



Annual General Meeting

*Including Chair's
Report and
Finance Report*

Monday 13th January 2025

Agenda

1. Welcome and introduction to Preston School Association
 2. Chair's Report:
 - a) Executive Summary and Finance Executive Summary
 - b) Review of fundraising activity
 3. Confirmation of new elected committee members
 4. Discussion: Preston School Association's involvement in advertising and promoting the school
 5. Discussion: School grounds improvement
 6. Discussion: Other local sources of fundraising
 7. The year ahead:
 - a) Fundraising objectives for the year
 - b) Planned events for the year
 8. Q&A and any other business
- Appendix
- Detailed Banking Summary

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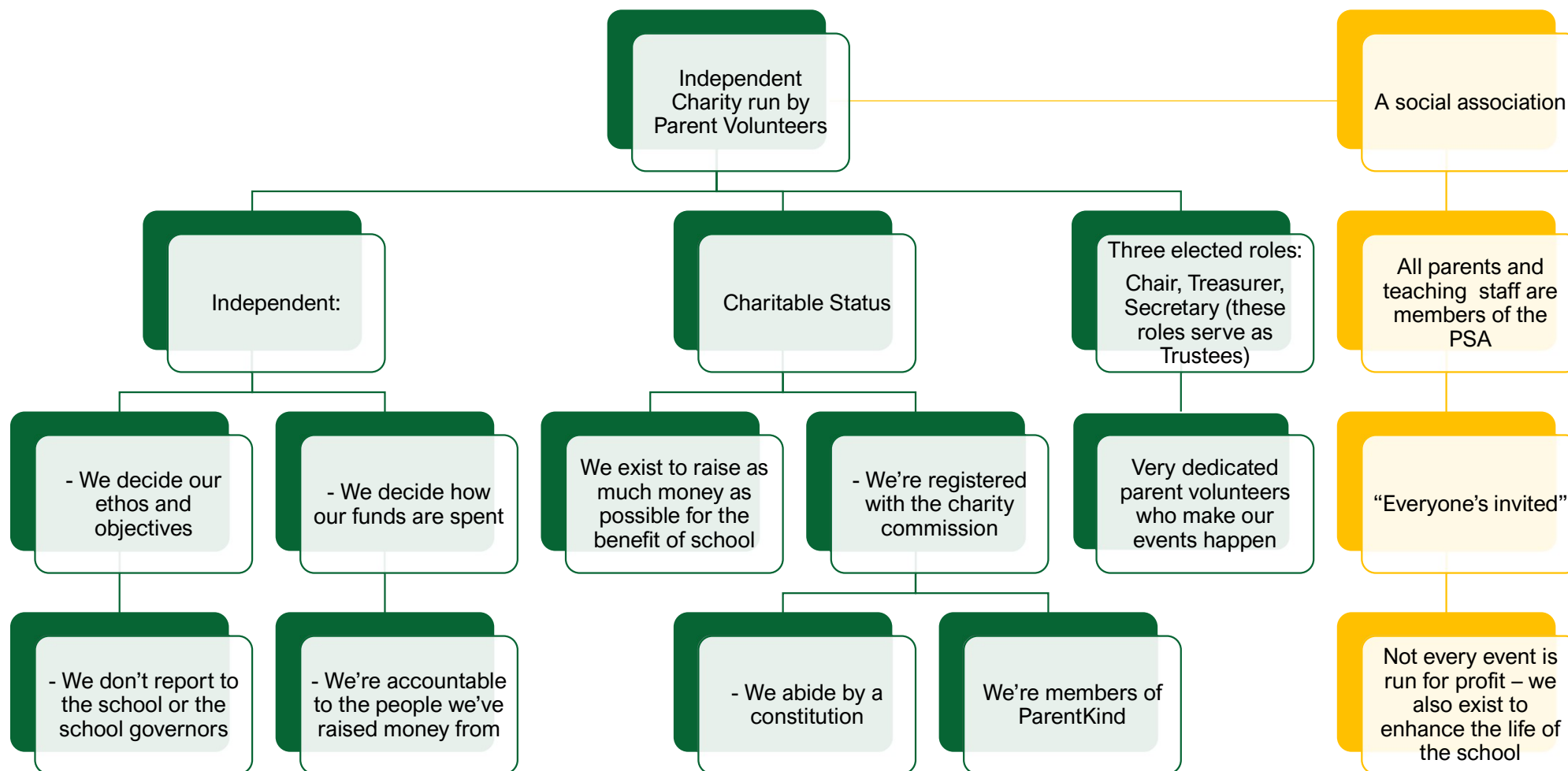
What is Preston School Association?



Independent
Charity run by
Parent
Volunteers

A social
association

What is Preston School Association?



Our ethos and how we make decisions

The purposes of the association

(per our constitution)

"The object of the association is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents, and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

In practice....

