

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

REGISTERED CHARITY NUMBER: 1046576

**ANNUAL GENERAL MEETING
29 FEBRUARY 2024**

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

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AGENDA FOR MEETING

Date: Thursday 29 February 2024
Time: 09:00 – 10:00
Venue: St Peter’s Church, Claughton Way, Hutton, CM13 1JS

Committee Members

Kim Griffin (Co-Chair) | Jo Brown (Co-Chair) | Emma Bradley (Treasurer) | Jenny Cox (Co-Treasurer) | Lisa Finnie (Co-Treasurer) | Kit Cheng-Ung (Secretary) | Clare Branton (Headteacher)

Item No.	Item
	ORDINARY BUSINESS
1.0	Apologies for absence Clare Branton
2.0	Minutes of the Annual General Meeting held on 3 March 2023
3.0	Chairs’ Report – Achievements and Performance
4.0	Financial Review – Treasurers report for the year ending 31 August 2023 Proposed resolutions: <ol style="list-style-type: none"> 1. Spending/Budget – agreed for year end 31 August 2024 2. Appointment of an Independent Financial Examiner of the Accounts for the year ending 31 August 2024.
4.0	Election / Confirmation of Officers and Trustees of the Committee Proposed resolutions: To Re-elect the following officers as Trustees of the Committee <ol style="list-style-type: none"> 1. Co-Chair – Kim Griffin 2. Co-Chair – Jo Brown 3. Secretary – Kit Cheng-Ung 4. Treasurer – Emma Bradley 5. Co-Treasurer (post share arrangement) – Jenny Cox 6. Co-Treasurer (post share arrangement) – Lisa Finnie
	ANY OTHER BUSINESS
6.0	Open to members We welcome any questions, ideas from those in attendance as automatic members of our PTFA.
	MEETING ENDS

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 5 filled committee posts and trustees at the time of this report are:

Kim Griffin	Co-Chair
Jo Brown	Co-Chair
Kit Cheng-Ung	Secretary
Emma Bradley	Treasurer
Jenny Cox	Co-Treasurer (post share)
Lisa Finnie	Co-Treasurer (post share)

Objectives and activities

The aims of the charity are written out in our constitution. (Appendix 1.)

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 it is important that we are joined up with the school.

Minutes from Annual General Meeting held on 3 March 2023

MINUTES OF ANNUAL GENERAL MEETING FOR THE YEAR ENDED 23 AUGUST 2022

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
	ORDINARY BUSINESS	
1.0	Apologies for absence Clare Branton NOTED	Chair
2.0	Chair’s Report – Achievements and Performance NOTED – NO COMMENTS	Chair
3.0	Financial Review Spending/Budget - to be agreed LIBRARY BUDGET LINE OF £1000 TO BE ADDED. EMMA TO DISCUSS THE PROPOSED BUDGET WITH HEADTEACHER BEFORE SIGN OFF. APPOINT PAUL GRIFFIN (FINANCE LEADER – LAING O’ROURKE) AS INDEPENDENT ACCOUNTS EXAMINER – ALL 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 ELECTION OF OFFICERS: CHAIR – KIM GRIFFIN SECRETARY – KIT CHENG-UNG TREASURER – EMMA BRADLEY ALL CONFIRMED IN POST FOR THE YEAR. PTFA WILL CONTINUE TO ADVERTISE FOR THE CO-CHAIR AND CO- TREASURER ROLES.	Chair

Item No.	Item	Owner
	ANY OTHER BUSINESS	
5.0	<p>Open to members</p> <p>We welcome any questions, ideas from those in attendance as automatic members of our PTFA. NO OTHER ATTENDEES PRESENT AT MEETING.</p> <p>CHANGES TO CONSTITUTION:</p> <ul style="list-style-type: none"> • TREASURER PROPOSED CHANGE OF CHARITY ACCOUNTS FINANCIAL YEAR TO RUN FROM 1 SEPTEMBER TO 31 AUGUST EACH YEAR. – ALL AGREED • TO REMOVE NAMES AND KEEP TITLES OF POSTS ONLY – ALL AGREED. • TO CHANGE AGM DATE WITHIN CONSTITUTION TO ONCE A YEAR – ALL AGREED. 	Chair
	MEETING ENDS	

Chairs' report - Achievements and performance

Dear Parents, Carers, School, Governors, and the wider Willowbrook family,

Firstly, can I start by saying a massive thank you to the parents/carers and friends of Willowbrook for your continuous support of the PTFA and our events and your generosity that you show, even through these tough financial times. So, THANK YOU from the PTFA committee to you all.

