

# GSA Annual General Meeting



2018-19



# Agenda



1. Chairs Report 2018/9
2. Treasurers Report 2018/9
3. Looking forward to 2019/20

# Chairs Report



2018-19

# The GSA 2018/9



## Who we Are

- Membership of the Greenway School Association (GSA) consists of all parents, carers and teachers.
- As a charity, the GSA is run and administered by a committee of volunteers.
- The new committee were elected in September 2018.
- 6 mums from Reception – Helen, Kirsty, Sam, Jodie, Liz, Claire, plus Jaki who stayed on as Treasurer.
- We also have a growing network of 'First Line Helpers' who manage one scheme or event or are on hand to help at short notice.

## What we Do

- The main purpose is to raise money for facilities and services at school that will benefit the children's education and enhance their experience at Greenway. Things that are not provided for by statutory funds, which are now tighter than ever.
- The secondary aim is to enhance relationships between staff, parents and others associated with the school.
- Committee meet once a week and sometimes more often.
- GSA Meeting with parents every 6 weeks in the pub to discuss events, spend and seek new ideas.
- Last year we ran 10 number of events and activities through the school year.

# 2018/9 Specific Aims & Achievements



As a new team taking on the committee roles this year, our specific objectives and achievements were:

Objective	Achieved by
1 To spend the £40,000 in the bank from previous years fundraising.	<ul style="list-style-type: none"><li>• Requesting parent ideas and reviewing a shortlist of items from Mrs Ellwood and SLT</li><li>• Mrs Ellwood presented to GSA Meeting in February and voted in favour of all (see later)</li></ul>
2 To raise as much money as we could for the school through fun events, activities and schemes.	<ul style="list-style-type: none"><li>• Repeating popular events and trying new things to engage both parents and children</li><li>• Promoting the annual fundraising schemes</li><li>• £19,018 raised!</li></ul>
3 Create a strong feeling of community and collaboration within the GSA	<ul style="list-style-type: none"><li>• 100+ keen parent volunteers at Christmas and summer events!</li><li>• Positive feedback from parents &amp; teachers</li><li>• Close engagement with the Senior Leadership Team and Head teacher</li><li>• Promoting open feedback and communication channels</li><li>• Volunteer 'Thank You' vouchers and bottles – new this year</li></ul>
4 Focus on simplifying and updating back office of the charity	<ul style="list-style-type: none"><li>• Weekly Committee and GSA meetings with task sheets and action logs</li><li>• Shared calendar and information between committee members</li><li>• Streamlining spreadsheets to save time</li></ul>
5 Updating booking and payment processes	<ul style="list-style-type: none"><li>• Move to online bookings (sign up genius) where possible coupled with online payments and banking.</li></ul>
6 Ensure events and activities are accessible and enjoyable for all	<ul style="list-style-type: none"><li>• No entry fee for school fairs, free activities at all events, ensure dietary requirements are accounted for at cake sales and events such as smarties challenge etc</li></ul>
7 Provide an additional channel to showcase the best of the school	<ul style="list-style-type: none"><li>• Continue with the Choir singing at the school fair, display and show the children's Christmas crafts, a different competition at each fair - Baking competition at this years summer fair.</li></ul>
8 Provide free services/education for the school community	<ul style="list-style-type: none"><li>• In April the GSA paid for 2 Paediatric First Aid Courses for parents and carers of the school. We received a lot of interest and very positive feedback.</li></ul>

# Fundraising in 2018/9



In total we raised £19,018 (inclusive of cake sale money) for the school last year. The biggest fundraisers in descending order were:

Event	£ Raised	Notes
1 Christmas Fair	<b>£3496</b>	<ul style="list-style-type: none"><li>Extremely successful once again, providing fun for all the family.</li><li>Wonderful support in run up – dress down days and Jazzy Jars and bottle donations etc. Good communication between committee and parents.</li><li>Highlights Santa’s Grotto and Elves’ Workshop, Jazzy Jars, Bottle Tombola, Themed Class Hamper Raffle &amp; Fun &amp; Games Room.</li></ul>
2 Silent Auction <b>(NEW)</b>	<b>£3198</b>	<ul style="list-style-type: none"><li>New this year. Team canvassed local businesses and parents for prizes and experiences to donate for auction and we had a great response.</li><li>Raised £2500 online before the Fair and another £1000 on the day!</li><li>We hope to see it grow in the future.</li></ul>
3 Summer Fair	<b>£3044</b>	<ul style="list-style-type: none"><li>This year we held a Circus themed Summer Fair at school which included <b>NEW</b> Circus Skills &amp; Reptile Handling Workshops, inflatable helter skelter, fairground games, external market stalls &amp; roaming entertainers sponsored by the money raised from the Smarties Challenge! The weather was glorious and the fair was busy throughout.</li><li>Most popular were the Reptile Workshop &amp; Jazzy Jars. Best earners were Raffle &amp; BBQ</li></ul>
4 Camping	<b>£1804</b>	<ul style="list-style-type: none"><li>Held on the school field on the same day as fair, the Summer Camping event sold out to the first 65 Greenway families in 2 weeks.</li><li>Ashridge Delicious provided the dinner which was delicious but expensive. We introduced a wristband system for food collection which ensured it ran smoothly &amp; reduced queues.</li><li><b>NEW</b> Silent Disco was introduced this year which was a hit with all the parents and teachers as well as the children.</li><li>This was an extremely tiring day for the committee as it’s the first year that we ran both, without a separate Camping Ops team.</li></ul>