Objective: To make as much money as we can for the enrichment of the experience and education of all pupils at Preston Primary School (and have fun doing it)

Criteria for giving funds to school:

The initiative should be for the enhancement of pupils' education, or the enrichment of their experience of the school environment and education, including support for mental wellbeing. The initiative (trip, enrichment activity, equipment, material improvement to school buildings) should be for the benefit of all pupils. For equipment and material improvement projects, we consider the impact over time and benefit to future pupils

When putting on events:

We do so safely, legally, and in line with child safeguarding
We price events and items sold at events as fairly and reasonably as possible
Not all events run for profit – believe firmly in contributing to the life of the school

How we operate



Communication:

-  Meetings
-  Main WhatsApp group
-  WhatsApp groups for specific events or work streams
-  Cascade through Class WhatsApps
-  ParentMail
-  School Newsletters
-  School Website
-  Social Media

Finances

-  2024 – upgraded to online banking;
-  Easy access to balance and statements; dual authorisation required for payments.
-  SumUp machine – allows us to take card payments
-  JustGiving
-  Annual Finance Report at AGM and records kept up to date throughout the year
-  Returns to Charity Commission

ParentKind

ParentKind membership

-  Provides advice, frameworks, other useful documentation
-  Membership fee includes Public Liability and Personal Accident Insurance for meetings and events

Elected Officers and Trustees for 2023-2024:



Katie Page (Chair)



Vicky Pullinger (Treasurer)



Alice Ide (Secretary)

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Chair's Report: Key Figures

£9,343

Raised Sept 2023 - Sept-2024

£4,197 from events and fundraising initiatives

£5,146 from the May Ball

An ADDITIONAL £1,524 raised since September 2024

£12,730

Paid or pledged to school September 2023 – December 2024

1 Fabulous Library Mural ... 3 Window Blinds ... 12 New Stools ... 2 Ovens & 2 Trolleys ... 6 Sets of Cookery Utensils ... 1 New Shed ... 4 New Picnic Tables & Benches ... 1 Musical Seed Shaker Set ... 8 Class Wish Lists 1 Whole School Art Wish List ... 150 Buddy Bears ... and 1 Washing Up Bowl!

21 events

and initiatives September 2023 – December 2024

1 May Ball ... 2 Christmas Fairs ... 1 Campover ... 2 Discos ... 2 Art Exhibitions ... 1 Easter Fair ... 100 Tea Towels ... ~75 items of uniform ... 2 Movie Nights ... 27 Mini-Marathon Runners ... 50 Doughies Pizzas ... 1 Preston Village Day ... and LOTS of CANDY FLOSS!

Chair's Report – Executive Summary

- 💡 A really successful 15 months in terms of money raised AND the amount of funds granted to school ... and we've had loads of fun!
- 💡 Lots of hard work has been put in by volunteers to make events happen AND help the school in practical ways such as clearing up the outdoor spaces, building the mud kitchen, and decorating and decluttering.
- 💡 A very full calendar of events with a mix of established and new initiatives and a willingness to try new things.
- 💡 A super, dedicated team with lots of new faces and skills.
- 💡 Improved focus on comms, social media presence, and presentation.
- 💡 Finally moved to Internet banking.
- 💡 Work in the background to make us grant-application-ready.

A **massive thank you** and **well done** to everyone who has volunteered and helped.

A **huge thank you** to everyone in our community of parents, teachers, neighbours, and local businesses for supporting our events with such enthusiasm and generosity!

Finance Executive Summary

- The move to online banking wasn't totally painless but is more efficient now we're up and running.
- Dual authority for making payments is enacted for online transactions – not always convenient as the authoriser must authorise with 24 hours.
- We have maintained a healthy bank balance throughout the period, though funds look comparatively depleted with the latest round of funds granted to school.

£1,762

Amount of Gift Aid
Received Sept '23-Dec'24

(£1,043)

Amount of General
Expenses Sept '23-Dec'24

(£413)

Just Giving / Banking
Fees Sept '23-Dec'24

(£115)

ParentKind Annual Fee
2025

	Funds in*	Funds Out*	Balance
Bank Balance (HSBC Statement 19-08-2023)			£9,628.75
Funds credited to bank account	£9,344.68		
Funds debited from bank account		(£5,125.47)	
Bank Balance (HSBC Statement 02-09-2024)			£13,847.96
Funds credited to bank account	£1272.39		
Funds debited from bank account		(£5,700.82)	
Bank Balance (HSBC Statement 02-01-2025)			£9419.03
Balance of recent transactions		(£1122.56)	
Bank Balance (HSBC Statement 13-01-2025)			£8296.47
<i>Pledges still to be paid to school</i>		<i>(£4,000)</i>	
<i>Projected bank balance</i>			<i>£4,296.47</i>
<i>Petty Cash</i>			<i>£1,303.86</i>
Total funds available			£5,600.33

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Chair's Report: support given to Preston Primary School



2019-2020

Support for school

£2,000

- Class Wish Lists:
- £500 (Reception)
 - £1500 for other classes not spent, eventually used for PHSE materials

Loss-making events

- Virtual Campover (expenses for prizes)

2020-2021

Support for school

£9,473

- Outdoor Learning Space £6,200
- Chromebooks £2150
- Sensory room and raised beds £600
- Lockdown Bears £425
- Y6 Leavers Gifts £98

2021-2022

Support for school

£2,290

- £2,200 Pond
- Y6 Leavers Gifts £90
- Buddy Gifts £0 (parent donation)

Loss-making events

- Christmas Fair¹ (£135.80)

2022-2023

Support for school

£1,010

- Diwali Cultural Visit £750
- Y6 Leavers Gifts £120
- Buddy Gifts £80
- £60 cash from Y6 play

