

**WILLOWBROOK PRIMARY SCHOOL  
PARENT TEACHER AND FRIENDS ASSOCIATION**

**REGISTERED CHARITY NUMBER: 1046576**

**ANNUAL GENERAL MEETING**

**REPORT AND ACCOUNTS FOR THE YEAR ENDED**

**23 AUGUST 2022**

**3<sup>RD</sup> MARCH 2023**

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## AGENDA FOR MEETING

**Date:** Friday 3 March 2023  
**Time:** 10:00 – 12:00  
**Venue:** St Peter’s Church, Claughton Way, Hutton, CM13 1JS

### Committee Members

Kim Griffin (Chair) | Kerry Rugg (Treasurer) | Emma Bradley (Treasurer) | Kit Cheng-Ung (Secretary) | Clare Branton (Headteacher)

Item No.	Item	Owner
	<b>ORDINARY BUSINESS</b>	
1.0	Apologies for absence Clare Branton	Chair
2.0	Chair’s Report – Achievements and Performance	Chair
3.0	Financial Review Spending/Budget - to be agreed	Treasurer
4.0	Election / Confirmation of Officers and Trustees of the Committee Confirmation of officers to roles as outlined in Structure, governance and management - See page: 10	Chair
	<b>ANY OTHER BUSINESS</b>	
5.0	Open to members We welcome any questions, ideas from those in attendance as automatic members of our PTFA.	Chair
	<b>MEETING ENDS</b>	

## Reference and administrative details

Willowbrook Primary School PTFA is a registered charity (Charity Commission number: 1046576) and the address of principal office is at Willowbrook Primary School, Rosen Crescent, Hutton, CM13 2TU.

The bank account for the PTFA is under Willowbrook Primary School PTA and is with Barclays Bank UK PLC

All committee members are also trustees and appointed or reappointed each year at the annual general meeting. The PTFA is supported by the Headteacher (Clare Branton), the school staff and a group of dedicated volunteers who provide their time and expertise as and when required.

The names of the committee and trustees at the time of this report are:

Kim Griffin	Chair
Kit Cheng-Ung	Secretary
Kerry Rugg	Treasurer
Emma Bradley	Treasurer

## Objectives and activities

The aims of the charity are written out in our constitution with the latest revision on April 2022 (Appendix 1) to change the charity from a PTA (Parent, Teachers Association) to a PTFA (Parent, Teacher and Friends Association). We recognised the role the wider school community have in our activities and the support they provide to the children and felt that it was important they are also included and welcomed.

We continue to support the school with funding for resources and activities. The trustees are also very active within the school and provide hands on resourcing. The PTFA also helps to promote school funded/managed activities, we feel that is important that we are joined up with the school.

We have regular communication with the Headteacher and staff to determine what activities and funding would be most useful and to hear first-hand the areas where they feel they need the most support through fundraising or resourcing.

## Chair's report - Achievements and performance

Dear Parents, Carers, School and Governors,

Where to start... we as a PTFA had a great year, delivering a great programme of events for our children, even if it did start with a number of covid measures still in situ, but we did not let this stop us.

**Happy School Bags** – we helped to declutter your houses with this event by helping to spring clean your wardrobes and fund-raise for the school in the process. This simple but effective event helped to raise £106 over two bag drops through the year.

**Pop-Up Markets** – We held a number of pop-up markets in the playground due to covid restrictions selling Halloween and fancy-dress items during the Autumn term. Raising a super £230.

**Pizza Doughies** – This was the first time we had tried this type of event, we had heard positive reviews and felt it was something that our school might like. It was a great success and our families enjoyed making pizza and cookies together and sharing what they had made. The cookies were sooooooo good!!! From the two events that we held we raised a wonderful £253.

### Christmas 2021

**Christmas Gifts** – We gave the children the opportunity to design their own Christmas cards and gifts for parents/carers to buy to send to friends and family. This was a great success, and loved by the parents/carers. We have some very talented children in the school, who came up with some amazing designs for the cards and gifts. This wonderful event raised a very Christmassy £171.

**Christmas Fayre** – A smaller event than pre-covid, but a nice way to try and get things back to 'normal'. We had a food and drink stall, some external stalls and a number of children's games in the playground. Unfortunately, it did start to rain, so the outside games did come to an earlier end than we would have liked.

**Christmas Raffle** - The Christmas raffle was a massive success and our biggest fund raiser for Christmas. Our PTFA volunteers managed to sweet talk a number of local and bigger businesses to provide us with some amazing prizes- a big thank you again to Salesforce UK and Nicola Atkins Consulting for providing sponsorship for our main prizes.

