



Annual General Meeting

Wednesday 20th September
2023



Agenda

1. About the PSA
2. Committee elections
3. Chair's Report
4. Treasurer's Report
5. Reboot of the PSA
 1. Fundraising objectives for the year
 2. Planned events for the year
 3. Proposed roles and responsibilities
6. Q&A and Any Other Business



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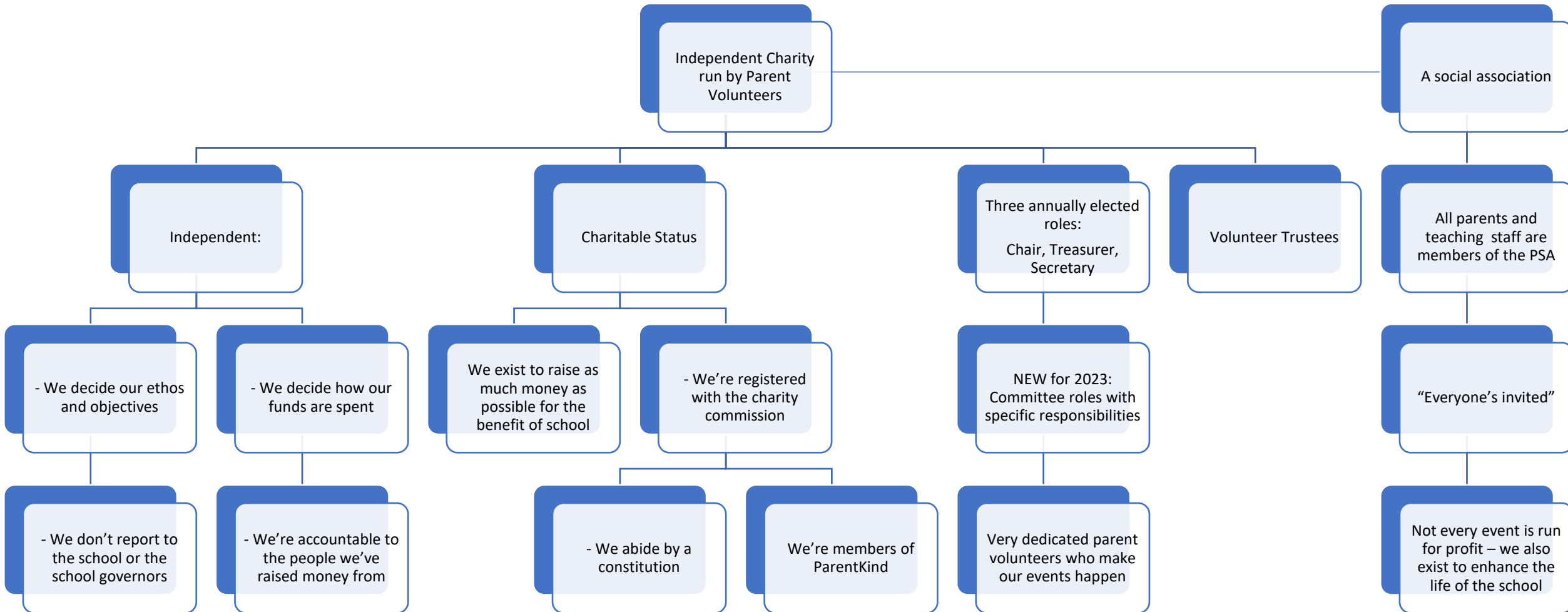


What is Preston School Association?

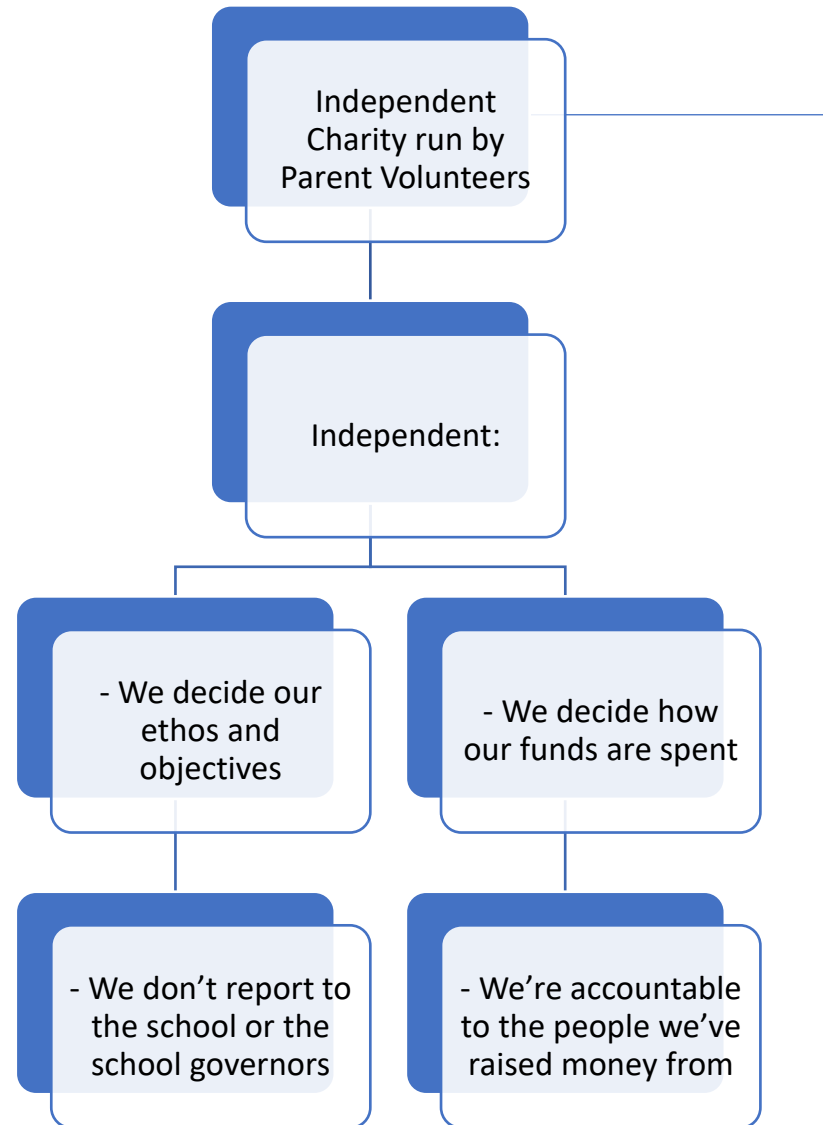
Independent
Charity run by
Parent Volunteers