Loss-making events

- Y6 Play Refreshments (£33.20)
- Easter Disco (£66)
- Mini Marathon (£34)

2023-2024

Support for school

£3,868

- Class wish lists £2,000
- Ovens & trolleys £945
- Library mural £750
- Pupil Parliament wildlife charity donation £60
- Musical Instruments £54
- Buddy gifts £59
- Y6 Leavers Gifts
- Tea & Tissues
- Volunteer Day

Break-even events

- Discos

2024-2025

Support for school

£8,794

- Clubroom stools £2,640
- New picnic benches £1,165
- Buddy Bears £939
- Cookery utensils £712
- Art Wish List £650
- Shed for outdoor play equipment £310
- Blinds for library £198
- Tea & Tissues
- Volunteer Day and Mud Kitchen
- £2,000 wish lists

Chair's Report: support given to Preston Primary School



Cookery equipment and utensils, and new stools for the DT Room



A Preston Teddy Bear for every pupil in September 2024, and all future new pupils



Outdoor furniture to support pupils play and outdoor learning



Supporting milestones like Y6 leavers and new reception arrivals



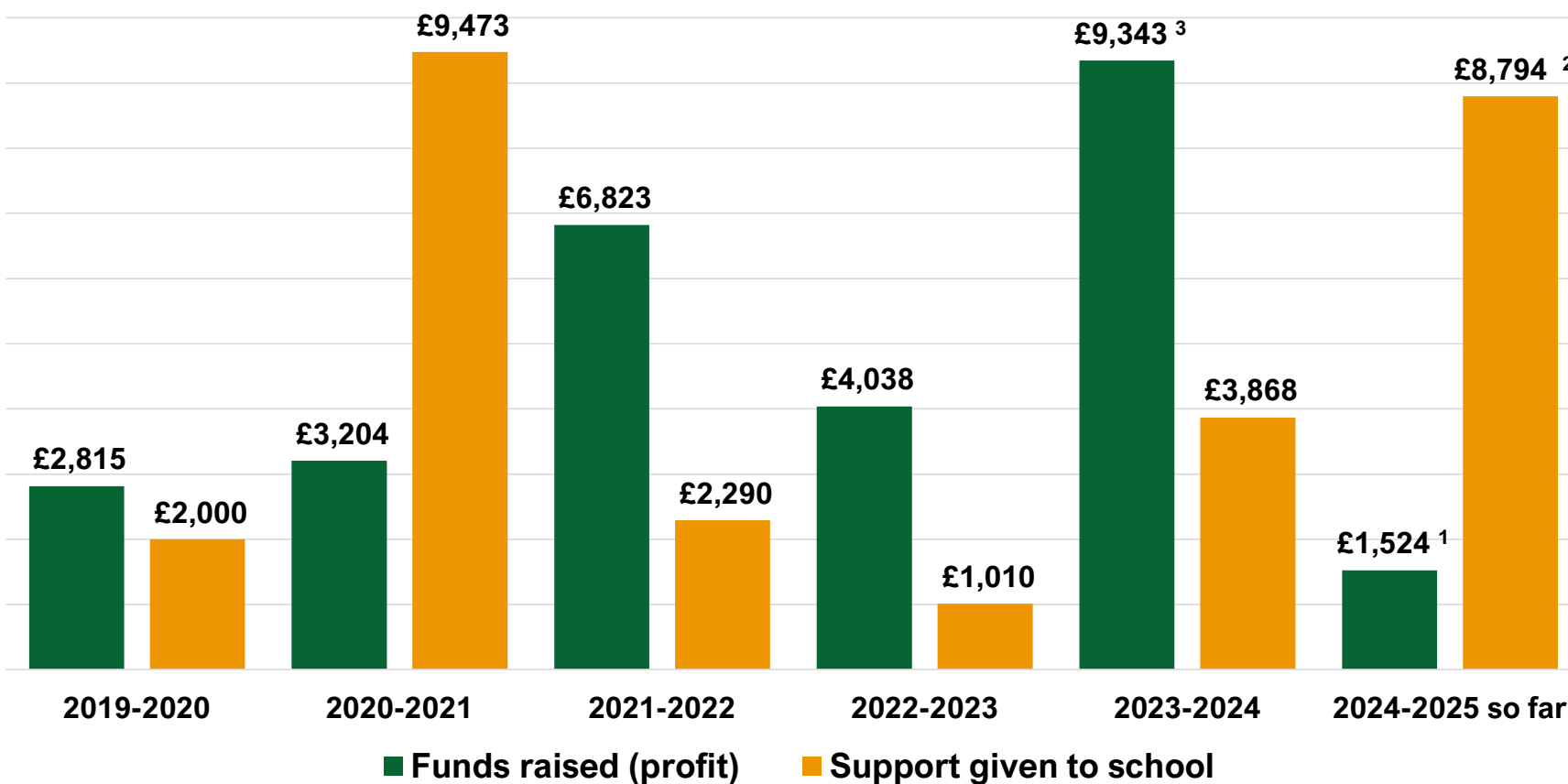
Volunteer Days involving lots of hard work and handiwork



Chair's report: fundraising overview Sept 2019 - Jan 2025



Funds raised by Preston School Association (profit) and monies paid / pledged to Preston Primary School initiatives September 2019 – January 2025



