

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

REGISTERED CHARITY NUMBER: 1046576

**ANNUAL GENERAL MEETING
27 FEBRUARY 2025**

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

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AGENDA FOR MEETING

Date: Thursday 27 February 2025
Time: 09:00 – 10:30
Venue: Willowbrook Primary School, Rosen Crescent, Hutton, Brentwood, CM13 2TU

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
2.0	Minutes of the Annual General Meeting held on 29 February 2024
3.0	Feedback from Head Teacher, Clare Branton
4.0	Chair’s Report
5.0	<p>Review of policies</p> <p>As a PTFA it is expected to have a series of policies in place to provide guidance on its day-to-day activities and governance</p> <p>The following policies have been drafted by the Secretary and require sign off: See Appendix 1.</p> <ul style="list-style-type: none"> • Code of Conduct • Complaints Procedure • Conflict of Interest • Equal Opportunities • Financial Control and Expenses • GDPR General Data Protection and Retention • Risk Assessment • Safeguarding • Social Media • Volunteering <p><i>Proposed resolutions: For committee to submit any amendments.</i></p>
6.0	<p>Financial Review – Treasurers report for the year ending 31 August 2024</p> <p><i>Proposed resolutions:</i></p> <ol style="list-style-type: none"> 1. Spending/Budget – to be agreed for year end 31 August 2025 2. To remove from the constitution the need for an independent reviewer of annual accounts (Page 3, point 8 in Constitution).

Item No.	Item
7.0	<p>Election / Confirmation of Officers and Trustees of the Committee</p> <ol style="list-style-type: none"> 1. To welcome any nominations for any of the Committee posts. 2. <i>Proposed resolutions: To Re-elect the following officers as Trustees of the Committee</i> <ol style="list-style-type: none"> a) Co-Chair – Kim Griffin b) Co-Chair – Jo Brown c) Secretary – Kit Cheng-Ung d) Treasurer – Emma Bradley e) Co-Treasurer (post share arrangement) – Jenny Cox f) Co-Treasurer (post share arrangement) – Lisa Finnie
	ANY OTHER BUSINESS
8.0	<p>Open to members</p> <p>We welcome any questions, ideas from those in attendance as automatic members of our PTFA.</p>
	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 2.](#))

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.

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 6 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.

2.0 Minutes from Annual General Meeting held on 29 February 2024

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 NOTED
2.0	Minutes of the Annual General Meeting held on 3 March 2023
3.0	Chairs’ Report – Achievements and Performance NOTED – NO COMMENTS
4.0	Financial Review – Treasurers report for the year ending 31 August 2023 Proposed resolutions: <ol style="list-style-type: none"> Spending/Budget – agreed for year end 31 August 2024 - AGREED Appointment of an Independent Financial Examiner of the Accounts for the year ending 31 August 2024. – TO ASK PARENT COMMUNITY
5.0	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"> 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 ALL RE-ELECTED
	ANY OTHER BUSINESS
6.0	Open to members We welcome any questions, ideas from those in attendance as automatic members of our PTFA. NO MEMBERS IN ATTENDANCE
	MEETING ENDED

3.0 Message from the Headteacher, Clare Branton.

As the headteacher of the school, I am proud to acknowledge the invaluable role the PTFA (Parent, Teacher and Friends Association) plays in enhancing the overall experience for both our pupils and their families. Over many years, their contributions have been both significant and deeply appreciated. Through fundraising events, community-building activities and providing support for various school initiatives, the PTFA has helped strengthen the partnership between parents, teachers and the wider school community.

From my perspective, the PTFA excels in bridging the connection between the school and our parent community. The events they organise not only raise much-needed funds but also provide excellent opportunities for families to come together, build relationships and create a real sense of belonging within the school. Whether it's through social events, volunteering, or supporting the school with additional resources, the PTFA is always responsive to the needs of both the school and its pupils.

Their contribution goes far beyond fundraising. It is about building a connected, engaged and supportive community around the school, where parents and teachers collaborate to create the best possible environment for our children to grow and thrive.

