



ANNUAL GENERAL
MEETING 2025



AGENDA

- Welcome and a quick introduction to what Preston School Association is for anyone who is new.
- Review of the Chair's Report
- Review of the Treasurer's Report
- Election of Committee Members and Trustees
- The Year ahead
- Fundraising objectives for the year
- Planned events for the year
- Q&A and AOB

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. To build ever lasting memories, filled with fun and enjoyment.

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 (trips, enrichment activities, equipment, material improvements to school building) should be for the benefit of all pupils.

For equipment the materials improvements projects, we consider the impact over time and benefit to future pupils

ELECTED COMMITTEE MEMBER AND TRUSTEES



Co-Chairs: Keeley Pate and Michelle Derrick



Treasurers: Felicity Lewis and Rosie Young

Secretary: Alice Ide

Trustee: Carly Robson



CHAIR REPORT

CHAIR REPORT

This report is for the period January 2025 - September 2025

This report provides an overview on all of our activities over the past 9 months. Included in the summery are details on events and fundraisers; marketing efforts, social media presence, funds given to the school; grant applications during this period, and a financial summary.

General Remarks:

What an action packed 9 months it has been, with so many wonderful events that have been thoroughly enjoyed by everyone. Our key focus since the restructure, has been to adjust and settle into our roles whilst keeping the PSA strong; ensuring that we continue to enhance and enrich the lives of the pupils who attend Preston Primary. I think collectively we have achieved this and more over the past 9 months, so I feel incredibly proud of our achievements.

I'd like to start by saying a huge thank you to our new committee members. At the last AGM held in January, there were big changes as it was time for both the Chair and Treasurer to step down from their roles. Whilst thanking the outgoing, we welcomed in both Felicity Lewis and Rosie Young as new joint Treasurers, along with myself and Michelle Derrick as the new co-chairs. These additions to the PSA meant a big change for Alice Ide, who has adjusted with great spirit, and continued seamlessly with her position as our fantastic Secretary.

The new committee team have all worked incredibly hard. Everyone has been extremely proactive with the handover of roles; learning new systems; all whilst planning events and making them happen. It's been a huge team effort, and you should all be very proud of what has been achieved.

CHAIR REPORT

I'd like to thank Carly Robson for her continued help, support and dedication to the PSA. Carly's primary role is to look after our second-hand uniform, and to keep up the shed inventory, but in addition to this, and she also morphs into our star candy floss queen at events, and has now also become a trustee of the PSA.

I'd also like to thank everyone who came along to our last Working Party and gave the school a much need refresh. An extra thank you to Ken Young for building the new outdoor stage for Chestnut pupils to enjoy, and to Dan Robson for repairing the balance bikes. Mrs Burgees was delighted with our efforts cleaning the classroom and improving the outside play area.

Another individual thank you must also go out to Matt Payne-Madden. Matt has very kindly volunteered his time to liaise with Ms. Luitingh and carry out maintenance work for the school. This is just fantastic, as these constant minor repairs can be a real handful to remedy on a consistent ongoing basis, but with Matt's expert skills at hand, we can all trust that the school environment continues to be maintained to the best possible standards.

May I also extend enormous gratitude to the influx of new volunteers and support received this year. It's been a real pleasure to see so many new volunteers arrive which has added further to the enjoyment and success to all of the events. This has shown its worth to us over again, especially at this years Campover. What an event! The weather sure did show its force on the day, brining many challenges, but everyone showed stoic resolve and such positivity. It was this attitude and close community vibe that made for such a memorable and successful event. Mel and Ollie, we cannot thank you enough for your large tent and organising the inflatable stage area! This along with your kind raffle prize donations, and of course your time was enormously appreciated.

A HUGE THANK YOU!



FINANCE SUMMARY



Bank Balance 02nd January 2025: £9,419.09 / Bank Balance 05th September 2025: £9,955.03

During the period January - September 2025 we have hosted 15 events which have brought in the following profits

- Bags2 School Jan - £48.20
- Movie Night Jan- £392.89
- Easter Disco March - £135.75
- Wonderlious, World Book Day - £95.82
- Colour Run May, £454.54
- Campover July, £2,522.15
- Year 6 Leavers Play July, £139.89
- Graduation Disco July, £110.15
- X4 Frozen Fridays, £179.06
- X2 Uniform Sales, £34.01
- Working Party Day, £0.00

TOTAL PROFIT
£4,112.42

FUND GIVEN TO SCHOOL



In October 2024, the wooden climbing frame was condemned. Since then, the PSA has been working closely with the school to raise funds and research the best way to replace the wooden play equipment. We have spent many months obtaining quotations from numerous companies in order to secure the best price and options. Replacing the entire climbing frame is a significant expense, estimated at over £30,000, which is a considerable challenge for our school to raise. Therefore, the initial focus will be on raising enough funds to repair the first section of the trail, estimated to cost between £12,000-£15,000. After this has been achieved, we can then aim towards getting the second section replaced.