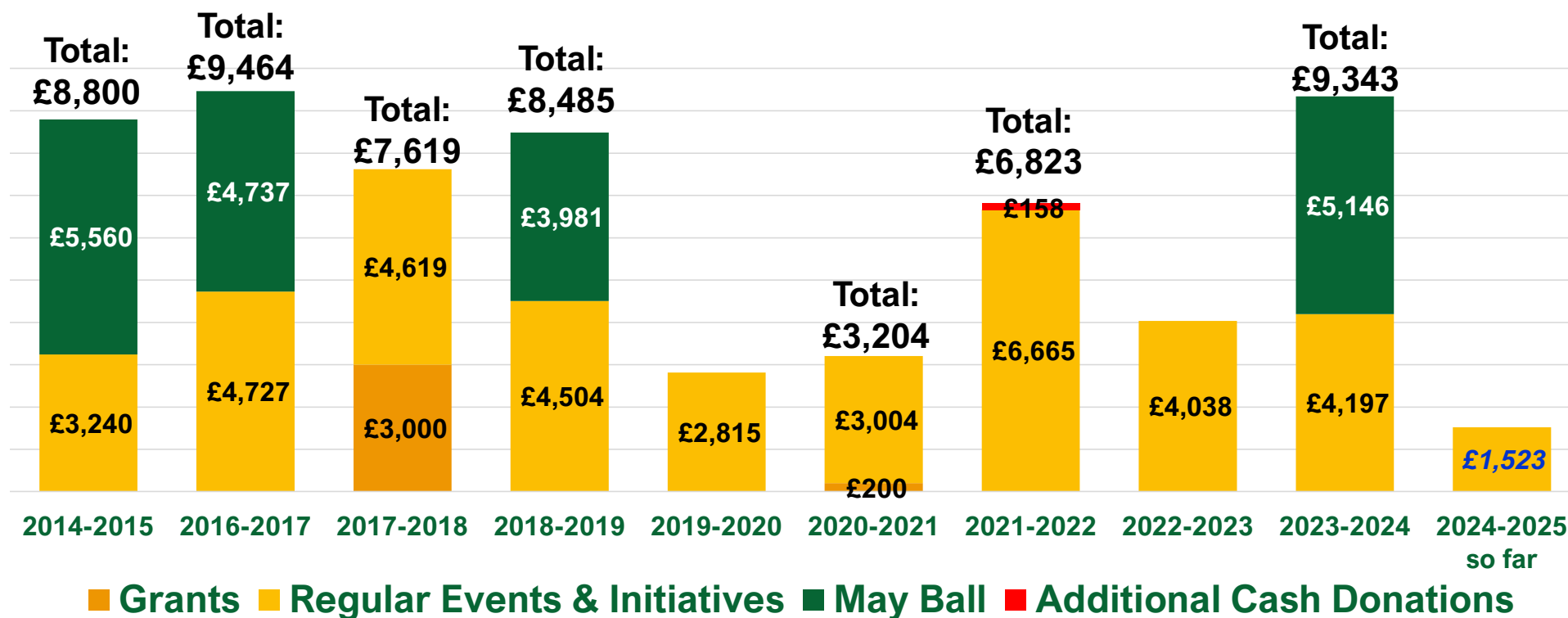
Total raised:
£27,747

Total paid /
pledged to
school:
£27,435

Notes: [1] 2024-2025 to date is a provisional figure; [2] £8,862 includes £2,000 wish lists pledged to school but funds not yet transferred; [3] All monies in for May Ball recognised in 2023-2024 though some early sponsorship and ticket sales were banked in 2022-2023