A social
association

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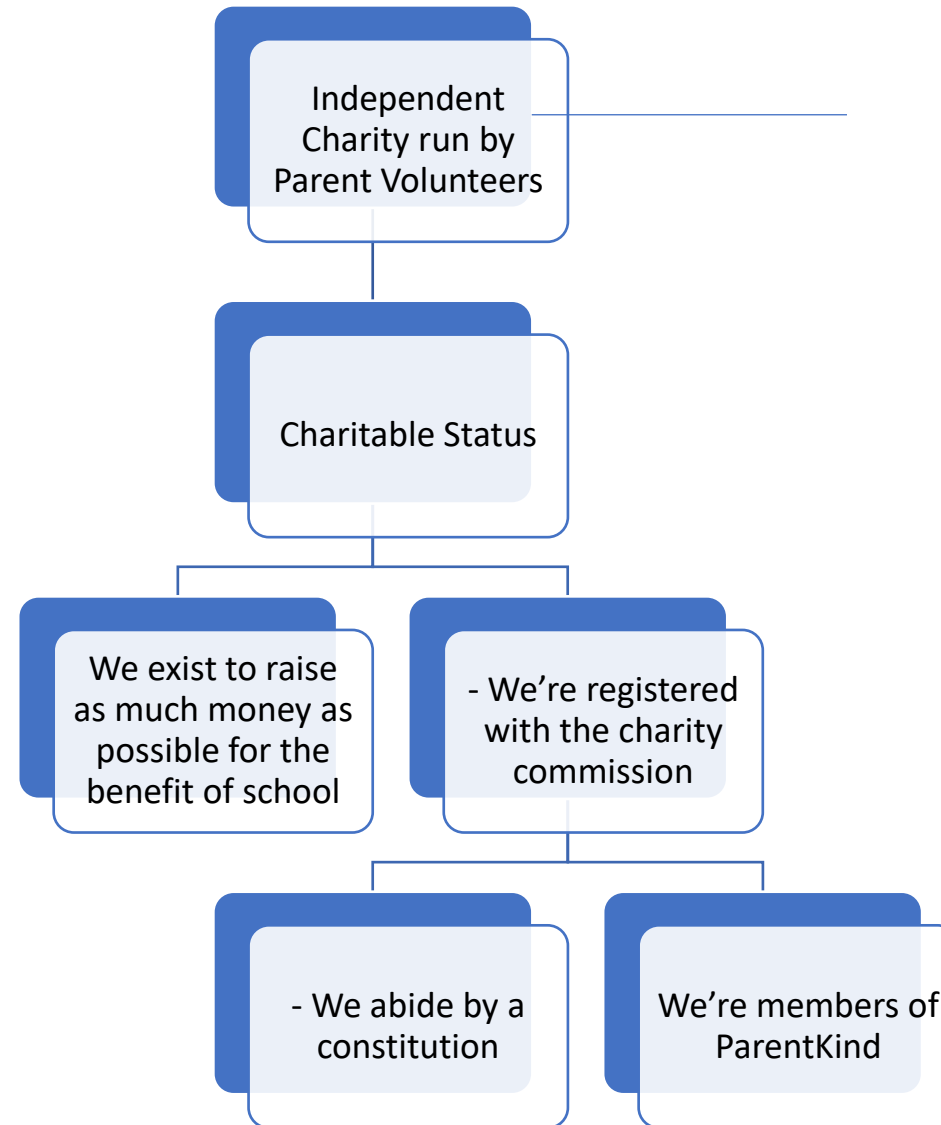


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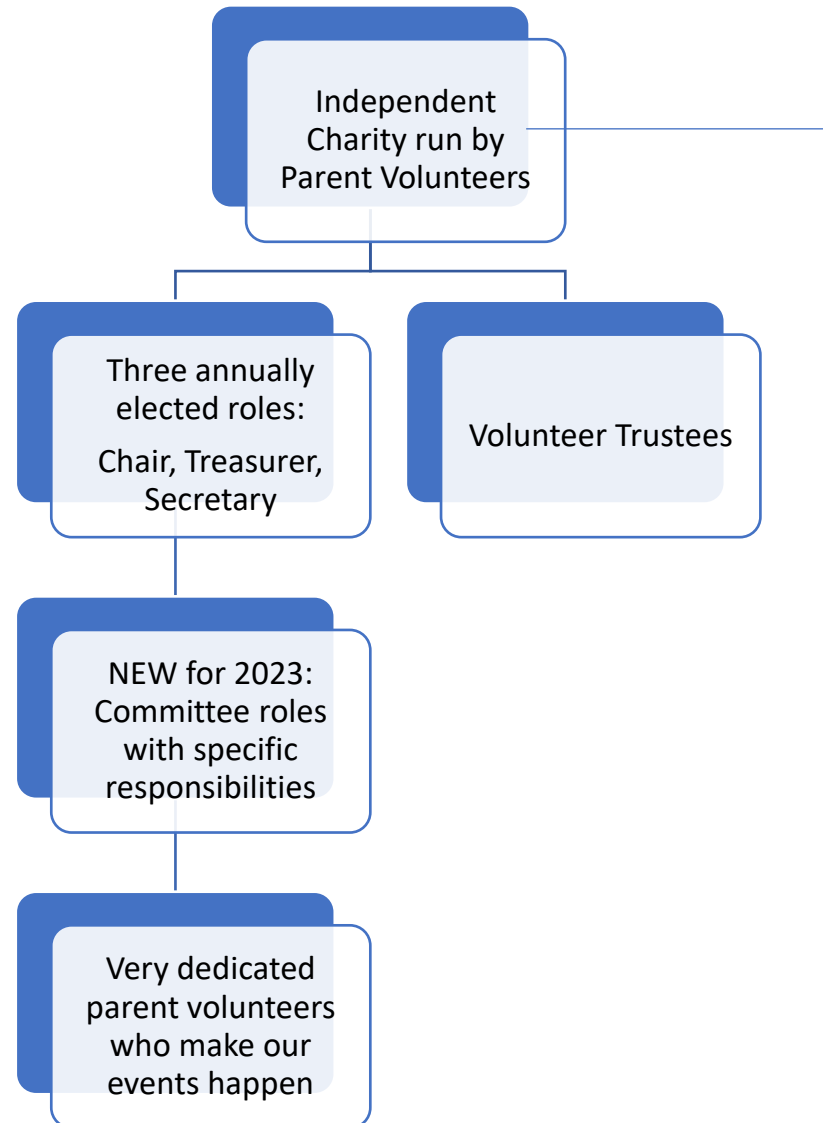


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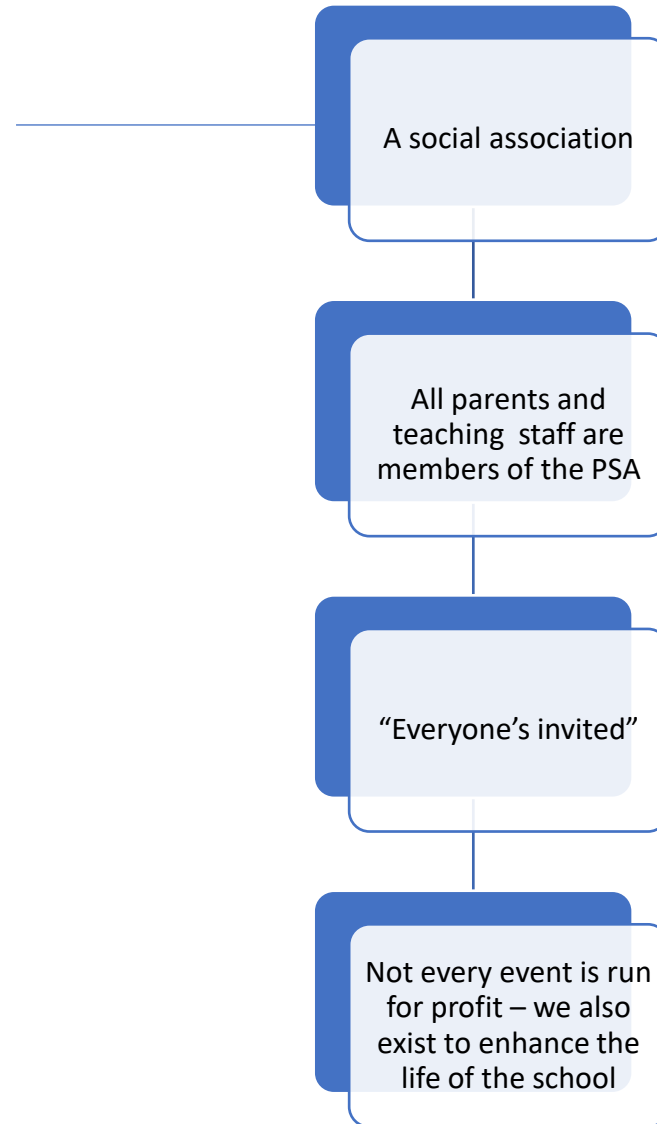