# Fundraising in 2018/9



	Event	£ Raised	Notes
5	Quiz Nights (2)	<b>£1805</b>	<ul style="list-style-type: none"><li>• We ran two of these nights as they are very popular with the parents.</li><li>• November sold out, March did not. But raised more in March due to cheaper drinks.</li><li>• <b>NEW</b> Dessert Auction raised £540 over the two events.</li></ul>
6	Supermarket Vouchers	<b>£1551</b>	<ul style="list-style-type: none"><li>• An underused and easy way to raise money for the school at no additional cost to parents.</li><li>• The scheme changed this year and commissions reduced so we made £700 less than last year</li><li>• We will continue to advertise these and do our best to ensure that every parent is aware of how easy it can be to support the school in this way</li></ul>
7	100 Club	<b>£1321</b>	<ul style="list-style-type: none"><li>• During this year we had 8 new members sign up.</li><li>• Unfortunately at the end of the year we will also lose lots of members due to 3 year 6 classes leaving the school.</li></ul>
8	Smarties Challenge <b>(NEW)</b>	<b>£761</b>	<ul style="list-style-type: none"><li>• Each child was given a tube of smarties to take home at Easter and fill with spare change in return for doing good deeds at home during the holidays.</li><li>• Lots of positive feedback from parents.</li><li>• Many children decorated the tube and we ran a competition for the best decorated tube. Prizes were given out in assembly.</li><li>• Another success and enjoyed by the children – especially as they got to eat the Smarties first!</li><li>• Some of the money raised paid for extra entertainment for the children at the summer fair</li></ul>
9	Easy Fundraising	<b>£326</b>	<ul style="list-style-type: none"><li>• Another underused and easy way to raise money for the school. Log on through <a href="http://www.easyfundraising.org.uk">www.easyfundraising.org.uk</a> and type in Greenway School Association. Then browse over 4000 retailers. We get a kickback for every purchase through the website/app.</li></ul>
10	Film Night (KS1)	<b>£278</b>	<ul style="list-style-type: none"><li>• Successful and enjoyable afternoon after school with hotdogs.</li><li>• Sadly we had to cancel the KS2 Film night this year as the date clashed with SATS exams.</li></ul>
11	Christmas Disco	<b>£257</b>	<ul style="list-style-type: none"><li>• The children love the disco and it is looked forward to as well as being profitable.</li><li>• staple in the GSA calendar, as well as being profitable.</li></ul>



# School Council Funds



During the year each class/year group hold a cake sale on a Friday afternoon. This is supported and organised by the GSA with all funds raised going to the School Council. Each cake sale raises on average £130.

- In 2018/19 the School Council Budget funded:
  - Plan UK Sponsor a Child
  - The School Clock on the playground (part funded by the GSA)
- The School Council currently has £0.00 in funds and discussions will be had with the newly elected school council as to how to spend the money raised from this year's cake sales.
- Going forward there will be one cake sale per class (nursery & reception combined) to be held approx. once a month on a Friday after school – see September Newsletter for this year's dates.

# Thank you!



Finally and to close, on behalf of the committee a big thank you to **everyone** who helped and supported the GSA this year including:

- Mrs Ellwood & the Senior Leadership Team (SLT)
- The School Office Staff
- First Line Helpers – those who give regular time and effort to a specific job or are available to lend a hand
- Parent/Carer volunteers – over 100 at each fair this year!!
- Parents and Pupils who supported the events, bought a raffle ticket, gave us a smile.
- The companies and families who donated raffle and silent auction prizes or gave us a discount on booze!