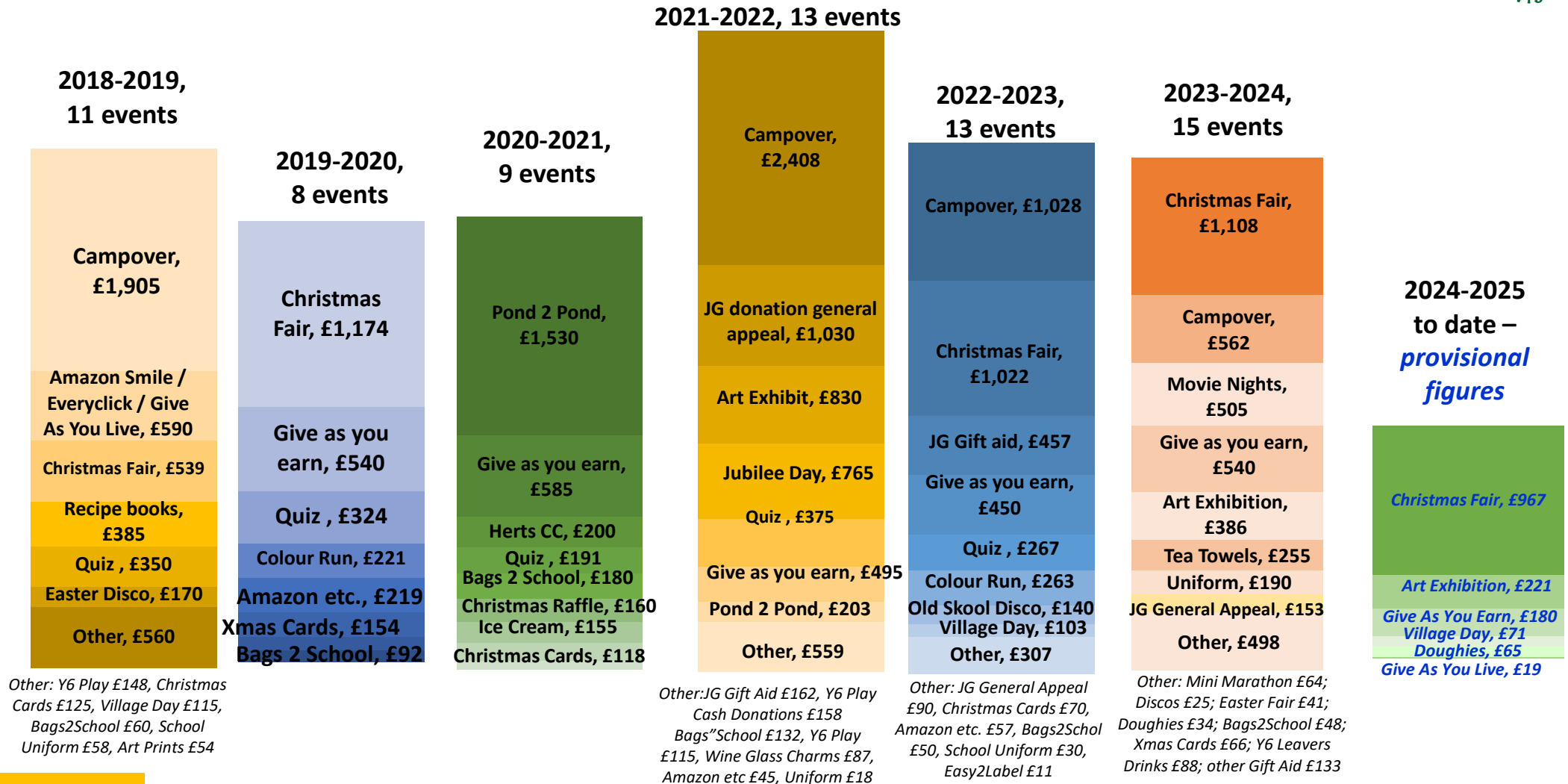
Chair's Report: Fundraising by type

Funds raised (profit) by Preston School Association September 2014-August 2024, by type



Notes: No records for 2015-2016, which was a non-ball year; ALL of Ball revenue is reported against 2023-2024 even though some revenue (Sponsorship) was received in 2022-2023

Chair's report: Funds raised by individual events



Chair's Report – Events and Fundraising Initiatives



Chair's Report – Events and Fundraising Initiatives (1)



-  It was fantastic to see the return of the **May Ball**. The evening was great fun (close-up magician, live band, photo booth), guests were well-fed (welcome nibbles, two-course hot buffet, cheese and biscuits), and the event was very well supported by parents and the local community on the night (nearly sold-out bar, £996 raised by the raffle and £2,920 raised by the auction). Our parents, school, neighbours and local businesses also donated generously in terms of auction and raffle prizes and event sponsorship.
-  The calendar has been very full with a mix of our usual “big fixtures” (Campover, Christmas Fair, Easter Disco), smaller scale low-cost fundraisers like Bags2School, and Christmas Cards, as well as some new events / initiatives (Tea Towels, Doughies, Easter Fair, London Mini-Marathon). The PSA also supported the school with milestones like Reception and other new pupils joining (Preston Bears and Tea & Tissues, as well as with the Y6 Leavers’ gifts and Y6 performance refreshments. Parents have also been very generous with their time and expertise, helping to rejuvenate outside areas of the school, construct furniture, sheds, and most impressively, a mud kitchen from pallets.
-  **Pre-loved school uniform sales** deserve a special mention for bringing in £190 in the last 15 months ... an unprecedented amount. Attendance at the Plastic-Free Hitchin school uniform sale and holding a specific sale helped to achieve this figure.
-  **Christmas Fair** has been held on a Saturday afternoon in 2023 and 2024 with external stallholders invited and mulled wine now on tap; seems to be a good formula for creating a festive atmosphere. Having external stallholders doesn't seem to have cannibalized revenue from PSA-run stalls. Considerations for the next one: a shorter event or space for children to let off steam; earlier finish to maximise the number of volunteers who can stay to clear up; try to keep all events in the hall (apart from Santa's Grotto) and avoid overspill into classrooms; consider ditching free crafting activities.

Chair's Report – Events and Fundraising Initiatives (2)



-  **Campover** was not as profitable as it has been in previous years. Fewer families stayed overnight, although attendance during the day and evening before the gates closed seemed healthy. Costs for items like drinks were fairly high, partly reflecting higher retail costs, and while most of the alcoholic drinks were sold, non-alcoholic alternatives proved to be unpopular. There was also expenditure to replenish items for facepainting, crafting stalls etc. which will be used in future.
-  The **Easter Disco** was well-attended and marked a lovely start to the Easter Holidays as always, with all children receiving an Easter Egg in addition to the usual disco goody bag of sweets and glowsticks. As usual this event broke even, but it is an important and enjoyable event in the school calendar for pupils.
-  A new event – the Leavers' or **Graduation Disco** proved popular on the second last week of the school year, and pupils certainly got into the festival vibe with all the UV face paint. This event also broke even, but it was planned with the aim of having fun and celebrating the end of the school year, rather than as a fundraiser.
-  The **Autumn Art Exhibitions** in October 2023 and November 2024 were both super evenings, showcasing some incredible artwork by all the pupils. Each year, a different local artist attended the exhibition and awarded a prize for their favourite artwork in each year group. These events raise money via print sales and tickets for parents to attend.
-  Pupils produced artwork which was printed onto **Tea Towels** which were sold to parents and staff; this proved to be a popular fundraiser.

