



St Francis Church of England Primary School
Together in God's love, we care, trust and respect.



Trustee's Annual report
St Francis School Association (St Francis School PTA)
September 2022 – August 2023

Purpose of this report

The purpose of this report is to provide readers about the work of the Association (PTA) for the year indicated above. It also acts as the Trustee's annual report for our annual charity return. St Francis School Association is actually a 'Parent Staff Association' but we use the ter 'PTA' as this is more widely known and understood.

Who are we?

The St Francis CE Primary School's School Association (more commonly known as the PTA) is a charity entirely staffed and run by volunteers. The committee of volunteers includes parents, staff and volunteers from the school.

Although our only function is to support St Francis CE Primary School we are an entirely separate organisation, and rely on the good will and extra time staff are willing to put in to help us do this to the best of our ability. We are incredibly lucky to have such a supportive team to work with and are so grateful for all the hard work that they put in on our behalf.

What are our aims as an organisation?

Primarily our aim is to raise as much money as we can to advance the education of pupils and assist in the provision of facilities for education at the school. With school budgets so tight, the additional finances make a huge difference.

As parents ourselves we understand that there is constantly something needing more money; we try to find a balance of organising events and activities that raise funds for us but also enrich the experiences of the pupils and help parents where we can.

About the Committee Members

Our Chair is Lisa Hollier, a working parent from the school. Lisa is passionate about supporting the school, its pupils and their families as much as we can. She is always open to new ideas and supporting others to make those ideas become reality. Lisa has been in post as the Chair for about 5 years and with her youngest child leaving the school in July 2024, has decided to step down as Chair at the 2023 AGM, although she would very much like to remain involved in the PTA.

The PTA has been fortunate enough to secure the involvement of Emma Elliot, a relatively new parent to the school who has wholeheartedly thrown herself into the PTA and supported our work, as well as setting up and organising brand-new events such as the Coronation Celebration. Emma is planning to take over as Chair at the 2023 AGM.

Anna Matthews took on the role of Treasurer last year and has been fantastic in her role - maintaining accurate financial control and holding stakeholders to account where necessary. She is a very active member, bringing with her a pragmatic approach and years of experience in this area, and contributes ideas and physical help throughout the year.

Our Secretary is Sylvia Wong who is another working parent at the school. Like all of us, Sylvia is passionate about supporting the school however possible and gets involved in the practical side of organising and running events, as well as ensuring our committee meetings are recorded accurately and usefully, identifying key action points.

Rachael Bond, Sue Matthews, Louise Essery and Al Ryan don't have official titles on the committee but are the rocks of our organisation. Equally, Angela Young and Karen Canham, school representatives on the committee, are absolutely essential to the success of the PTA. They all put in an incredible amount of time to every event and all the activities in between. Without them nothing would ever happen! All of them have work and families, yet they always manage to find time to help with whatever we need.

Karen Canham left the school and therefore PTA at the end of Summer 2023, but she deserves a particular mention for her unerring commitment to the pupils at St Francis. Her energy and dynamic approach will be missed by all.

A big thank you also needs to go out to Louise Rillie and Cat Godbold who successfully led our Easter Egg Hunt this year.

What do we do around the actual events?

Some fun stuff (buying food and drink!) and some not so fun stuff (cleaning!) – but because there are always a few of us involved in an event, although it can be hard work, we always have a laugh as well (and it's very rewarding, of course!)

- Planning, organising, running and clearing up after events.
- Looking for external organisations to sponsor us.
- Communicating our work and promoting events and activities.
- Identifying and promoting other fundraising tools such as Stikins name labels and Easyfundraising..
- Working with parents and staff to find out how we can be more effective in our goals.

Notable activities and achievements during the 2022-23 academic year

As well as getting back to holding our usual in-person events (Christmas Fayre, Easter Egg Hunt, Summer Fayre, etc), some notable achievements were:

- Coronation Event which was an enjoyable community event
- Refreshment Stall at Sports Days
- Two consecutive Disco evenings. This was new as we had previously held two discos spread out over the year. Having these together meant that all children had the opportunity to go to a disco and felt they were all part of one event.
- Successful grant applications for the AV equipment

For further information, see the Treasurer's Summary of Accounts.

How did we spend the money raised over the last academic year?

We donated around £8k to support the school in two key areas:

- Author visit (£850)
- AV equipment (£7,500)

The St Francis School Association AGM

Our AGM is our main way of reviewing what we've done the previous year, evaluating the finances and planning what the money raised will be spent on in the forthcoming year. We work in very close partnership with the school to ensure that the monies raised supports all the pupils.

The AGM in the 2022-23 academic year was held on Wednesday 2nd November 2022 and all were pleased to be back in the school hall - with Sue's delicious cakes! - rather than via Zoom as previously due to Covid.

All PTA meetings have subsequently been held in person and the next AGM will be held in the school hall again on Wednesday 1st November 2023.

One of the foci of this AGM will be myself handing over the reins of Chair. We are anticipating this will be to Emma Elliot. Emma has fast become an integral member of the PTA team, bringing enthusiasm and a clear and organised way of taking the PTA forward.

I have thoroughly enjoyed being part of such a friendly and welcoming team, and one who does so much good for the children at St Francis. I would still very much like to be involved in the PTA but feels like a good time to be handing over the management of this. It's an exciting time because we've been supported by newer members of the team who have stepped up to take the lead on events, which has been much welcomed by the existing team who have led on the majority of events for so long. We are looking to get new parents to join us to take on exciting new roles, such as Communications Co-ordinator.

At the AGM, the PTA will also be formalising the good practices it already has by adopting a number of policies, most based on the Parentkind models.

- Data Policy
- Expense Policy
- Safeguarding Policy
- Social Media Policy
- Volunteer Policy

Finally, Happy Birthday to the St Francis School Association Constitution, which will be 30 years old this coming October! It is time to update this by adopting a new Constitution at the upcoming AGM, based on the Parentkind model constitution.

Report prepared by: Lisa Hollier, PTA Chair

Date: 1st November 2023