**Because of you we have had a very successful year!**

# Treasurer's Report



2018-19

# GSA Income Sep 2018 – Aug 2019



## Fundraising Schemes

	<b>2018</b>	<b>2019</b>
• Supermarket Vouchers	£2,258	£1,551
• Easyfundraising	£ 341	£ 326
• GSA 100 Club	£ 940	£1,321
		<b>£3,198</b>

- As the size of the school decreases to a one form entry school we are making less money from Supermarket Vouchers and Easyfundraising.
- We have had a number of people recently leave these schemes as they move onto secondary school. If you haven't joined up yet, please do! It is such an easy but vital way of raising money for the school.

# GSA Income Sep 2018 – Aug 2019



## Fundraising Events

	2018	2019
• Christmas Fair	£3,701	£3,496
• Silent Auction	-	£3,198
• Summer Fair	£2,573	£3,044
• Camping	£1,900	£1,804
• Quiz Night	£903	£1,805* 2 events
• Smarties Challenge	-	£761
• Film Night	£541	£278** 1 event only
• Christmas Disco	£320	£257
• Photos by Carrie	£ 184	£186
• First Aid Course donations	-	£79
• Donations	-	£300
• Cake Sales	£650	£509
• Miscellaneous	£244	£102
		<b>Total £15,820</b>
		<b>Total income = £19,018</b>

# Spend approved this year



In September 2018 when we joined the committee there was a large sum of money in the bank from the previous years fundraising efforts. At the February GSA Meeting Mrs Ellwood presented a list of requests which were unanimously supported by vote. The following have been paid for or allocated:

## Funds Paid 2018/19

Teachers Wish List	£2,000
Climbing Wall	£2,199
16 Laptops	£4,753
Benches	£2,304
Pantomines	£395
Clock (Sch. Council)	£1,513
Clock (GSA)	£417
Dac Card Deficit	£284
<b>Total</b>	<b>£13,865</b>

## Funds Invoiced (to be paid 2019/20)

Daily Mile Track (1/2)	£12,442
Sports Week Inflatable	£1,100
Year 6 Year & Leavers Books	£1,473
Knex Challenge	£172.50
Warhammer club	£76
Prizes for Science Comp	£56
<b>Total</b>	<b>£15,319.50</b>
<b>Funds Allocated</b>	
Daily Mile Track (2/2)	c£5000

# Summary Sep 2018 – Aug 2019



	<b>2018</b>	<b>2019</b>
Opening Cash Reserves	£45,725	£40,988
Closing Cash Reserves	£40,988	£44,534
Total Net Receipts/(Payments)	£ (4,737)	£ 3,546
The GSA currently has funds of	£44,534	
Funds Allocated are	c£20,320	
Approximate Funds	c£24,214	
<b>Approximate Funds Available</b>	<b>c£14,214*</b>	

The Annual Trustees report and accounts will be produced for 2018/2019 year end and will be available to all members.

\* £10,000 of cash reserve retained in the account at all times to meet operating needs for 2+ months

# Spend Requests 2018-19



SLT Requests for this year are:

## Annual Spend

- |  |        |
|--|--------|
| • £200 Teacher Wish List (Per Class)           | £1,600 |
| • Money towards Reading Intervention Book Club | £200   |
| • School office support for GSA, printing etc  | £100   |

## One-off Cost

- |  |                  |
|--|------------------|
| • Dedicated Music Teaching for KS2 (Years 3,4,5 & 6)   | £4,500           |
| • A new all-weather surface for the outdoor play trail | £7,290           |
| • Whole school mural to replace “starry night” scene   | £3,000 (approx.) |
| • Cornet music and tuition for year 4                  | £1,470           |
| • Replacement of damaged apparatus                     | £550.50          |
| • Revamp of garden area                                | £500 (approx.)   |

**TOTAL £19,210.50**

# Spend Requests 2018-19



Suggestions already made by parents:

- New reading books
- Keyboard/Piano lessons
- “Buddy Bench” for the school playground

How would **YOU** like to spend  
the available GSA funds?

# The GSA in 2019/20



2018-19



# Committee Changes



- Farewell to Jodie Lane (Co-Comms) and Jaki Culley (Treasurer)
- Claire Upton (Co-Secretary) will be a silent committee member for the Autumn Term
- Welcome to Jenny Kelly (Co-Comms), Bev Millar (Treasurer) and Tessa Cope (Co-Secretary)
- We are now 8 on the committee

## Other Vacancies

### FIRST LINE HELPERS

- 1 x Cake Sale Admin *(Position filled following the meeting)*
- 2 x Disco Organisers *(Position filled following the meeting)*
- 1 x Shopping Vouchers Admin *(Position filled following the meeting)*
- 3-4 x Camping Team: Admin & Ops
- 5 x Silent Auction Prep