Chair's Report – Events and Fundraising Initiatives (3)



-  The PSA has purchased 150 **Preston Primary School Branded Teddy Bears** as a follow up to the original lockdown-era Buddy Bears which continue to be much beloved by the children who received them. The first cohort of the new generation of bears were given to all pupils on the first day of term in September 2024. All new pupils joining the school will also be given a bear as a way of welcoming them to our school community and providing an extra buddy while they find their feet. The bears are also a fun way of reinforcing our communal identity, can be used as teaching aids in the classroom, and are already the envy of other local schools!
-  **Movie Nights** once again proved to be popular and profitable, and somewhat more atmospheric with the addition of some fantastic props!
-  27 pupils and their parents travelled to London to run the iconic last mile of the London Marathon the day before the big race, earning £270 from TCS London Marathon for school.
-  The PSA attended Preston Village Day in September. It was lovely to interact with the local community and we sold a lot of candyfloss!
-  It's been wonderful to have new ideas for fundraisers brought into the mix. The purchase of a **candy floss machine** has helped to drive sales at Campover and Village Day, and was a lovely last-day-of-term treat for pupils. Over the course of two events, sales of **Doughies Pizza** have earned £100 and the gratitude of many parents who didn't have to think about what was on the menu for tea for a change!). **The Easter Fair** was also a lovely close to spring term offering pupils the chance for a final end-of-term treat and the opportunity to purchase some gorgeous crochet toys.
-  Old favourites like Bags2School and Christmas Cards have also continued to deliver solid income with zero cost to the PSA.

Operating and events costs

2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Operating costs • Bank fees • ParentKind membership	Operating costs • Bank Fees • ParentKind Membership • JG Platform Costs • JG Transact. Fees • SumUP Transact. Fees • Temp Event Licence • CostCo renewal	Operating costs • Bank fees £52.55 • ParentKind £72.00 • JG Platform Costs £180 • JG Transact. Fees • SumUP Transact. Fees • Temp Event Licence £26.40 • First Aid Kit £20	Operating costs • Bank fees £64.81 • ParentKind £100 • JG Platform Costs £180 • JG Transact. Fees £60.11 • SumUP Transact. Fees £15.32 • PPE for events £120 • General PSA Equipment £60	Operating costs • Bank fees £86.84 • ParentKind £109 • JG Platform Costs £234 • Film and music licensing fees £86.96 • General expenses £216.92 • Candyfloss machine £330 • Mulled Wine Urn £70	Operating costs • <i>Bank fees tbc</i> • ParentKind £109 • <i>JG platform costs tbc</i>
Loss-making events • Virtual Campover (expenses for prizes)		Loss-making events • Christmas Fair¹ £135.80	Loss-making events • Y6 Play Refreshments (£33.20)	Break-even events • Easter Disco £22.46 • Leavers' Disco £2.47	

Notes: [1] 2021-2022 Christmas Fair was not a "full" Christmas Fair – it was put on for fun for the children at the last minute to fit in with eased lockdown restrictions – it was not a fundraiser.

Chair's Report: May Ball 2024



	2019 May Ball	2024 May Ball
Total Costs	(£6775.04)	(£9621.24)
Ticket Sales	£4,800.00	£6095.00
Bar Takings	£1,408.40	£2004.00
Raffle	£713.00	£996.00
Auction	£2385.00	£2920.00
Sponsorship	£1,450.00	£1,700.00
Gift Aid	£0.00	£1052.01
Total income	£10,756.40	£14,767.01
Profit	<u>£3,981.36</u>	<u>£5,145.77</u>

2024 May Ball Costs	
Marquee	(£3,135.00)
Catering	(£3,170.96)
Drinks	(£820.87)
Cheese & Canapes	(£440.78)
Bar Staff	(£120.00)
Band	(£800.00)
Magician	(£250)
Photo Booth	(£387.50)
Electrician	(£60.00)
Printing and Events licence	(£90.24)
Miscellaneous	(£177.49)

Revenues, costs, profits by event (1)



Christmas Fair Dec 2023

Monies in:	
Sales, stall fees etc.	£1534.70
Gift Aid	£20.19
Total	£1,554.89

Monies out:	
Cash float	(£155.90)
Temp event licence	(£21.00)
Expenses	(£259.15)
JG and SumUp fees	(£10.38)
Total	(£446.43)

Profit	£1,108.46
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Campover July 2024

Monies in:	
Pitch & token sales	£769.00
On the day sales (bar etc.)	£841.70
Gift Aid	£166.88
Total	£1,777.58

Monies out:	
Expenses	(£1,184.99)
JG and SumUp fees	(£30.35)
Total	(£1,215.34)

Profit	£562.34
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Governors' BBQ raised £150 given directly to school

Art Exhibition 2023

Monies in:	
Art orders	£317.00
Ticket sales	£260.00
Raffle & bar	£221.00
Gift Aid	£69.86
Total	£897.86