How might this be achieved?

- The PSA to date is able to contribute £4,000 towards this project.
- £1,500 has been kindly gifted to use by Dermal. Whilst contacting local companies for Campover raffle donations, Dermal not only contributed towards the raffle, but they also donated a very generous £1500 towards the climbing trail. We continue to build relationships with Dermal, and hope to bring more exciting news soon.
- £650.00 raised from Dylan and Dawson Pate on their Fundraiser hike.
- £1,500 Grant Approval from North Herts District Council
- £750 County Councillor's Locality Budget Scheme

The school will also be paying a large part towards the trail, and we will continue to fundraise the rest - but good news is that we are very close now.

FUND GIVEN TO SCHOOL



Aside from the replacement of the wooden trim trail, there were only a few funding requests from the school during the period January to September 2025. However, as Mrs. Luitingh was absent for much of this time, we anticipate a healthy number of new requests coming through in the year ahead.

The PSA has also shared feedback received regarding more books for the older years. Strengthening their current choice of books is something that we're very happy to support.

In the period Jan–September we have transfer the following funds to school, amounting to £3,255.

- £1,000 – Class Wish Lists
- £180.00 – Library blinds
- £135.00 – Work Book Day Fundraiser
- £1,940 – Remaining balance paid for the club room stools

GRANT APPLICATIONS



Rosie Young is doing a superb job in applying for grants in order to raise the remaining funds towards the wooden trim trail.

In addition to the two grants we've already had approved, we have applied to:

- National Lottery
- London Luton Airport

We are currently at the application stage, and will share any updates with you as soon as they become available

A huge amount of work goes into grant applications, and the process can take some time. The PSA are all working together to make sure that we are in the strongest position possible to be successful in obtaining grant funds to support our project.

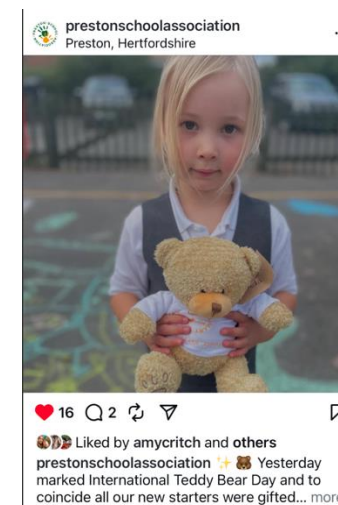
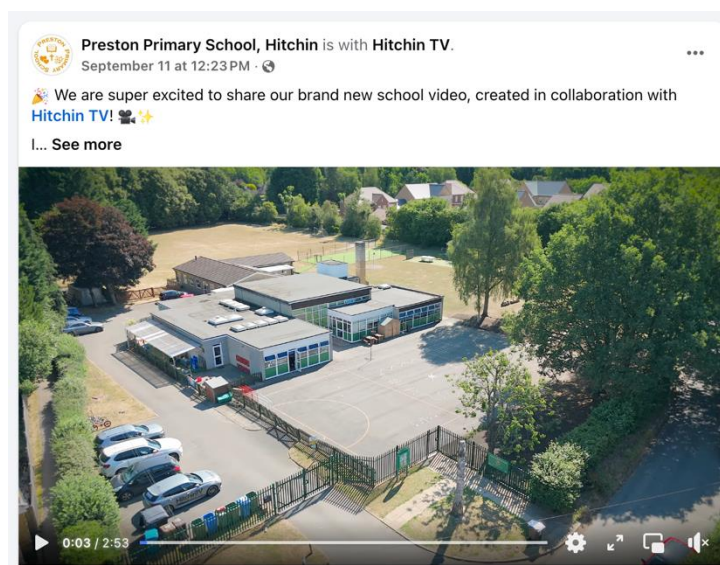
MARKETING



We continue to promote and support our beautiful school with the aim to welcome in lots of new lovely pupils and families.

The PSA has worked with the school and Hitchin TV on producing a fabulous new video along with a new selection of photos to give our school website a refresh. The video has been shared with the wider community in order to continue our efforts in making people aware of Preston Primary. A special thank you to Michelle Derrick and Michelle Taylor for working with Tony at Hitchin TV; the video and photos are amazing.

HitchinTV



MARKETING



We have taken part in two uniform sales and joined in with local community events which will help extend our visibility within the wider Hitchin community. We joined the Plastic Free Hitchin event in Hitchin market square, and the Pre-Loved uniform sale at Hitchin Boys School, which we'll certainly do again next time they come around. It's great fun to mix with the local community and other schools, and a special thank you goes out to Carly Robson, Michelle Derrick, and Alice Ide for attending these events on our behalf.