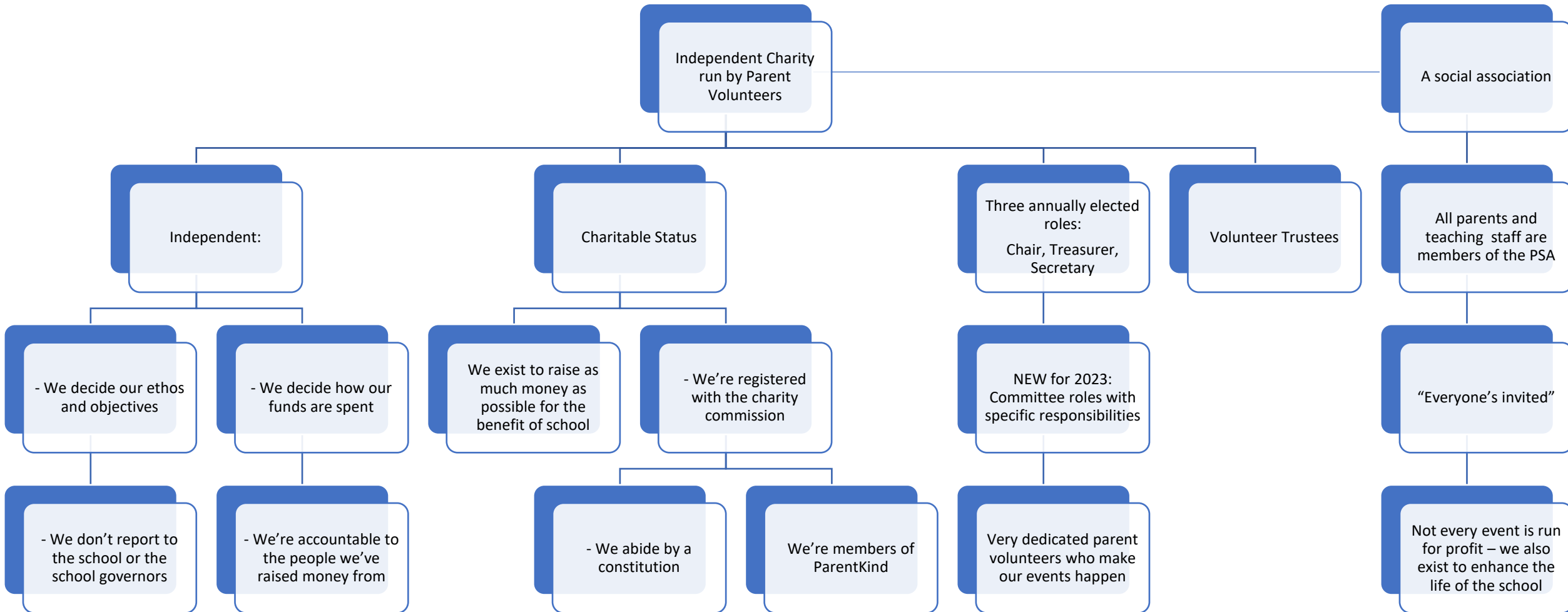
What is Preston School Association?



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What is Preston School Association?



Who we are



**Trustee: Alice
Ide**

**Trustee: Vicky
Pullinger**

**Trustee: Faye
Frost**

**Chair
Katie Page**

**Volunteer
Extraordinaire
Alice Ide**

**Volunteer
Extraordinaire
Claudia Pereira**

**Volunteer
Extraordinaire
Keeley Pate**

**Volunteer
Extraordinaire
Felicity Lewis**

**Volunteer
Extraordinaire
Jackie Adams**

**Volunteer
Extraordinaire
Ali Burn-
Murdoch**

**Volunteer
Extraordinaire
Louise
Hutchinson-
Chatburn**

**Secretary
Vacant**

**Volunteer
Extraordinaire
Faye Frost**

**Volunteer
Extraordinaire
Anna Zavador**

**Volunteer
Extraordinaire
Melissa Clarke**

**Volunteer
Extraordinaire
Natalie Wood**

**Volunteer
Extraordinaire
Julie Canham**

**Volunteer
Extraordinaire
Jo Shorey**

**Volunteer
Extraordinaire
Justin-
Hutchinson
Chatburn**

**Treasurer
Vick Pullinger**

**2nd hand
uniform
Coordinator
and Volunteer Extraordinaire
Carly Robson**

**Volunteer
Extraordinaire
Lucy
Cunningham**

**Volunteer
Extraordinaire
Jo Wilde**

**Volunteer
Extraordinaire
Rachel
Whitehead**

**Volunteer
Extraordinaire
Weronika
Duffin**



Our ethos and how we make decisions

- **Objective:** To make as much money as we can for the enrichment of the experience and education of all pupils at Preston Primary School
- **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 communicate

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



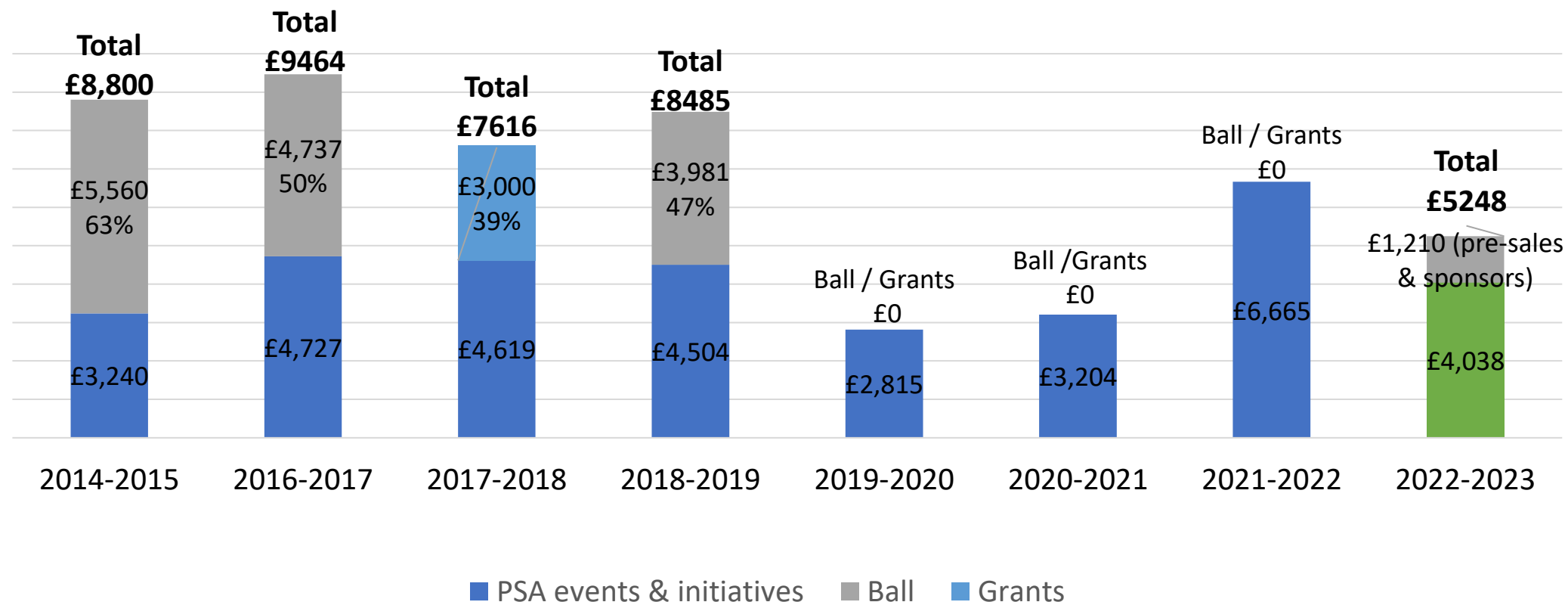
How we manage our finances

- Bank account – regular statements; double signatories on cheques
- SumUp machine – allows us to take card payments
- JustGiving
- Annual Accounts
- External Audit
- Returns to Charity Commission

How much funding do we raise in total? Events, Balls, and Grants



Funds raised (profit) by Preston School Association September 2014- August 2023



Notes: No records for 2015-2016, which was a non-ball year

What is the May Ball?