We would like to send a big thank you to Hilbery Chaplin for providing us with our advertising boards, and Nicola Ward for her amazing design skills.

**Santa Visit** – A wonderful treat for all the children when Santa visited each of the classrooms and provided them with a sweet treat to take home. Santa was provided by Sophisticated Entertainment and sponsored by Marcloud Consulting with the sweet treat funded by Nicola Iversen Consulting LTD.

The Christmas fayre and raffle raised an incredible £927.

**Easter Bunny** – The children were treated to another special visitor, the Easter Bunny, to their classrooms with each child given a special treat to take home. This treat was provided by the PTFA with funds raised from PTFA events.

**Summer Disco** – Our first disco since before covid, and the first for a number of the younger children. It was a great success raising £505 and was thoroughly enjoyed by all the children with entertainment being provided by @mojientertainers. Snacks, drinks and treats were paid for from PTFA funds raised from PTFA events.

**Summer Fayre** – The first summer fayre in over 2 years. We in the PTFA were determined not only to deliver a fayre, but an amazing one at that. Many hours were spent devising games for stalls, contacting vendors, collating donations, and begging for raffle prizes. The committee could not have achieved this without the support of our amazing parent/carer volunteer group.

With some beautiful sunshine, the day ran smoothly due to the great coordination of the PTFA committee and all the help from the teachers/LSAs and our volunteer group to help set up, run the stalls and clear up. From this event we raised an amazing £2,025. WOW!!!

The funds raised from these events allow us to aid the school in some of their ‘wish list’ items, ensure our children can go on school trips or even just receive a special treat.

**Here are just a few examples....**

- ✓ Contribution to the coach hire for school Pantomime trip
- ✓ Coach hire for library visit - Whitebeam
- ✓ Year 6 tuck shop for their away days
- ✓ Year 6 Military Day - Summer 2022
- ✓ Medals and ice pops for sports day
- ✓ Leaver’s hoodies for Year 6
- ✓ Invested in a range of diverse library books
- ✓ Sweets & treats for special events – e.g. Easter, Summer Disco
- ✓ Crafts and snacks for Christmas parties
- ✓ Food Supplies and equipment for the nature area

There are several ways to support the PTFA that do not require any time or commitment to the PTFA... a silent investor! These are great ways for the PTFA to raise some extra funds from some things as simple as you just shopping online.

Your School Lottery: Raising £347 through the year, this is a great amount. Thank you to those who take part in the School Lottery.

Amazon Smile (NB: Amazon are withdrawing AmazonSmile as a fund-raising avenue from Feb 2023 – this will be sadly missed by a number of charities including us.). From simply shopping on Amazon and having us as your nominated charity we raised £230 throughout the year.

Easyfundraising

Co-op Local Community Fund

Scholastic Book Club

Gift Aid

To keep up to date with PTFA news and events, please follow our Twitter (@willowbrookpta) and Facebook (Willowbrook PTFA parents and carers, Hutton) pages. These pages are regularly updated and will keep you in the know with what we are doing for the children.

### **Announcement and thank yous**

We were sad to lose two members of the PTFA during this school year –Amy Lyddiatt (Co-Chair) and Liz Smith (Co-Treasurer). Both having made some amazing contributions to the PTFA during their time on the committee and they will both be missed.

This meant we had two new openings – we were pleased to welcome, Emma Bradley, onto the team as co-treasurer. She has settled in with us brilliantly and made some major contributions to the PTFA in her short time with us.

To our main supporters, the Willowbrook Family; without you amazing parents, carers, grandparents and friends we would not be able to put these events on, and we would not be able to help fund some wonderful items for our children in school.

We thank you all for your continued support and look forward to many more great times with you all.

To our PTFA volunteers, you help to spread the PTFA messages about events, and support us to deliver these events too - we couldn't do half of what we do without you all. We know time can be short in our hectic lives but the time you give to us is so very much appreciated.

To Mrs Branton, Trudi Dockerill, and the whole school team (teachers/LSAs), always a massive support to the PTFA and our events, and we appreciate all the time you dedicate to the PTFA to support us and the children. Thank you.

Dave, our caretaker!!!! Always there to support us or help us fix something whenever we need him. No job is ever too much trouble for Dave, and always does it with a smile. He really is an unsung hero in the Willowbrook Family.

To my fellow committee members, Kit, Kerry and Emma (Amy and Liz), very simply THANK YOU.

We really are a great team! We work amazingly together to make these events happen and come up with some super ideas to fundraise, even if we do disagree with most of Kit's crazy thoughts!!!