Reminder:

If you need pre-loved uniform, please contact Carly Robson.



SOCIAL MEDIA



Preston Primary now has an active Facebook page, which is being managed by Michelle Derrick and Mrs Luitingh.

Additionally, Michelle is doing an amazing job at managing our PSA social media postings on Instagram. Her efforts have been incredibly effective, leading to multiple parents visiting the school after seeing our social media presence. It's fantastic that we can showcase our school and PSA events to the wider community, and it's brilliant to see the positive impact it's having. Michelle also works closely with Preston Nursery to promote jointly the nursery alongside the school, which will hopefully benefit our intakes when the time comes for parents/careers to select a primary school





TREASURES REPORT

EVENT FINANCE BREAKDOWN



Period 24 August 2024 - end July 2025

	IN	OUT	Profit
Art exhib	575.76	368.26	207.5
Christmas Fair	1790.23	362.58	1427.65
Doughies	65	0	65
MOVIE NIGHT	472.5	79.61	392.89
EASTER DISCC	555.75	420	135.75
CHOC	271.75	175.93	95.82
COLOUR RUN	1074.61	620.07	454.54
CAMPOVER	4015.6	1493.45	2522.15
MUSIC FEST	139.88	0	139.88
SUBSCRIPTION	266.69	731.59	-464.9
Uniform sales	49.01	15	34.01
Frozen friday	304	124.94	179.06
Yr 6 Prod	28.9	90.76	-61.86
Grad Disco	426.5	316.35	110.15
Give as you live	19.47	0	19.47
Give as you earr	495	0	495
Bags2School	48.2	0	48.2
Village Day			71
Total OUT (school events)		4798.54	5871.31
Total IN	10598.85		
Total profit (Aug 24- end July 25)			5871.31

Comparison with 2023/2024

COMPARISON WITH 2023/2024			
Event	Profit 24/25		Profit 23/24
Art exhib	207.5		386
Christmas Fair	1427.65		1108
Doughies	65		
MOVIE NIGHT	392.89		505
EASTER DISCO	135.75		22.46
CHOC	95.82		
COLOUR RUN	454.54		
CAMPOVER	2522.15		562
MUSIC FEST	139.88		
SUBSCRIPTIONS/MIS	-464.9		
Uniform sales	34.01		190
Frozen friday	179.06		
Yr 6 Prod	-61.86		
Grad Disco	110.15		2.47
Give as you live	19.47		
Give as you earn	495		540
Bags2School	48.2		
Village Day	71		
		tea towels	255
		ball	5146
		other	626.07
Total (school events)	5871.31		4197
Total (including Ball)	5871.31		9343



ELECTION OF
COMMITTEE MEMBERS



THE YEAR AHEAD

LOOKING AHEAD TO THIS ACADEMIC YEAR



With the new academic year started, we are busy in the background planning new events for all to enjoy. Our key focus remains on raising funds for the Wooden Trail, but we'll of course be supporting the school with a few other projects as well.

Current Planned Events:

- Roald Dahl Day - Cake Sale - Raised £110.00
- Movie Night - 14th & 21st October
- Working Party Day - 18th October
- Art Exhibition - 13th November
- Christmas Wreath Workshop - 30th November
- Christmas Fair - 06th December

LOOKING AHEAD TO THIS ACADEMIC YEAR



Suggested Funds for School Projects:

- Improve Year 6 Outdoor Area - Transform this space into a more chilled and usable environment for the year 6 pupils.
- Bird Boxes - The PSA has agreed to give the Environmental Committee £100 towards new bird nesting boxes and bedding for the new Hedgehog house. We are looking to get one bird box per year group.
- Sport Equipment - To continue enhancing the sports equipment available

FEEDBACK



We always welcome feedback on our events. Our aim is to make all events run by the PSA inclusive, and enjoyable across all school years, and to ensure that we feed all the profits back into the school to enrich learning.

The main piece of feedback we've received is for our events to be healthier, cutting back on the amount of sugar on offer. This feedback has been taken on board, and all events now offer fresh fruit and low-sugar squash. We have removed sweets from goodie bags and limiting the times that we offer a tuck shop. We agree that it's important to promote healthy eating, and that you can still have great fun without the sugar hit.

As mentioned, parents have expressed the desire for more book selections for the older year groups. We aim to continue to work with the school and support this request as much as we can. All year groups still have funds left to spend from their "Wish List" allocation, so we hope to see soon some of this money put towards new books.

Feedback is always continually welcomed. If you'd like to share any feedback with us, an online feedback form is always available.

Feedback Link: [FEEDBACK](#)

Q&A AND AOB