Monies out:	
Printing costs	(£120.00)
Expenses	(£211.90)
JG and SumUp fees	(£19.20)
Total	(£482.00)

Profit	£385.86
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Christmas Fair 2024 (tbc)

Monies in:	
Sales, stall fees etc.:	£1261.56
Gift Aid	£7.12
Total	£1268.68

Monies out:	
Expenses	(£278.40)
Temp event licence	(£21.00)
Fees	(£1.96)
Total	(£301.36)

Profit	£967.32
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Movie Nights 2023-2024

Monies in:	
Ticket sales	££438
Gift Aid	£83.80
Total	£521.80

Monies out:	
JG and SumUp fees	(£16.92)
Total	(£16.92)

Profit	£504.88
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Looks like expenses for event are accounted for in general expenses

Art Exhibition 2024(tbc)

Monies in:	
Art orders	£266.50
Ticket sales	£215.00
Gift Aid	£83.79
Total	£565.29

Monies out:	
Printing costs	(£129.60)
Expenses	(£195.65))
Fees	(£18.61)
Total	(343.86)

Profit	£221.43
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Revenues, costs, profits by event (2)

Tea Towel Fundraiser 2024

Monies in:	
Sales	£439.00
Gift Aid	£97.05
Total	£563.05
Monies out:	
Printing	(£270.00)
JG and SumUp fees	(£11.55)
Total	(£281.55)
Profit	£254.50

London Mini Marathon

Monies in:	
Entry fee / T-shirt Sales.	£366.50
Gift Aid	£76.98
Total	£443.48
Monies out:	
T-Shirts	(£369.60)
JG Fees	(£10.31)
Total	(£379.91)
Profit	£63.57
<i>The event earned £270 (£10 per pupil who ran) from TCS London Marathon paid direct to school</i>	

No-cost initiatives

Give As You Earn	£540.00
School Uniform Sales	£190.01
Just Giving General Appeal	£152.51
My Art Project (Xmas cards) 2023	£65.60
Doughies Pizza October 2024	£65.00
Doughies Pizza May 2024	£34.00
Bags2School	£48.00
Easter Fair	£41.23
Profit	£1.091.35

Easter Disco

Monies in:	
Ticket sales	£387.85
Gift Aid	£79.93
Total	£467.78
Monies out:	
Expenses	(£416.88)
DJ	(£250.00)
JG and SumUp fees	(£28.44)
Total	(£445.32)
Profit	£22.46

Leavers' Disco

Monies in:	
Ticket sales	£307
Glow wand sales	£60
Gift Aid	£65.69
Total	£432.69
Monies out:	
Expenses	(£180.22)
DJ	(£250.00)
Total	(£430.22)
Profit	£2.47

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Confirmation of new committee members



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Discussion: Preston School Association's involvement in advertising and promoting the school



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Discussion: School Grounds Improvement



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Discussion: Other Local Sources of fundraising



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The Year Ahead: Fundraising Objectives for the year



The Year Ahead: Planned events for the year



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Q&A and Any Other Business



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Appendix: Banking Summary Aug 2023-Sept 2024

	Funds in*	Funds Out*	Balance
Bank Balance (HSBC Statement 19-08-2023)			£9,628.75
May Ball (excl. gift aid)	£2,968.82		
Gift Aid	£1,641.71		
Campover sales, excl gift aid	£1,594.49		
Christmas Fair 2023	£1,108.47		
Give As You Earn	£540.00		
Movie Nights	£361.00		
Art Exhibition 2023	£355.53		
School Uniform	£190.01		
Tea Towels	£154.59		
Just Giving General Appeal	£152.51		
Year 6 Leavers (Expenditure on gifts; income from drinks)	£88.00		
My Art Project	£65.60		

	Funds in*	Funds Out*	Balance
Bags2School	£48.00		
Easter Fair	£41.95		
Doughies	£34.00		
Funds paid directly to school		(£3,809.42)	
Bar stock		(£458.09)	
General expenses		(£265.41)	
Just Giving Fees		(£234.00)	
ParentKind Membership Fee		(£109.00)	
Licences (Film and music)		(£86.96)	
Bank Fees		(£86.64)	
Buddy Gifts		(£59.22)	
London Mini Marathon (excl gift aid)		(£13.41)	
Discos (excl. gift aid)		(£3.32)	
Bank Balance (HSBC Statement 02-09-2024)			£13,847.96

Note: The Funds in / Funds out is a net total for the year for that category of income / outgoings

Appendix: Banking Summary Sept 2024 – Dec 2024



	Funds in*	Funds Out*	Balance
Bank Balance (HSBC Statement 02-09-2024)			£13,847.96
Christmas Fair	£604.27		
Art Exhibition	£231.74		
Give As You Earn	£225.00		
Gift Aid	£120.34		
Doughies	£65.00		
Give As You Live	£19.47		
Easy2Name	£6.57		
Funds paid directly to school		(£2962.90)	
Expenses for events 2023-2024		(£1177.52)	
Buddy Bears		(£939.00)	
General Expenses		(£319.00)	
ParentKind Membership Fee		(£115.00)	
Movie Licence		(£95.40)	
Just Giving Fees		(£72.00)	
Bank Fees		(£20.00)	
Bank Balance (HSBC Statement 02-01-2025)			£9419.03