Live music and dancing



An important event in the village!



Licenced Bar

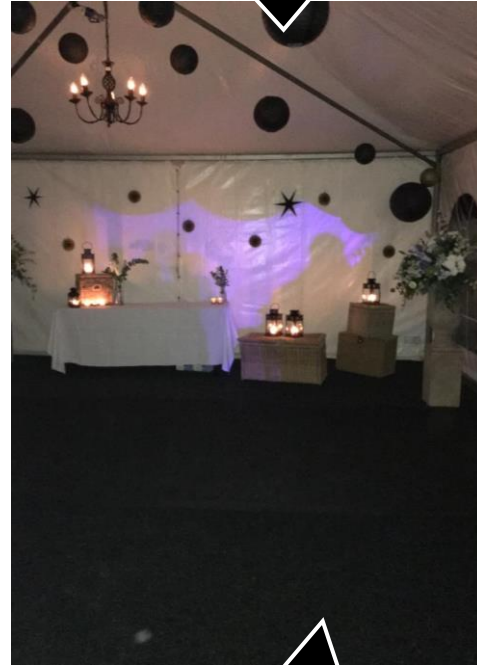
Delicious, three-course sit down meal

Brilliant Fun!



Socialise with the wider community – bring your friends!

Raffle and Auction



A serious fundraiser

Getting dressed up



Drinks and Mingling



How do we plan and execute the Ball?

Ball Committee

- May 24 Ball Committee Chair is Louise Hodgson (Toby went up to Hitchin Boys' School in September).
- Abi Waters is also very kindly lending her time
- Louise and Abi have experience of running the previous ball, as well as plenty of village and local contacts!

Ball Funding

- We seek sponsorship from local businesses – either in the form of financial donations, or donations of prizes for the raffle and auction
- We sell tickets to help cover entry to the event, welcome drinks, and a sit down meal, and the cost of entertainment.
- We have a licenced bar

How the Ball raises money

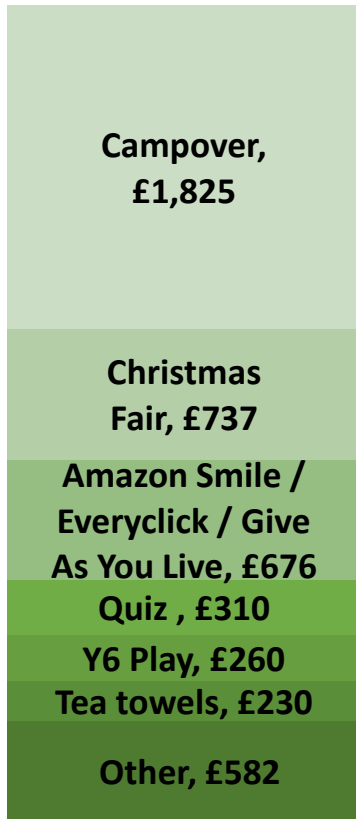
- We always aim to to make a profit on the event through ticket sales and bar takings.
- We make a significant proportion of income from the Auction.
- We benefit from generous local sponsorship.

2019 May Ball	
Total Costs	(£6775.04)
Ticket Sales	£4,800.00
Bar Takings	£1,408.40
Raffle	£713.00
Auction	£2385.00
Sponsorship	£1,450.00
Total income	£10, 756.40
<u>Profit</u>	<u>£3981.36</u>

How much funding do individual events raise? (Excl. Balls and Grants)



2017-2018, 11 events



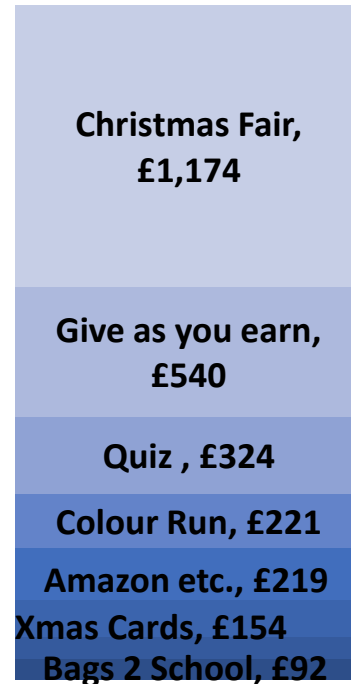
Other: Easter Disco £145, Christmas Puddings £142, Bags2School £136, Christmas Cards £133, School Uniform £26

2018-2019, 11 events

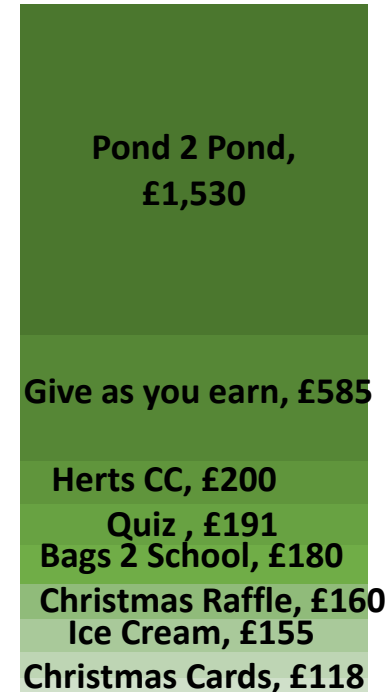


Other: Y6 Play £148, Christmas Cards £125, Village Day £115, Bags2School £60, School Uniform £58, Art Prints £54

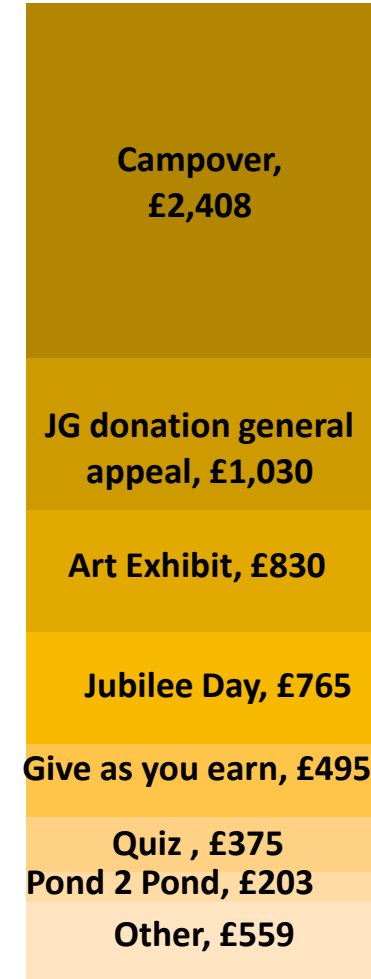
2019-2020, 8 events



2020-2021, 9 events

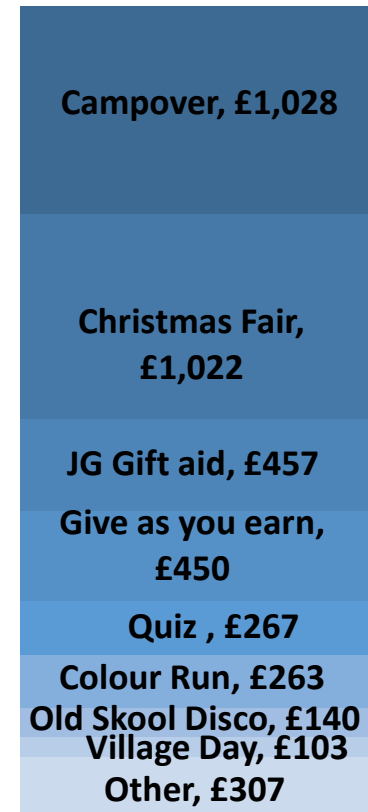


2021-2022, 13 events



Other: JG Gift Aid £162, Bags"School £132, Y6 Play £115, Wine Glass Charms £87, Amazon etc £45, Uniform £18

