

ST EDWARDS PRIMARY SCHOOL PTA

AGENDA FOR AGM TUESDAY 9TH NOVEMBER 2009

START 7-45

MEET AND GREET WITH DRINKS 15MINS

MORE FORMAL MEETING STARTS 8-00

CHAIRMANS INTRODUCTION OF COMMITTEE

HEAD TEACHER COMMENTS

CHAIRMANS ROUND UP ON YEAR & LOOKING AHEAD

NOMINATIONS AND APPOINTMENTS

QUESTIONS AND ANSWERS

SOME MORE DRINKS

October 2009

Dear Parents

On behalf of the Parent Teacher Association, I invite you to join us for the 55th Annual General Meeting to will be held on **MONDAY 9th NOVEMBER** in the school hall starting at 7.45pm until 8.45pm.

The meeting will enable you to review the fund raising activities of the PTA during the last school year and learn more of the ways in which we have been able to help the school. We will also reflect upon our plans for the year ahead and you will have an opportunity to raise any matters that concern you or discuss any ideas.

We currently have two vacancies on the main committee that we will be hoping to fill and if you are interested in standing for election please complete the form at the end of this letter. Elected committee members have a role in managing the activities of the association by attending meetings (usually 2 per term) and supporting the events we run. Members are elected for two years and can stand for a maximum of four years before being obliged to stand down.

We also have a sub committee known as our fete committee and all parents and friends are welcome to join and attend meetings at any time (no nomination and election is necessary). Meetings are currently underway in preparation for the Christmas Bazaar on 28th November and if you are interested in helping the fete committee in any way you can speak to one of us at the AGM.

The PTA has an increasingly important role in supporting the school and ultimately our children and many of you will have heard me speak in the past about our role. So please show us your support by attending the AGM. On behalf of the committee members I very much hope to see you there. Light refreshments will be served.

Yours sincerely

Jim Craigmile
Chairman

PTA Nomination Form

Person nominated.....

Proposed by.....

Seconded by.....
(please use block capitals)

Please return to Sarah Cansell (Secretary) via the PTA box or hand in before the start of the meeting.

Secretary's Report – Year Ending July 2009

The end of my second year as Secretary of our PTA and what a fun packed one it has been and most importantly we have raised lots of money for our children and our school along the way.

The year began a little nervously as we wanted to inject some new energy and ideas but were still without a social secretary to drive this. The usually sold out wine quiz night had to be cancelled due to lack of interest leaving the PTA to reflect on what events parents might want us to do in the future. To everyone's delight Lyn stepped up to the plate and volunteered (or was she pushed?!) to take on the social role and commenced by issuing an event "wish list" to parents. The feedback from this was a very strong preference for family events.

We, therefore, kicked off the year with an ice skating evening at Romford Ice Rink which raised a wonderful £491. I'm too chicken to skate but am there with you all in spirit.

This was followed by the Christmas Bazaar which was great fun and always has a lovely festive atmosphere. I missed out on a mince pie but managed to bag some Krispy Crème donuts! The credit crunch had hit the country but we still managed to raise almost £4000.

A big thank you to Samantha Sewell-Jones for co-ordinating our Christmas card venture which raised £95.

As end of term approached the usual round of Discos and a Magic Show for the little ones took place. These were brilliantly organised by new PTA members Ona and Marilyn who had volunteered to "own" the disco management. I think I went to bed with the question "do you want sauce on your hot dog?" milling around in my head but it's really lovely to see the children having fun. These events raised £848 in total.

In March, we returned for another family evening at Romford Ice Rink which this time raised £660.

What a fantastic time was had by all at the Ladies Pamper Evening in April. Homemade cakes, a glass of bubbly, lucky dip and raffle together with relaxing music, treatments and the chance to have a natter. I had my finger nails painted just to get out of the washing up! Great fun and the event raised £653.

Into May and a new event for us with the Inflatables Day held on the school field. The weather had looked doubtful in the run up but held on the day which was both successful and enjoyable. Some families brought a picnic and others indulged in the BBQ fare. A really lovely day which all should attend if repeated next year! It also raised £699.

Then along came summer and the Summer Fete. It was a warm, sunny day with lots of smiling, happy faces and plenty to do. Some fabulous dancing in the arena and a visit from Herby the Hammer! Thank you to all who helped, and/or donated goods and time. We raised a recession busting £5000. A particular thank you to

those who stayed to clear up after the event and got caught in the torrential rain/hail storm at 5pm!

The Christmas Bazaar and Summer Fete are organised by a small team of people comprising the fete committee. A lot of hard work goes into the planning and organising which makes their success even more astounding.

The school year concluded with another round of discos and magic show which raised just under £1000.

So ended the school year and I would just like to thank a few people for making it happen:

Thank you to Sian, Wendy, Lyn and Krista who coordinated the Mothers & Fathers Day sales again this year, which raised a fantastic £722. I must also mention both the name labels and uniform, which are regular sources of profit. Thanks to Jo Kiely and team for agreeing to co-ordinate the uniform now that Frances has left.

Thanks to Wendy Haxell and the rest of the Fete Committee who work tirelessly to make our Christmas and Summer Fetes bigger and better each year.

A special thank you goes to Lyn English for co-ordinating the production, sale and distribution of tea towels. This raised a whopping amount in excess of £1000. Thanks again to her and other PTA members who have helped to organise all of our other fundraising events over the last year. This also extends to their families.

Thanks also to Jim, our chairman, whose dedication to the school is second to none.

