in to position within the PTA.

To enable clear and more accurate recordings to facilitate the completion of returns, the treasurers have developed a new monitoring tool which should assist in meeting the requirements of reporting to the charity commission. These have been circulated amongst school staff and we started to implement them towards the end of last year.

Although we are stepping aside as co-chairs, we will continue to support the group and the new chair (s) to ensure we achieve our charity status. Volunteers for new Committee members will be required and we will continue to seek the support of people (parents / family / staff / community) with skills in accountancy and legislation to advise and guide the trustees in ensuring compliance. So, if anyone is able to spare a bit of time on an ad hoc basis to support us in this area then please get in touch or come to a meeting.



## Committee Update / Planning the year ahead

The current roles are:

Co-Chair x 2 (or Chair and Vice Chair) / Secretary x 2 / Treasurer x 2 / Teacher Representative

All incumbent officers are eligible for re-nomination. The role of co-chair and secretary have served for one year and the two treasurers have served two years. At present there is no designated teacher representative.

Our current committee members are:

Emma Jenkins, Sasha Myatt, Alyson Mitchell, Rachel Mellin & Rachel Bagley.

Emma Jenkins and Sasha Myatt are stepping down from their roles as Co-Chairs.

With our resignations, the role of chair and vice chair will become available. As with any role, this could be maintained for two people or the roles of co-chair could be reinstated if this is preferable to the group and any interested parties.

Rachel Bagley is also stepping down from her role as Treasurer therefore we have a vacancy for a new Treasurer and are looking for volunteers to step up at the AGM.

There is also the opportunity to re-introduce the role of a second Secretary to support the workload.



Looking ahead- this year is sure to be a great one. We have lots of new events planned and to go with that we are also launching an online platform for booking events. This will enable us to collect payments online, collect important data such as allergy and contact information for each child. As well as easy tools to track profits. We have already had our first event of the year (Welcome Home Disco which was a great success) and are getting ready to plan our next group of events.

You can view our website at [www.pta-events.co.uk/coedffrancprimarypta](http://www.pta-events.co.uk/coedffrancprimarypta)

We have also agreed that each class will get £100 in the Autumn term to put towards educational resources or experiences. The Phoenix Centre will also receive £20 per class. We look forward to receiving the class teachers funding requests. We have agreed that if a class teacher has a bigger project planned for later in the year they can roll their funding over to the next term, however, all agreed funding must be used by the end of the summer term or it gets returned to the PTA pot. The more we raise the more we will be able to contribute to each class per term.

We also agreed that we will set aside some money each term to allow any member of school staff to put forward a funding request for something they feel may benefit all children.

When considering requests the PTA consider whether the request meets the following purposes:

‘to advance the education of pupils by:

Developing effective relationships between the staff, parents and others associated with the school

Or



Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.'

## Recognitions and acknowledgements

We would like to take this opportunity to thank everyone who has contributed to this wonderful PTA year. It's been a difficult year regards to circumstances which have been beyond our control. Not having use of the junior hall meant that we were unable to hold our regular events. However we have endured through this and have achieved a great profit for this year.

We would like to thank:

Gemma Addis-Fuller, Karen Daniels and Jan Watkins for always being there to lend a hand, where be it photocopying letters, sending emails to staff or answering phone calls on our behalf.

Thanks to all teaching staff who continue to support our events and provide us with ideas on what our fundraising could be spent on.

Thank you to Mr. Jones as always, for continuing to support the PTA, for allowing us to hold events at the school, providing support and guidance to enable us to achieve our goals and establish new ways of



working with the school. This enabled us to ensure that monies are evenly given to all year groups, benefiting all children in the school.

Parents/guardians for bringing their children to our events, for purchasing items and raffle tickets to raise funds for the school and making donations.

**The PTA Members** – the PTA wouldn't function without a core group of active members. These are the people who man the stalls at Christmas fayres, who help at discos, who setup and clear up after all events and help count monies at our 2p and 5p challenges. They attend meetings as often as they can, sharing new ideas, and helping to decide how funds are spent and help buy items to sell at events.

A massive thank you to all who have volunteered their time and skills to these roles in the past year.

**The PTA Committee group** – for putting in hours of work and attending extra meetings on top of the monthly PTA meetings to enable events to go ahead and ensure fundraising tasks are completed.

The mantra that has stuck with us all this year is “**Team work makes the dream work**” and boy have we got a team!

Thank you 😊