Note: The Funds in / Funds out is a net total for the year for that category of income / outgoings

Appendix: Recent Banking Transactions & f/c funds in/out

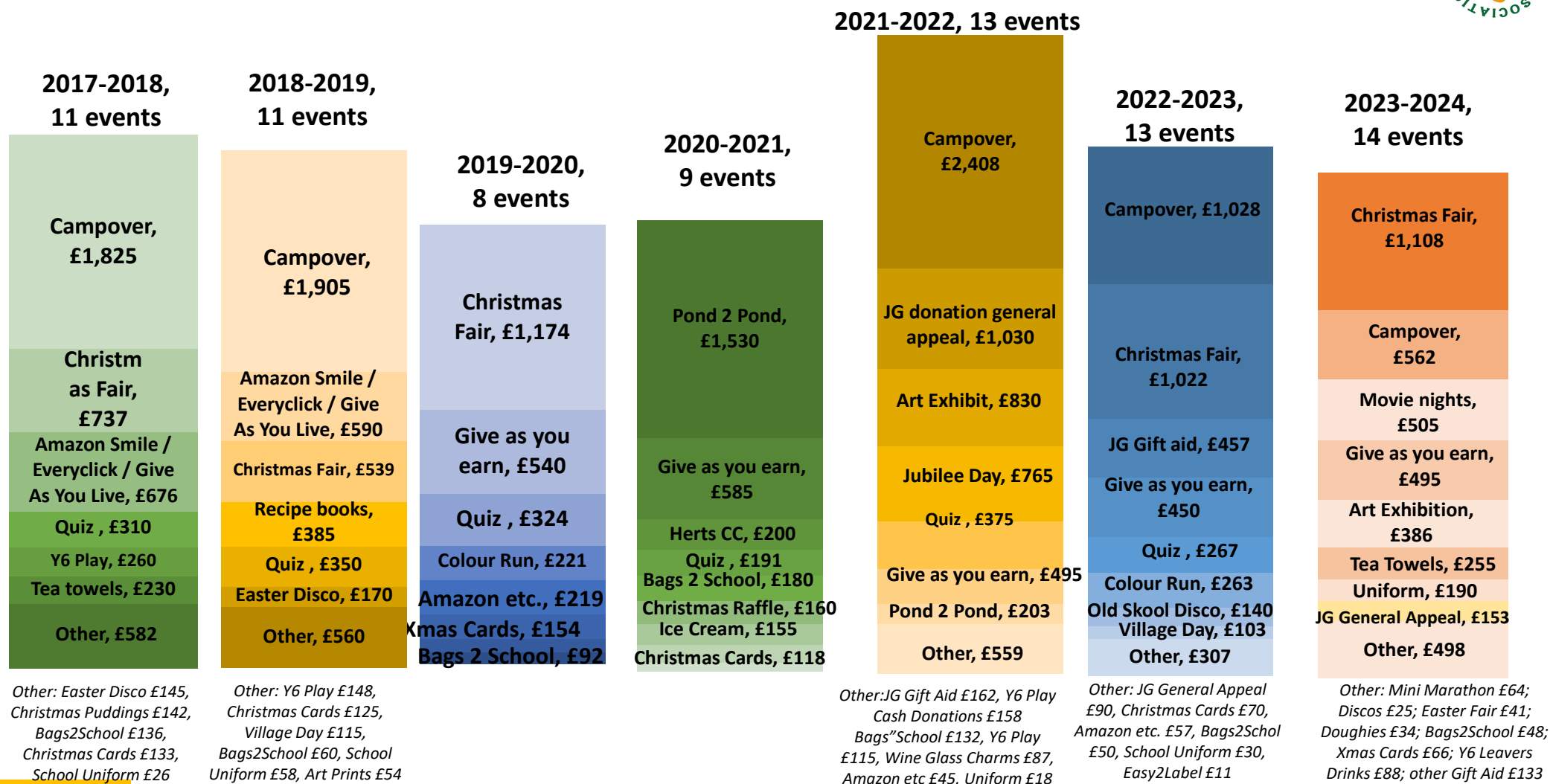


	Funds in*	Funds Out*	Balance
Bank Balance (HSBC Statement 02-01-2025)			£9419.03
Just Giving 07-01-2025	£3.56		
Bank fees		(£5.00)	
Dragon Print		(£129.60)	
Expenses		(£241.21)	
Expenses		(£38.30)	
Cookery Equipment for DT Room		(£712.01)	
Bank Balance (HSBC Statement 13-01-2025)			£8296.47

	Funds in*	Funds Out*	Balance
Bank Balance (HSBC Statement 13-01-2025)			£8296.47
<i>Balance of payment to school for clubroom stools</i>		<i>(£2,000)</i>	
<i>Class Wish lists for 2024-2025</i>		<i>(£2,000)</i>	
<i>Projected Bank Balance</i>			<i>£4,296.47</i>
<i>Petty Cash</i>	<i>£1303.86</i>		
<i>Total funds available</i>			<i>£5,600.33</i>

Note: The Funds in / Funds out is a net total for the year for that category of income / outgoings

Appendix: amount raised by events back to 2017-18





Thank you!

If you have any questions, please
contact the PSA committee via email:

prestonpsa@gmail.com