But our first and main thought is always our mission:

**“To make the school a better place for our children to learn, have fun and aid the school to provide a great education”.**

Many Thanks

*Kim*

Kim Griffin  
Chair – Willowbrook PTFA

## Financial review

### Willowbrook School PTFA Treasurers Report

On 15 July 2022, Mrs Elizabeth Smith resigned as Co-Treasurer of the Willowbrook Primary School PTFA.

On 23 May 2022 Mrs Emma Bradley was appointed Co-Treasurer.

On 13 January 2023 Miss Kerry Rugg resigned as Co-Treasurer with effect from 21<sup>st</sup> July 2023

On 13 January 2023 Mrs Emma Bradley was appointed Treasurer and the position of co-treasurer was advertised.

### Accounting policies

The accounts are prepared on a receipts and payments basis.

### Financial reserves

Unrestricted funds are needed to provide funds which can be designated to specific projects, to enable these projects to be undertaken at short notice and to cover administrative fundraising and support costs, without which the PTFA could not function.

Unrestricted funds are funds which are available for use at the consideration of the trustees in the pursuit of the aims of the charity and which have not been restricted for other purposes. Restricted funds are to be specifically used in accordance with any conditions imposed by donors, or have been fund-raised for an express purpose. As at 23 August 2022, the reserves were £21,350.03 with £6,547.30 being restricted –this relates to grants received from the Coop Local Community Fund for shading and mental health.

### 1. Statement of Accounts

	£
<b>Opening Bank Balance at 24th August 2021</b>	<b>14,770.35</b>
Receipts	12,082.12
Payments	(5,502.44)
<b>Total</b>	<b>21,350.03</b>
<u>Less cashbook items not cleared yet</u>	
Total Receipts	
Total Payments	-
<b>Total as per bank statement</b>	<b>21,350.03</b>

At year end there were several unprocessed invoices relating to summer activities *excluded* from the above statement amounting to £428.30. There was also a payment of £880.00 for summer shading (funded by the Coop grant), £525.00 re the Year 6 Leavers hoodies and a £50.00 payment for Trauma training also excluded from the figures above. Total of unprocessed invoices is £1,883.30.

## **2. Revenue/Income**

£12,082.12 has been received during the period. The main other receivables of note are from Christmas activities, Summer Fayre and Adventure Island and Sealife Centre tickets.

## **3. Spending/Budget - to be agreed at AGM**

Appendix 2

## **4. Fundraising initiatives**

- ✓ Preloved Uniform sales
- ✓ Clothing collection
- ✓ Adventure Island/Sealife Centre tickets
- ✓ Pizza night
- ✓ Christmas Fayre – sponsored by Hilbery Chaplin
- ✓ Raffle
- ✓ Christmas card and gifts designed by Willowbrook children
- ✓ School Lottery
- ✓ Scentsy
- ✓ Amazon Smile
- ✓ PTA Stall

## **5. Independent Review of Accounts**

Full set of accounts available on request. These accounts will be independently reviewed following each AGM, and any findings will be made available.

Emma – Treasurer

Kerry Rugg – Co Treasurer

24<sup>th</sup> Feb 2023

## **Structure, governance, and management**

As laid out in our constitution the committee will consist of no more than 25 members. We are currently a committee of 4 and all committee members are trustees to ensure there is commitment to the charity's aims.

When there are vacancies within a school year, adverts are sent out through the school newsletter and our social media channels. Individuals within the school community are invited to nominate themselves and we will hold a committee meeting to vote the new member/s in should there not be an EGM or AGM scheduled in the immediate future.

In May 2022 we held an EGM due to resignations in the committee and a continued period of not operating and not being able to hold an AGM during the COVID pandemic where we adhered to restrictions placed on the community by government and to maintain the safety of the school community.

The committee does not have an organisational structure that flows from the top to the bottom, all committee members are at the same level and have the same level of authority and standing.

### **Re-election and appointments**

The committee members who are nominated for re-election are:

Chair – Kim Griffin

Secretary – Kit Cheng-Ung

Treasurer – Emma Bradley

Vacancies:

1. Co-Chair -
2. Co-Treasurer

Expressions of interest have not been received for these two positions and we will continue to advertise.

### **Decision making**

Decisions on fundraising and how funds are spent are discussed during regular meetings of the committee. These are not fixed but rather organised when there are issues to consider

in a timely manner. Our committee members are all volunteers and have roles outside of the charity. Once the committee have considered any proposals from the school or vice versa, the Chair or secretary will meet with the headteacher.