2022-2023, 13 events



Other: JG General Appeal £90, Christmas Cards £70, Amazon etc. £57, Bags2Schol £50, School Uniform £30, Easy2Label £11

How we use our funds to support school, operating costs, loss-making events



2019-2020

Support for school

£2,000

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

Loss-making events
Virtual Campover (expenses for prizes)

JG = Just Giving Note [1] £60
Cash Take Given to School on the day; £98 to be banked

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

Operating costs and general expenses
JG Platform Costs
ParentKind £69.00
Bank Fees
JG Transact. Fees
SumUP Trasnact Fees
Temp Event Licence
CostCo renewal £26.40

2021-2022

Support for school

£2,290

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

Loss-making events
Christmas Fair £135.80

Operating costs and general expenses
JG Platform Costs £180
ParentKind £72
Bank Fees £52.55
JG Transact. Fees
SumUP Trasnact Fees
Temp Event Licence £26.40
First Aid Kit £20

2022-2023

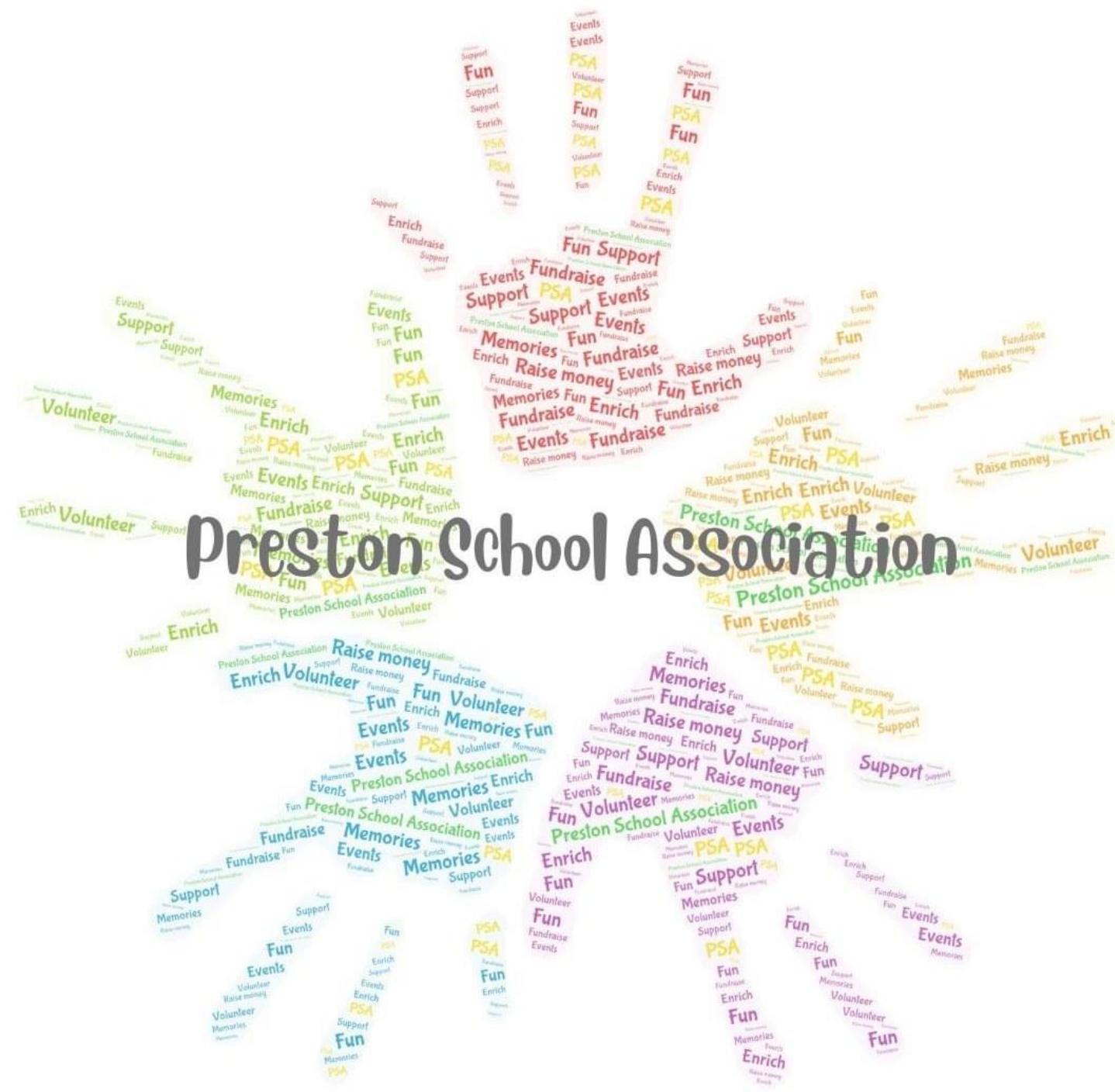
Support for school

£950

Diwali Cultural Visit £750
Y6 Leavers Gifts £120
Buddy Gifts £80

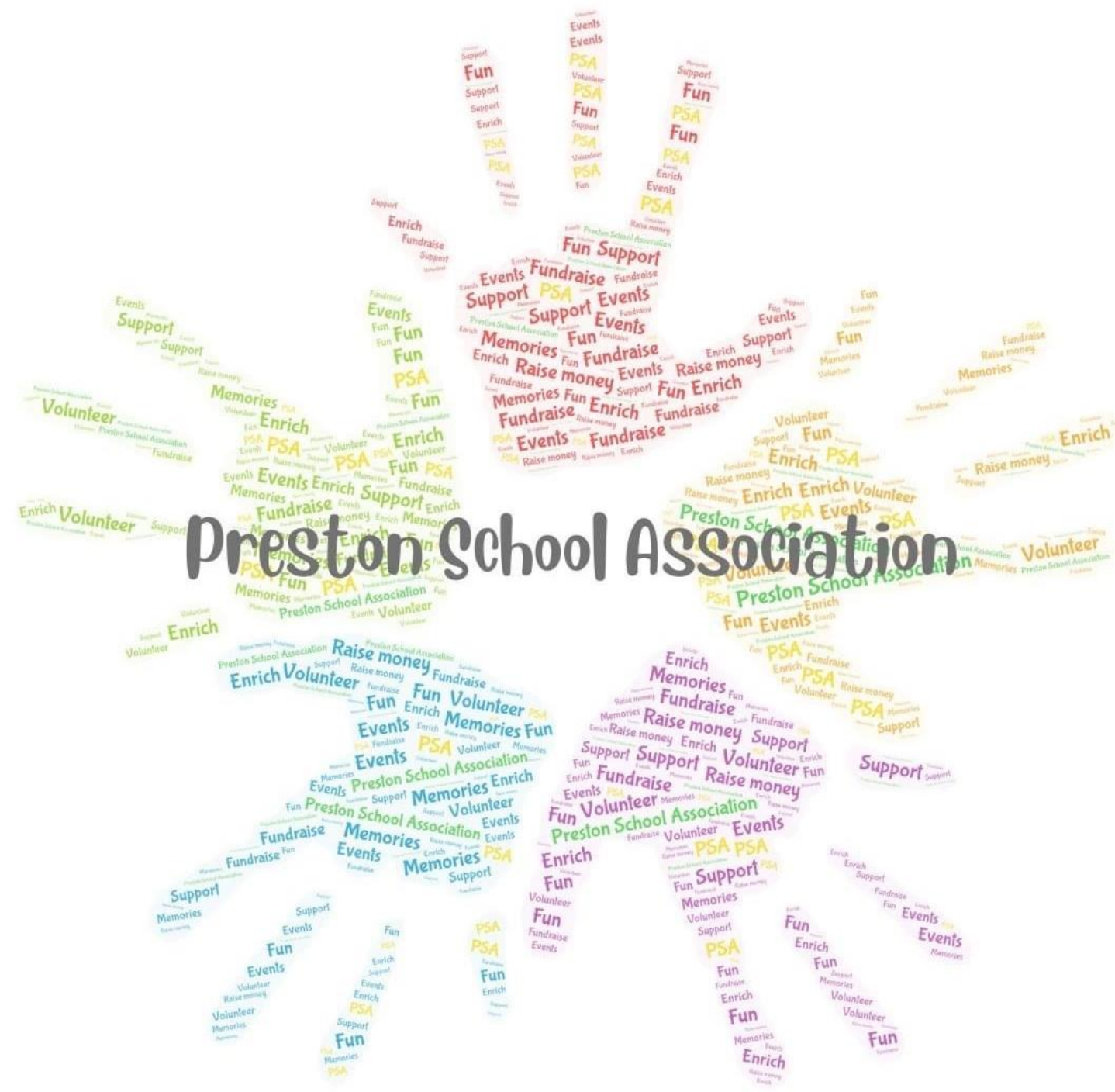
Loss-making events
Y6 Play £191.20 [1]
Easter Disco £66.00
Mini Marathon £30.77

Operating costs and general expenses
JG Platform Costs £180
PPE for events £120
ParentKind £100
General PSA Eqpt £60.00
Bank Fees £64.41
JG Transact. Fees £60.11
SumUP Trasnact Fees £15.32



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Chair's report - Summary

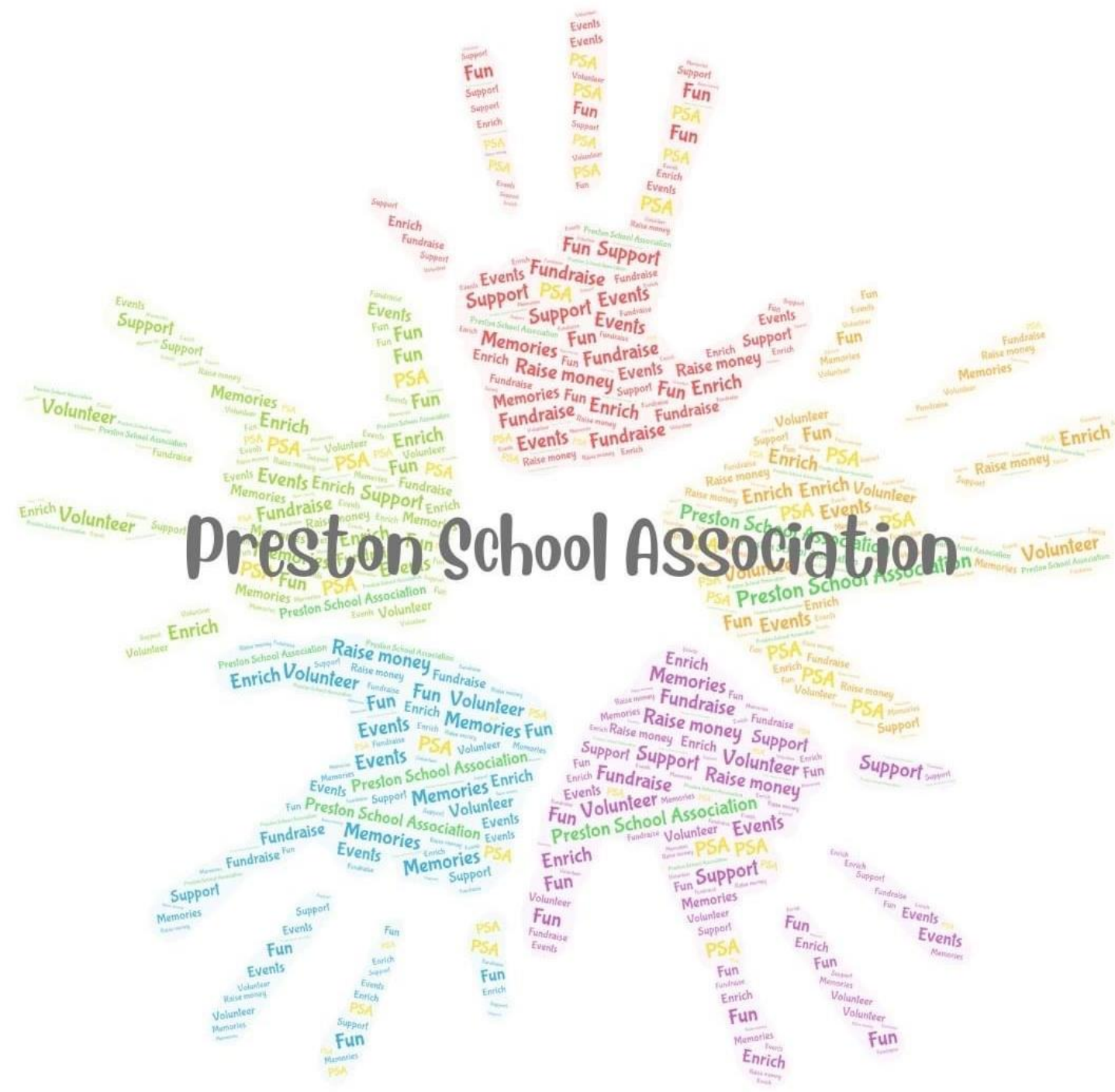
- Despite the academic year 2022-2023 seeming to be slightly “quieter” compared to the year before, the PSA actually ran 13 fundraising activities – the same number as the year before - and raised £4,038 (excluding Ball sponsorship and early ticket sales which has raised a further £1,200).
- This is only slightly below the average for the years 2016-2019, and an impressive feat in a challenging year.
- The primary focus of 2022-23 was to make as many events happen as we could, given the limitations of volunteer numbers and competition from external events such as additional Bank Holidays owing to the King's Coronation.
- To ensure fundraisers went ahead, events such as Christmas Fair and Campover were slightly pared back in terms of scale but were still successful in terms of raising funds and ensuring PSA presence in the school community.
- A key objective for 2023-2024 will be to build on this and raise the profile of the PSA, particularly among newer parents and pupils who won't have had the benefit of experiencing pre-covid PSA events.
- There were relatively few requests from School for funds this year, though this has followed a two-year period where the PSA has given over £11,000 to the school for various projects, and there are a healthy number of new requests for the coming year.
- The Chair is very grateful to the very small number of volunteers who did an incredible job of fulfilling committee roles, Trustee roles, and taking on the lion's share of event planning and organising, including organising the 2024 May Ball. The Chair is also very appreciative of all the help from the many parents, carers, and older siblings who helped to run events on the day.
- It is also heartening to have had an influx of more regular volunteers from the end of the Summer Term, and I am looking forward to working with new and seasoned volunteers alike to build a really strong series of fundraisers in 2023-24.