# GSA Roles & Responsibilities



## Committee

**Chair**  
Kirsty Lee      Helen Darbyshire

**Secretary**  
Tessa Cope      Liz Chan      Claire Upton

**Treasurer**  
Bev Millar

**Communications**  
Samantha Crowe      Jenny Kelly

## Class Reps

**Nursery**  
Kerry Hall

**Reception**  
Tessa Cope

**Year 1**  
Lauren B & Andrea L

**Year 2**  
Louise Jenkins

**Year 3**  
Rita Patel

**Year 4**  
Emma Gaskill

**Year 5**  
Tanya Assarat

**Year 6**  
Abi Hall

## First Line Helpers

**100 Club**  
Sarah Wiggs

**Vouchers**  
Lesley Wood  
Tessa Cope

**Uniform**  
Lauren Bishop

**Cake Sale**  
Mari Williams

**Film Club**  
Abi Hall

**Disco**  
Kerry Hall  
Catherine F

**Camping**  
**VACANCY**  
**X3/4**

**Silent Auction**  
**VACANCY x 5**

**KEY EVENT ROLES & OTHER JOBS**  
All Parents & Carers

# Get Involved!!

## How you can make a difference:



- Join up to the Supermarket Scheme and the GSA 100 Club
- Use Easyfundraising every time you shop online!
- Come to our regular GSA Meetings upstairs in Bill's Restaurant to hear the latest news and have your say/share your ideas.
- Volunteer for a job – big or small, we are happy to receive any offer of help!!
- Contact us if you have any suggestions or ideas! Come and find us in the playground or alternatively you can email us at [gsa@greenway.herts.sch.uk](mailto:gsa@greenway.herts.sch.uk)
- Join the closed Facebook group *“Parents of Greenway Primary and Nursery School”* to keep up to date with current events & things to remember.
- Continue to support us by coming to our events and helping to raise money to benefit our school.
- Match Sponsorship: Would your company be interested in sponsoring a stall or event?
- If you are time poor, or unable to attend events, you can make a donation straight into the GSA bank account. Or alternatively use the charity donation scheme through your work using the below details:

**Reg. Charity Number:** 1064204

**Reg. Charity Address:** Greenway Primary & Nursery School  
Crossways, Berkhamsted, Herts HP4 3NH

# Be a GSA Superhero!!



Here are just a few examples of how you can volunteer your time....Taking one small job off our hands, makes a HUGE difference to lightening our workload!

Lending Costumes and Props

Be a GSA Class Rep

Running the Quiz Night  
Dessert Auction

Manning a Fair Stall

Creating volunteer rotas

Bring in Hamper & Tombola Donations

Handing out hot dogs at film night

Bar Set up

Year 6 Picnic set up

Creating Decorations & Signage

Baking Cakes

Donating Silent Auction Prizes



Making Jazzy Jars

Dress up as Santa

Run the tuck shop at the Christmas Disco

Manning the Bar or Campfire at Camping

Decorating the School Christmas Tree

Face Painting at Fairs

Washing up glasses

Owning a Fair stall

Help drum up support at school events

Pouring Gravy at Christmas Lunch

Creating music playlists for the Silent Disco at Camping

Making Up Hampers

# Planned Events 2019/2020

- **5<sup>th</sup> October** – Carrie Family Photographs
- **22<sup>nd</sup> -24<sup>th</sup> October** - Pumpkin Sale & Competition
- **15<sup>th</sup> November** – Quiz Night
- **7<sup>th</sup> December** – Christmas Fair & Silent Auction
- **13<sup>th</sup> December** - Christmas Disco
- **31<sup>st</sup> January** – Film Club (Yr 4/5/6)
- **6<sup>th</sup> March** – Race Night
- **w/c 30<sup>th</sup> March (& Easter Hols)** - Smarties Challenge
- **17<sup>th</sup> May** – Film Club (Yr 1/2/3)
- **27<sup>th</sup> June** – Summer Fair and Camping



# Looking Forward: Ideas for discussion



- Online Ticketing
- Card payments
- How can we be greener?
- Camping Adjustments
- Fair Entry – A Suggested Donation
- Joining with other PTA's in the area to maximise fundraising efforts
- Annual Totaliser

# Where to find us...



- In the monthly School Newsletter
- ***“Parents of Greenway Primary and Nursery School”***  
Facebook Page
- Internal Notice Board in reception foyer
- External Notice Board outside new music room
- Through your class rep
- Email us at [gsa@greenway.herts.sch.uk](mailto:gsa@greenway.herts.sch.uk)

**Thank you for listening!**