On to business...

I am extremely excited that the PTFA committee is now at full strength with three new members joining the madness, and adding lots of support and ideas to the table.

Please welcome Jo Brown as my new partner in crime (Co-Chair), and Jenny Cox and Lisa Finnie as co-treasurers to help Emma with the numbers.

As a team we couldn't wait to get started during the summer term, and dive into the deep end with organising the summer fayre.

What have the PTFA committee and volunteers been up this year?

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 £120.

Christmas Raffle – We were able to put on a Christmas raffle this year thanks to a number of local and wider businesses providing us with some amazing prizes. From this raffle and all you buying tickets, we raised an amazing £434.

Santa Visit – For the second year running we were able to provide the children with a special Christmas treat and a visit from the big man himself, Father Christmas. This event would not have happened without the amazing effort from one of our volunteers, Nicola Iversen, who managed to get sponsorship for this treat to happen. Thank you, Nicola!!

Halloween Disco – This was our first Halloween disco for 3 years, and our first for our new Beech class. All the children had a super time dancing and laughing with their friends and teachers, I don't know where these children get all their energy from!! This wonderful event raised £347.

Coffee Mornings/Mother's Day Tea/ Father's Day Breakfast – The PTFA committee and volunteers continue to support the school on their information coffee mornings, and special events.

Adventure Island – The PTFA committee sold Adventure Island tickets again this year, and these were a great success as we sold out of tickets. It is great to be able to provide reduced price tickets for our Willowbrook family for you to enjoy a fun filled day out.

Book Bingo/Pop Up Book Stalls – Reading is such an important part of the children's education, and we were keen to help encourage reading and enjoying books that we organised a Book Bingo event.

The children each had a bingo card that encouraged them to read books in a variety of places, draw pictures and generally enjoy reading; all while raising valuable funds for new books for the library. We received some amazing pictures from the children of books that they had read and raised spectacular £360.

Kit ran two pop-up book stalls to again encourage reading and reusing 2nd hand books. She did this in the cold and wet, and raised £50.

Easter Raffle – Thanks to funds raised from PTFA events, we were able to provide three special gifts for the Easter raffle.

Easter Bunny & Treat – The children were treated with a visit from the Easter bunny, who provided them all with a special sweet treat. This was funded by monies raised from PTFA events.

Summer Disco - We were excited to end the year with an amazing summer disco. 76% of the school children attended the disco, danced their hearts out with smiles on their faces. This event raised a summer filled £270.

Summer Fayre – The year was ended with our wonderful Summer Fayre, the sun shone, and the day was full of fun and laughter. We had inflatables, food, stalls, and not to mention the soaking of poor Miss Cox as a leaving present!! The school dance club (Infants and Juniors) treated us to a spectacular display of their dancing skills. It certainly was a great way to end another year and raising an incredible £2,300.

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

Vending Machine - The PTFA were pleased to support the School Council and purchase a book vending machine for the school and help to encourage the children to be reading more and enjoy the love of reading. Children have the chance to win a raffle ticket if they read a number of times in a week at home. The PTFA are excited to have been able to purchase the vending machine with funds raised from our events and supporting the school on their reading initiative.

Library Books – From monies raised we have been able to purchase some new, more modern books for the library. There is still a long way to go to renew and provide more resource books for the library, but a good start has been made.

Sports Day – Every year we are pleased to be able to provide medals, and ice poles for the children on Sports Day. It is always an exciting day for the children, and to see them at the end of the day with their medals, ice poles, and smiles on their faces is a joy for the PTFA.