Regards,

Clare

Clare Branton
Headteacher
Willowbrook Primary School

4.0. Chairs' report - Achievements and performance

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

Another wonderful, successful year in the Willowbrook PTFA. As always, I must start with thanking the Willowbrook family/friends and community. You have continued to support the PTFA committee, all of our events and showed amazing generosity. So the biggest THANK YOU to you all.

We have been trying hard to keep the Willowbrook parents/carers regularly updated with the PTFA events, and general information by using our social media accounts ([Facebook](#), [Willowbrook PTFA parents and carers](#)), our termly newsletters, and the school website ([Willowbrook Primary School PTFA](#)).

So, what have the PTFA been up to this year...

Autumn Term 2023

Christmas

- [Hunters Chase Garden Centre](#) kindly donated us a lovely real Christmas tree again this year, and was decorated beautifully by the PTFA committee.
- With thanks to [Nicki Iversen](#), [MarCloud](#), [Nicky Atkins Consulting](#), we were able to provide a wonderful treat for the children in school with a visit from Father Christmas himself, and all children receiving a special little treat from him too.
- The children created some amazing pictures to be made into Christmas cards and gifts for their parents/carers to purchase.
- The children had a super trip to the Pantomime again this year in which PTFA funds paid for 25% of the total trip, plus provided the drinks and snacks for this event too.
- 'Name the Dog' raffle – we were luckily enough to have a massive cuddly dog donated to us in which we raffled off and raised a great £60, and the winning child was presented with the dog at the Christmas jumper/dinner day.

Fantasy Football – We had a request from a parent to set up a Premier League Fantasy Football league for the children/parents/carers to enjoy and take part in. We had a great response and 30 teams in our league, and our winner was Victor Moses Lawn.

Walkie Talkies – With funds raised by PTFA events, we were asked by the school to purchase some walkie talkies for the teachers/LSA to improve communication around school.

Spring 2024

Quiz Night - The PTFA held our first St Patricks quiz night, which was a resounding success. Thanks to Paul Griffin and Aron Brown for being amazing hosts and ensuring everyone had a fun and enjoyable evening. We had 10 teams made up of parents, carers and teachers/LSAs, and raised a super £350. We are hoping to make this an annual event for the Willowbrook family.

Well done to our winners 'Let's get Quizzical'!

Easter

- We were able to again surprise the children with a visit from the Easter Bunny, and give every child a sweet treat for Easter. This was thanks to Nicki Iversen and her colleagues at [Salesforce](#) for raising funds to help support this event. Thanks to [Infinity N Beyond](#) for providing the fun, excitable Easter Bunny.
- Thanks to Tesco Hanging Hill for donating a massive easter egg for the school Easter Raffle, which is always an event the children look forward to every year.

Breakfast/Afterschool Club - As a PTFA, we know how important the breakfast and after school club service is to our parents/carers and thus we decided, as a committee, that we wanted to support the service by contributing to the cost of groceries. With the cost of living increasing the breakfast and after school club has also been impacted by the rising costs. We support the school in keeping this service going and are pleased that we are able to help using funds raised by various PTFA events.

ECO Area - With funds raised from PTFA events, we were able to provide the Eco club with gardening gloves and tools.

Pine Trip – London - The PTFA are pleased that we were able to make a donation to help keep the cost down for the Pine class trip to the British Museum in May.

Summer 2024

Summer Fayre - Well, the summer fayre wasn't quite how we would have wanted this year due to the great British weather, but we didn't let that stop us. With some last-minute changes, and some cancellations we got the show on the road. With some match funding donations and the event itself, we raised an amazing **£2,100**.

As always, this amazing amount wouldn't have happened without some amazing support from a number of companies through raffle prizes, advertising boards, and donations. ([Winged Boots](#), [Hilbery Chaplin](#))

Football Kit - Thanks to Kit who is always looking for ways to benefit the school and not costing us anything, she is always applying for grants or free ballots. She entered the [Kick on with Starling Bank](#) ballot for a new football kit, and got selected. So we are super excited for the girls to have a great new kit for the new season

BINGO - The PTFA hosted their first family bingo event this term. We were delighted to have the help of a professional comedian/entertainer in [Lee Brace](#) (also a parent). Even with some technical issues, the event was a resounding success and enjoyed by both parents/carers and the children.