Finance Summary

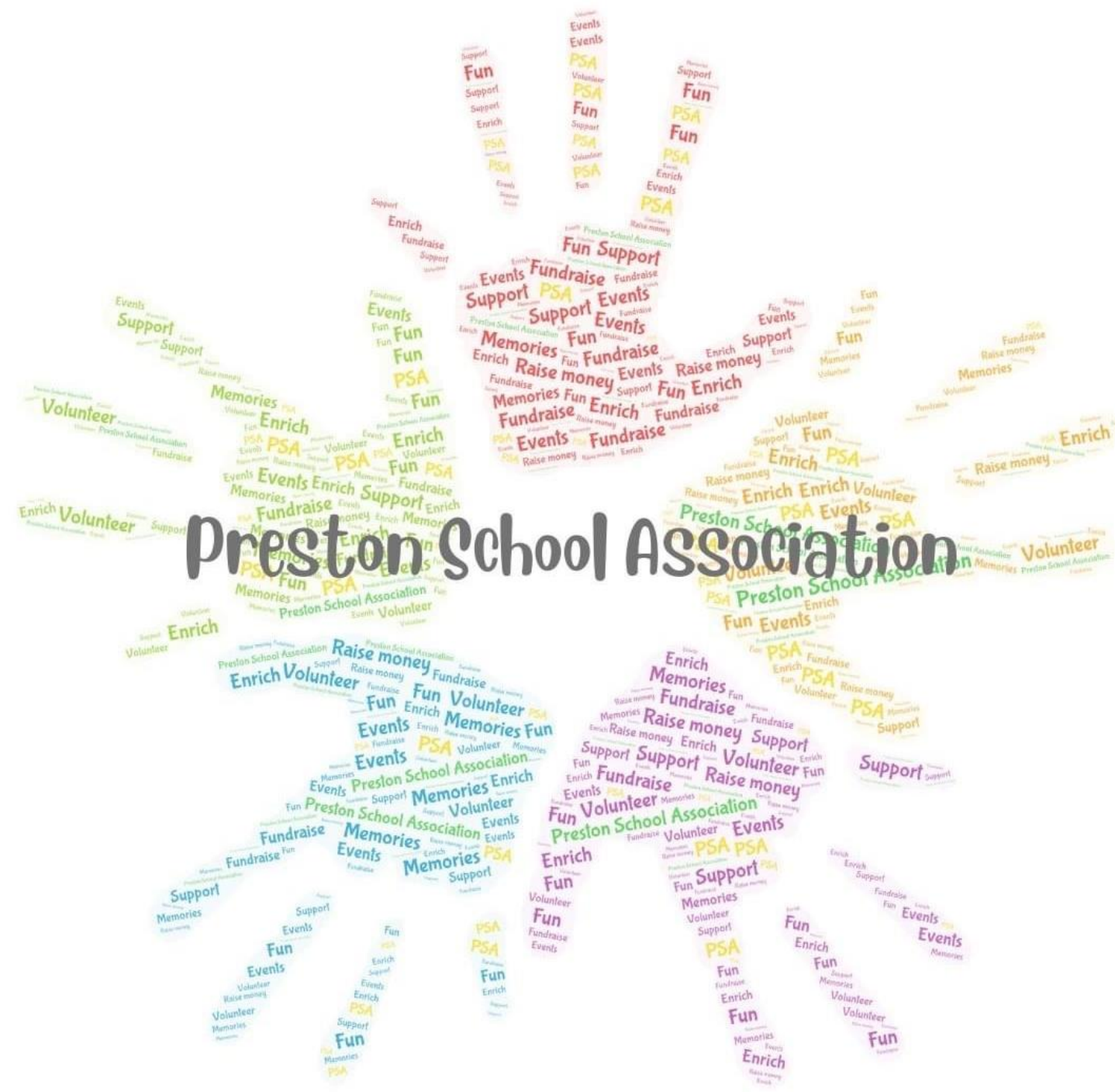
The bank balance was £10,355.84 on 19th September 2022 and £9,628.75 on 19th September 2023. There are outstanding cheques of £671.45. It is great to see the bank account looking buoyant again, though it should be noted that £1,200 of this is Ball Sponsorship and ticket pre-sales, and there will be ball costs to cover before Ball Fundraising comes in.

Gift Aid collected via Just Giving donations contributed £457 to our funds.

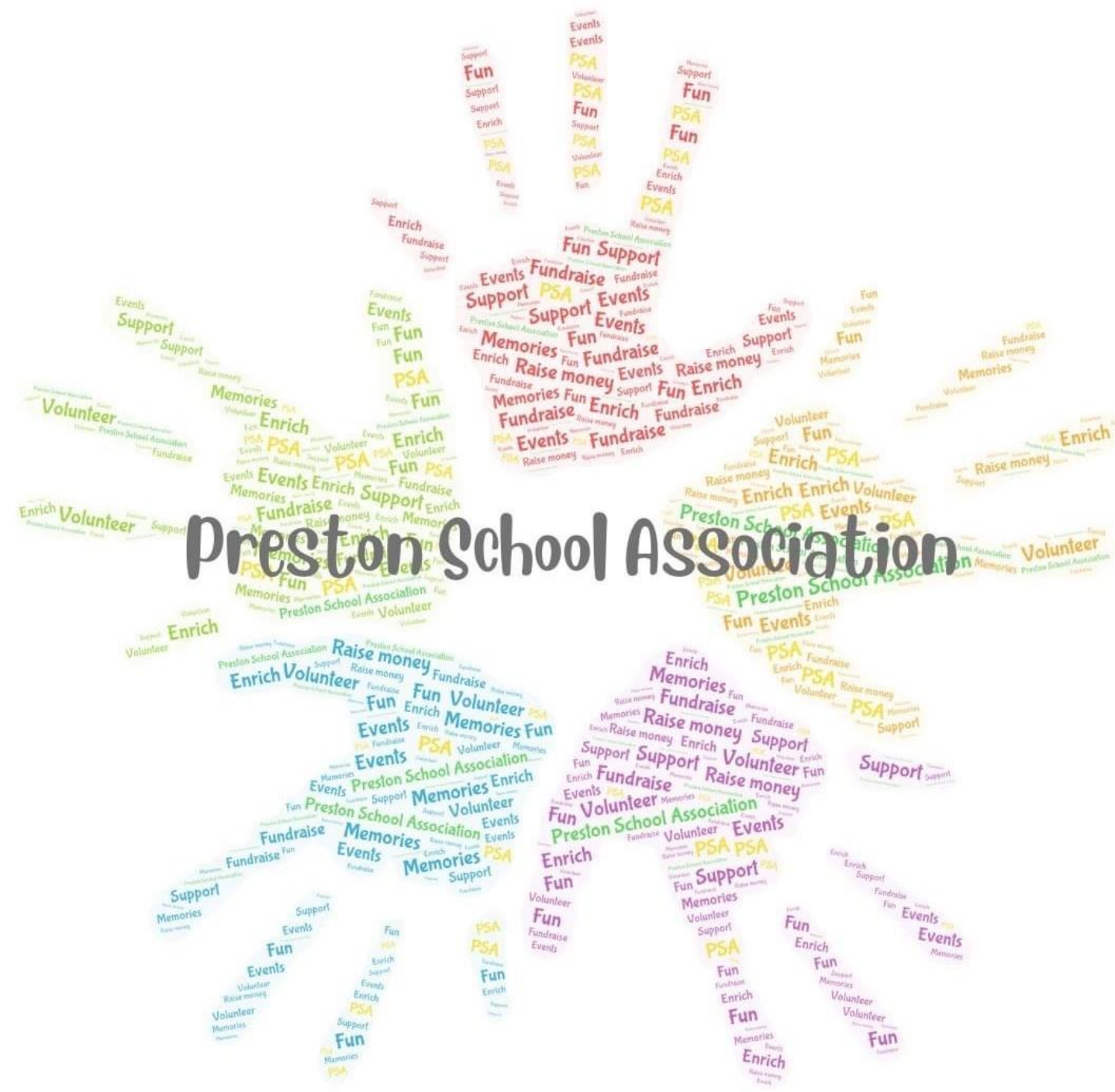
Full chair's report will be published with AGM minutes or ask Katie for a copy.