Pantomime Trip – One of the most exciting days out for the children each year is the pantomime trip. The PTFA are pleased that we are able to continue to contribute to the cost of the coaches for the children, and thus ensuring we help keep costs down for parents.

Year 6 Leavers – Each year we contribute to several activities/items for our leavers. We gift all leavers with a beautiful, personalised leavers hoodies. We provide a tuck shop for the leavers PGL trip and contribute to their Military day towards the end of their school career.

Sweets/treats for special events – We provide a number of treats throughout the year at a number of events from Easter treats from the Easter bunny to drinks/snacks at discos.

Supplies for Eco Area – The ECO area is an amazing part of our school grounds for the children to explore and learn about nature/wildlife/growing fruit/vegetables. The PTFA funds help to support the ECO area by providing animal food, equipment and supplies to help maintain the area.

As a charity we can apply for a number of grants from local businesses – we have to provide details of what we would like funding for, and should we be lucky enough to win the grant, then we have to provide evidence of the funds spent.

This year we spent a grant that we won for ‘shading’. As we all know the playground/field can get very hot in the summer and the school were keen to be to provide better protection for the children during the summer months. We were able to buy with the grant 6 large new gazebos, picnic tables and parasols, hopefully you all saw the wonderful new gazebos at the summer fayre.

We also this year won a grant of £3,033 from Co-Op Local Community Fund. The school are excited to use this fund for staff training to help children cope better with life's ups and downs.

Finally,

To keep up to date with PTFA news and events, please follow our Twitter ([@willowbrookptfa](#)) 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. The

Willowbrook Newsletter is published once a term and highlights what the PTFA have been doing, further events, and general PTFA news.

THANK YOU 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, 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 and Emma, thank you for being there and not giving up when it was just three of us, we ploughed on, and we are now back to full strength and excited for next year. Thank you to Jo, Lisa and Jenny for agreeing to join us, and making us a super strong committee.

Thank you to you all for all your efforts and hard work that you all put into each and every event. It is amazing to have a full team to be able to share ideas and share the load. I am excited for next year to see what amazing new ideas/events we can come up with and pull off.

There is certainly no 'I' in team in the PTFA Committee.

Many Thanks

Kim

Kim Griffin
Co-Chair – Willowbrook PTFA

Message from our new Co-Chair – Jo Brown

Think Kim has said it all, it really has been a pleasure joining this fabulous PTFA team. As Kim said we are a strong team and everything we do is for our children, and we love nothing more than to see big smiles on their faces.

A very big thank you from myself to all Kim has mentioned above, we really couldn't do it without you all.

Here's to next year, making many more happy memories and putting those smiles on our children's faces.

Many Thanks

Jo

Jo Brown

Co-Chair – Willowbrook PTFA

Thursday 29th February 2024

Financial review - Treasurer's Report for the year ending 31 August 2023

On 3rd March 2023 Miss Kerry Rugg resigned as Co-Treasurer with effect from 21st July 2023.

On 7th June 2023 Mrs Jenny Cox and Mrs Lisa Finnie were voted in as Co-Treasurers.

On 20th April 2023 Mrs Jo Brown was voted in as Co-Chair.

1. Statement of Accounts

The 2022/2023 accounts (available upon request) closed with a healthy balance of £19,344.

	£
Opening Bank Balance at 24th August 2022	21,350
Receipts	13,882
Payments	(15,888)
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Total	19,344
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<u>Less cashbook items not cleared yet</u>	
Total Receipts	
Total Payments	-
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Total as per bank statement 31st August 2023	19,344

Please note that the year end date has been changed to 31 August for all future years. There is one unprocessed invoice *excluded* from the above statement, as follows: £331 re Summer Fayre food expenses. There is also one unprocessed receipt *excluded* from the above statement, as follows: £420 re Hilbery Chaplin sponsorship for the summer fayre. Overall net impact on 2022/23 financial statements £89 receipt.