## Appendix 1 – Constitution

### CONSTITUTION

**Association Name:** Willowbrook Primary School Parent Teacher and Friends Association  
(Willowbrook Primary School PTFA)  
**School Name:** Willowbrook Primary School  
**School Address:** Rosen Crescent, Hutton, Brentwood, Essex, CM13 2TU  
**Contact:** [pta@willowbrook.essex.sch.uk](mailto:pta@willowbrook.essex.sch.uk)  
**Registered Charity Number:** 1046576

#### 1. Title

The Association shall be known as the Willowbrook Primary School Parent Teacher and Friends Association (often simply referred to as Willowbrook Primary School PTFA)

#### 2. Aims

The aims of the Association are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Authority). This includes: -

- a) promoting close co-operation and communication between parents and school
- b) studying and discussing matters of mutual interest relating to the education and welfare of pupils
- c) engaging in activities which support and advance the education of the pupils attending the school, including fundraising and after school activities.
- d) considering applications for funds put to the PTFA from parents, teachers, Pupil Council groups and granting funds to support such applications where the request is passed by a majority of the General Committee.

#### 3. Membership

The Members of the Association shall comprise all parents, guardians and family of children attending the school and all teachers employed at the school.

With the newly formed Parent Council it has been decided that the PTFA continues to operate as a separately constituted organisation.

#### 4. Powers of the Association

The Association shall have the power to do anything considered by the General Committee to be in furtherance of the aims. This includes the power: -

- a) to raise funds and invite and receive contributions in furtherance of the aims of the Association.
- b) to purchase, retain and sell any assets of any description.
- c) to pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the charity and funds of the Association.
- d) to reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and powers.
- e) to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the General Committee, required for the carrying out of the purposes of the Association.
- f) to establish and operate both current accounts and deposit accounts with bankers in the name of the Association provided that cheques drawn on such accounts shall not be signed by less than two members of the General Committee.

## 5. Office Bearers

The Office Bearers of the Association shall consist of:

- a) The Head Teacher of the School – Clare Branton
- b) Co-Chairperson – Kim Griffin
- c) Co-Chairperson – VACANCY
- d) Secretary – Kit Cheng-Ung
- e) Treasurer – Kerry Rugg
- f) Co-Treasurer – Liz Smith

The General Committee of the Association may appoint such other Office Bearers as may from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the first meeting after the AGM. Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearer's position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be made available to the Parents/Carers and to any member of the Association who requests them.

## **6. General Committee**

The business of the Association shall be managed by a Committee of no more than 25 members, consisting of 21 parents, 3 teachers and the Head Teacher.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Committee members shall be elected at the AGM and shall hold office until the next AGM.

Where a member of the Committee fails to attend regular meetings and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

Meetings of the General Committee shall be held as required during term time. At all meetings of the Committee a third of General Committee Members, at least two of whom are Office Bearers, shall form a quorum.

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have the deciding vote which shall be used only in the event of a tie.

## **7. Annual General Meeting**

The Annual General Meeting (AGM) shall be held in September or October each year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include: -

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) appointment of an independent examiner of the Accounts
- d) receipt of reports of the Office Bearers
- e) election of members to serve on the Committee
- f) discussion of motions received.

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings, the quorum shall consist of no less than 4 members of the Association.

The General Committee or a minimum of 25 members, on submission of a formal written request, shall have the power to call an Extraordinary General Meeting (EGM).

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

## **8. Finance**

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association's financial year shall end on the last day of August in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

The Committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association.

## **9. Alterations to the Constitution**

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## **10. Dissolution**

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 25 members of the Association voting in person plus the Chair of the Association. Any remaining funds should be distributed for the benefit of the children at the school.

**Appendix 2 – Budget 2022-2023****Budget 2022-2023**

Income	£
Halloween disco	250.00
Xmas raffle	200.00
Summer fayre	1,500.00
My school Lottery	340.00
Amazon Smile	230.00
Summer disco	300.00
Adventure island	400.00
Cauliflower xmas cards	170.00
Uniform	120.00
Co op balance of mental health grant	2,741.77
	6,251.77
 <b>Expenses</b>	
Shade for children	6,255.00
Thrive etc (co op grant)	3,000.00
Coach for xmas panto	550.00
Eco area-seed and feed	450.00
Eco area-other repairs etc	
Leavers hoodies	1,000.00
Coffee mornings (drinks)	50.00
Sports day medals	250.00
Yr 6 away day	500.00
Parentkind subs	130.00
	12,055.00
 Estimated net income	(5,803.23)

We anticipate spending above our income for this year as the Coop Community Fund money for shading and mental health is spent.

**REPORT ENDS**