I would also like to thank Mrs Allen and the school staff for their continued help and support which means so much to us. They help us by attending meetings, volunteering at events and hand out our communications.

Last but by no means least, to all of our parents, grandparents and friends once again I would like to say the biggest 'Thank You' from all of us on the PTA – without you we would not be here, and with you we are making a real difference to our children's time at St Edward's. Whether you donated for non uniform day, made Nigerian food, donated your takings on the Pamper evening to the PTA, took photos, paid to advertise your business, undertook "toilet duty" at a disco, manned a bouncy castle, made cakes, cards or chocolates, bought a tea towel, manned a stall and the list goes on we really are truly grateful.

Finally, I urge you to check out the PTA website and see where this money is going as it really does enhance the education of our children.

Sarah Cansell
Secretary

Treasurers Report for the year ended 31st August 2009

Last year, again we raised an exceptional amount of money to benefit our children (and the future children of St Edward's.)

The continuing commitment of the committee (members old and new), parents, families, friends, and teachers of the school, has helped us to raise an outstanding £16,244.00

Through out the year we have paid a total of £18,815 to the school. Children from year 1 to those in year 6 enjoyed activities during Science Week. All the children have already, or will benefit from the money the PTA donated towards helping the school replenish and update the school book shelves, and our athletics team now have a new set of track suits.

Once again, all year 3 pupils were presented with a bible as they joined the upper school. A new set of bibles were purchased for year 2, and our Upper School children now have the opportunity to use interactive handsets during some lessons.

Listening centres have been purchased for use by the lower school, along with some road safety kits for role plays.

Please continue to support the PTA in which ever way you can. Every child at our school benefits from the items and activities purchased through our fundraising.

Once again, Alan Colton has examined the accounts, and on behalf of the PTA, I would like to thank him for the time he gives to do this.

Sally Clay
Treasurer

ST. EDWARD'S (CHURCH OF ENGLAND) PRIMARY SCHOOL

PARENT TEACHER ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST AUGUST 2009

<u>INCOME</u>	<u>2008/2009</u>	<u>2007/2008</u>
Fundraising Events (-see note 1)	£ 16,244.44	£14,706.08
Donations / Gifts Received	£ 65.00	£ 70.00
Bank Interest	£ 217.56	£ 509.03
Chq not cashed - General Exp	£ 4.75	£ -
	<u>£ 16,531.75</u>	<u>£15,285.11</u>

LESS EXPENSES

Advance Expenses Christmas Bazaar 2009	£ 14.85	£ 377.79
Advance Expenses Mothers Day 2010	£ 43.31	£ 3.45
Advance Expenses Fathers Day 2010	£ 75.87	£ 49.24
Lottery Licence	£ 20.00	£ 40.50
Stationery	£ 7.76	£ 61.57
Insurance	£ 225.00	£ 225.00
General Expenses	£ 109.09	£ 553.81
	<u>£ 495.88</u>	<u>£ 1,311.36</u>
	<u>£ 16,035.87</u>	<u>£13,973.75</u>

Less

Expenditure for the benefit of the school (- see note 2)	<u>£ 18,815.33</u>	<u>£ 6,803.31</u>
	<u>-£ 2,779.46</u>	<u>£ 7,170.44</u>

Plus

Surplus brought forward from previous year	£ 23,119.57	£15,949.13
	£ 20,340.11	<u>£23,119.57</u>

REPRESENTED BY ASSETS OF:

Nat. West. Current / Reserve Ac	£ 20,340.11	£23,119.57
	£ 20,340.11	<u>£23,119.57</u>

Accounts examined by: **Alan Colton**

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the 1993 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date: 17th October 2009

1 FUNDRAISING EVENTS	RECEIPTS	EXPENSES	PROFIT
Commission Rec'd - Yellow Moon	£73.30	£0.00	£73.30
Uniform Sales	£168.80	£0.00	£168.80
Wine Sale	£335.00	£0.00	£335.00
Name Labels	£258.00	£161.50	£96.50
Late Summer fete 08	£600.50	£0.00	£600.50
Christmas Card Project	£788.00	£692.60	£95.40
Christmas Bazaar 08	£6,274.83	£2,315.51	£3,959.32
Christmas Discos / Magic Show	£1,816.24	£967.38	£848.86
Ice Skating	£2,605.90	£1,448.00	£1,157.90
Mothers Day Sale 09	£496.46	£111.88	£384.58
Easter Quiz	£46.00	£7.76	£38.24
Pamper Evening	£761.83	£163.64	£598.19
Inflatables day	£918.50	£219.35	£699.15
Summer Fete	£6,557.26	£1,593.10	£4,964.16
T Towels	£2,096.99	£1,093.99	£1,003.00
Fathers Day 09	£470.29	£117.38	£352.91
Summer Discos / Magic Show	£1,934.20	£1,065.57	£868.63
Totals	£26,202.10	£9,957.66	£16,244.44

2 EXPENDITURE FOR THE BENEFIT OF THE SCHOOL

General Expenditure

Termly advances	£1,500.00
Christmas Activites	£500.00
Margaret Groves Memorial Area	£3,500.00
Books	£5,000.00

Lower School

Maypole	£287.15
Bibles for Yr 2	£179.88
Road Safety Kit	£340.00
Science Week	£305.00
Listening Centres	£500.00

Upper School

Athletics Team Tracksuits	£800.00
Rainbow Theatre	£1,000.00
Science Outreach Team	£350.00
Amphibians Show	£350.00
Bibles for year 3	£2,208.30
Interactive Handsets	£1,995.00

£18,815.33

3 The Association has Public Liability cover for it's functions