2. Revenue/Income

£13,882 has been received during the period. The main receivables of note are from the Summer Fayre, Adventure Island ticket sales and money received from the Coop regarding a Mental Health grant.

£15,888 has been spent during the period. Significant expenditure for the year included £6,400 spent from the Coop 'shading' grant on new picnic benches and gazebos for the school playground/field. £1,550 was spent on the book vending machine which is an initiative to encourage more reading at home. £1,450 was spent on Adventure Island tickets

for resale. £1,089 was spent on Year 6 leaver hoodies in the period which also included a late payment for the previous year. It is anticipated that the cost will be around £550 in the 2023/24 year.

3. Spending/Budget 2023-2024

Income	£
Winter disco	250.00
Summer fayre	1,500.00
My School Lottery	340.00
Summer disco	300.00
Fantasy football	300.00
Quiz night	100.00
Adventure Island Vouchers	600.00
Family bingo	150.00
Cauliflower Christmas cards	170.00
Uniform	100.00
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	3,810.00
 Expenses	 £
Thrive/Mental Health/Wellbeing (Co-Op Local Community grant)	3,000.00
Coach for Christmas pantomime	900.00
Eco area	
First Aid training Year 6 and Year 5	500.00
Leavers hoodies	600.00
Coffee mornings (drinks)	50.00
Sports day medals/ice poles	250.00
Year 6 away day	500.00
Library books (topics)	1,000.00
Play leader tabards (x10)	80.00
Walkie talkies (all classes)	400.00
Authors/Artists visits	1,000.00
Swimming	1,000.00
Grocery support breakfast/after school club	250.00
 Fund available for each class	 700.00
Parentkind subs	150.00
	<hr/>
	10,380.00
 Estimated net income	 (6,570.00)

We anticipate spending above our income for this year as the Coop Local Community Fund grant for mental health is spent.

Proposed resolution: Committee to agree budget as set out above:

4. Fundraising initiatives

- Preloved Uniform sales
- Adventure Island ticket sales
- Christmas Raffle
- Summer Fayre and Raffle
- Christmas card and gifts designed by Willowbrook children
- School Lottery
- School Discos
- Amazon Smile (finished this year)
- PTA Stall
- Fantasy Football (new for 2023)

5. Independent Review of Accounts

Detailed income and expenditure analysis is available. These will be independently reviewed following each AGM, and any findings will be made available.

Proposed resolution: Committee to agree to appoint an Independent Examiner of the accounts for year ending 31 August 2024.

Emma Bradley – Treasurer
Lisa Finnie– Co Treasurer
Jenny Cox - Co Treasurer

29th February 2024

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 5 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.

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. All committee members hold up to date Disclosure and Barring Service certificates.

Re-election and appointments

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

Co-Chair – Kim Griffin

Co-Chair – Jo Brown

Secretary – Kit Cheng-Ung

Treasurer – Emma Bradley

Co-Treasurer (post share arrangement) – Jenny Cox –

Co-Treasurer (post share arrangement) – Lisa Finnie –

Decision making

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. The meetings are set as and when needed to enable the committee to plan for specific activities and minimise the impact on the working hours of the committee members as all posts are undertaken on a voluntary basis.

Once the committee have considered any funding proposals from the school or vice versa, Co-Chair and Treasurer 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
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, 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
- b) Chairperson
- c) Co-Chairperson
- d) Secretary
- e) Treasurer
- f) Co-Treasurer

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 once a 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, therefore running from 1 September to 31 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.

Record of changes to Constitution:

1. 20/03/2021 - Change from PTA to Parent, Teacher and Friends Association (Ratified at AGM dated 25th November 2020)
2. 27/04/2022 – Change of end of PTA financial year from July to August
3. 27/04/2022 – Removing reference to Willowbrook Giving Fund following consultation with committee and Willowbrook Primary School
4. 03/03/2023 – Change to financial year dates to 1 September to 31 August of each year
5. 03/03/2023 – To remove named persons and only state job titles.
6. 03/03/23 – to change AGM date within constitution to read once a year.

Version dated: 4th March 2023

REPORT ENDS