Sports Day - A day loved by the children and the parents as always, despite the odd rain shower. The children were brilliant in all their races, and we had some very competitive parents in the parents/carers race!!! Thanks to funds raised by PTFA events we were able to provide the children with a beautiful sports day medal and ice pole to celebrate the day.

Summer Disco - An amazing 76% attendance for this event makes it a highlight at the end of term. The children had the best time dancing and playing games with their friends and teachers. Thank you again to the wonderful [@alis_entertainment](#) for bringing the party tunes and games to the event.

Lolly-Pop Pop-Up Stalls - A parent led pop up stall - Thanks to a couple of our parent volunteers (Sian & Lauren) the children have been able to buy a delicious cold ice lolly to cool them down. The 3 pop up stalls have raised a summer sizzling £221 - this amazing total was due to Sian and her family donating the ice lollies too! So a massive thank you to Sian and family.

Science Day - Mrs Cirdei came to the PTFA to see if we could support a Science Day at school. We had a company come into school and every class got to take part in exciting investigations, demonstrations and observations. The children had the best day, and learning about science but also having fun. This event was funded by Nicki Iversen and her colleagues at [Salesforce](#).

Thank Yous

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.

THANK YOU to all our supporters, new and continued. We really appreciate these companies supporting our events and helping us raise funds that we can then use to help our children/school to have a better education.

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

To our fellow committee members, Kit, Emma, Lisa and Jenny – it's been great being a team of 6 this year, and working together has been a pleasure. We've enjoyed sharing ideas and working on all these events, even if the weather isn't always on our side. Thank you as always for your time, effort and hard work, and we look forward to another great year with you all on the PTFA.

Many Thanks

Kim

Kim Griffin
Chair

Jo

Jo Brown
Co-Chair

6.0 Financial review - Treasurer's Report for the year ending 31 August 2024

1. Statement of Accounts

The 2023/2024 accounts (available upon request) closed with a healthy balance of £17,726.

Opening Bank Balance at 24th August 2023	£ 19,344
Receipts	9,928
Payments	(11,546)
Total	17,726
<u>Less cashbook items not cleared yet</u>	
Total Receipts	
Total Payments	-
Total as per bank statement 31st August 2024	17,726

There is one unprocessed receipt *excluded* from the above statement, as follows: £500 re donation from the firm of one of our volunteers at the summer fayre.

2. Revenue/Income

£9,928 has been received during the period. The main receivables of note are from the Summer Fayre, Adventure Island ticket sales, Salesforce (donations from the firm of a school parent) and Your School Lottery.

£11,546 has been spent during the period. Significant expenditure for the year included £2,500 for the Summer Fayre (food, drink, toys etc). £1,309 was spent on Adventure Island tickets for resale, £1,024 was spent on wellbeing training which used some of the Co-op grant received in prior years. A contribution of £1,000 was made towards the school swimming cost. £987 was a contribution toward the Christmas panto visit. The Year 6 Military Action Day received £750 from the PTFA.

3. Spending/Budget 2024-2025

Income	£
Winter disco	250
Summer disco	300
My School Lottery	700
Summer Fayre	1,500
Asda	100
Fantasy Football	150

Income	£
Quiz Night	300
Adventure Island	-
Colour Run	300
Cauliflower Xmas cards	100
Uniform	100
TOTAL	3,800

Expenses	£
Coop Wellbeing Grant	2,000
Coach for Xmas panto	950
Eco Area	300
First Aid Training Years 5 and 6	500
Leavers Hoodies	600
Coffee Morning (drinks)	50
Sports day (medals, ice poles)	250
Year 6 Military Action Day	700
Library Books	1,000
Authors/Artists visits	1,000
Swimming	1,000
Play tabards	80
Grocery support (breakfast after school clubs)	200
Fund available for each class	700
Parentkind subs	160
Science day	300
Subscriptions for school (TTRS and Picture News)	473
TOTAL	10,263
ESTIMATED NET INCOME/(EXPENSE)	(6,463)

Appendix 1 – List of Current Policies

Appendix 2 – Constitution

REPORT ENDS