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Fundraising objectives for this academic year



Overall objective – raise as much money as possible (while having fun!)

Specific school requests:

Total amount

Annual reinstatement of “class wishlists”: £500 per class for the academic year to be spent on a class trip, activity, equipment or resources that the school otherwise couldn’t fund

£2,000

Fund match at least half of the £5,000 needed for the refurbishment of the club room into a DT room (Grant funding to be sought to raise the rest of the money required)

£2,500

Annual contribution to funding for state of the art, whole school community online safety training

Up to £1,000

Purchase more “Buddy Bears” so that every pupil in school (and new staff) can be gifted one – these will replace Reception “buddy gifts” from September 2024 every year

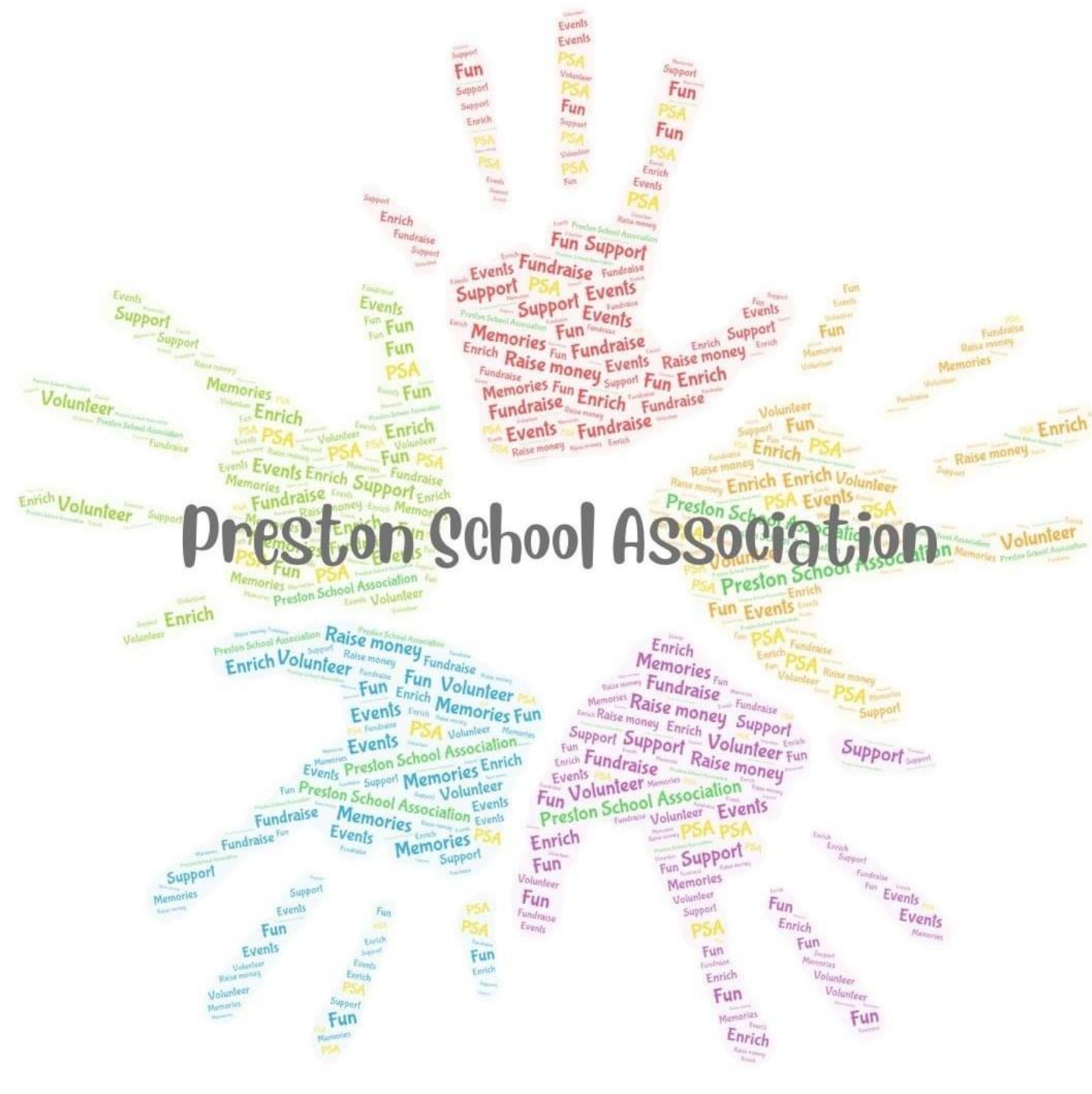
£800 (for 100 bears)

Contributions for additional whole-school enrichment activities (anti-bullying week, “wheelie good” sporting event, “stargazing”, and others)

TBC – individually assessed

Continuation of support for e.g. Y6 leavers, sports days, loss-making social events etc
Ability to call on PSA to support funding for enrichment activities or resources when need arises

TBC



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Planned events for the year



September '23

- Tue 5th – Tea and Tissues and Buddy Gifts
- Wed 20th - AGM
- Fri 22nd - PSA Assembly
- Sat 23rd - Working Party Day
- PSA Monthly Planning Meetings incl Ball

October '23

- Movie Night (juniors) **TBC**
- Movie Night (infants) **TBC**
- Quiz Night (adults) **TBC**
- Christmas Cards Artwork
- PSA Monthly Planning Meetings incl Ball

November '23

- Wednesday 1st November – Art Exhibition
- Sat 17th Bingo Night (parents) **TBC**
- Christmas Fair **TBC**
- Christmas Disco **TBC**
- PSA Monthly Planning Meetings incl Ball

December '23

- Saturday 2nd December
- CHRISTMAS FAIR
- Christmas Cards delivered to school
- Nativity refreshments
- Carol Singing on the Green **TBC**
- PSA Monthly Planning Meetings incl Ball / Social

January '24

- Movie Night (infants) **TBC**
- Movie Night (juniors) **TBC**
- PSA Monthly Planning Meetings incl Ball

February '24

- Quiz Night (adults) **TBC**
- PSA Monthly Planning Meetings incl Ball

March '24

- 26th – Easter Disco **TBC**
- Easter bonnet parade **TBC**
- PSA Monthly Planning Meetings incl Ball

April '24

- PSA Monthly Planning Meetings incl Ball

May '24

- Sat 11th - May Ball
- PSA Monthly Planning Meetings incl Ball

June '24

- PSA Monthly Planning Meetings

July '24

- Sports Day Refreshments **TBC**
- Village Day **TBC**
- Sat 6th or 13th Campover
- Y6 leavers' gifts, buddy certificates, assemblies
- y^6 Play refreshments
- PSA Monthly Planning Meetings

August '24

- PSA Committee Prep for back to school and AGM

September '24

- Tea and Tissues
- Buddy Bears
- AGM
- Autumn Festival
- PSA Monthly Planning



Agenda

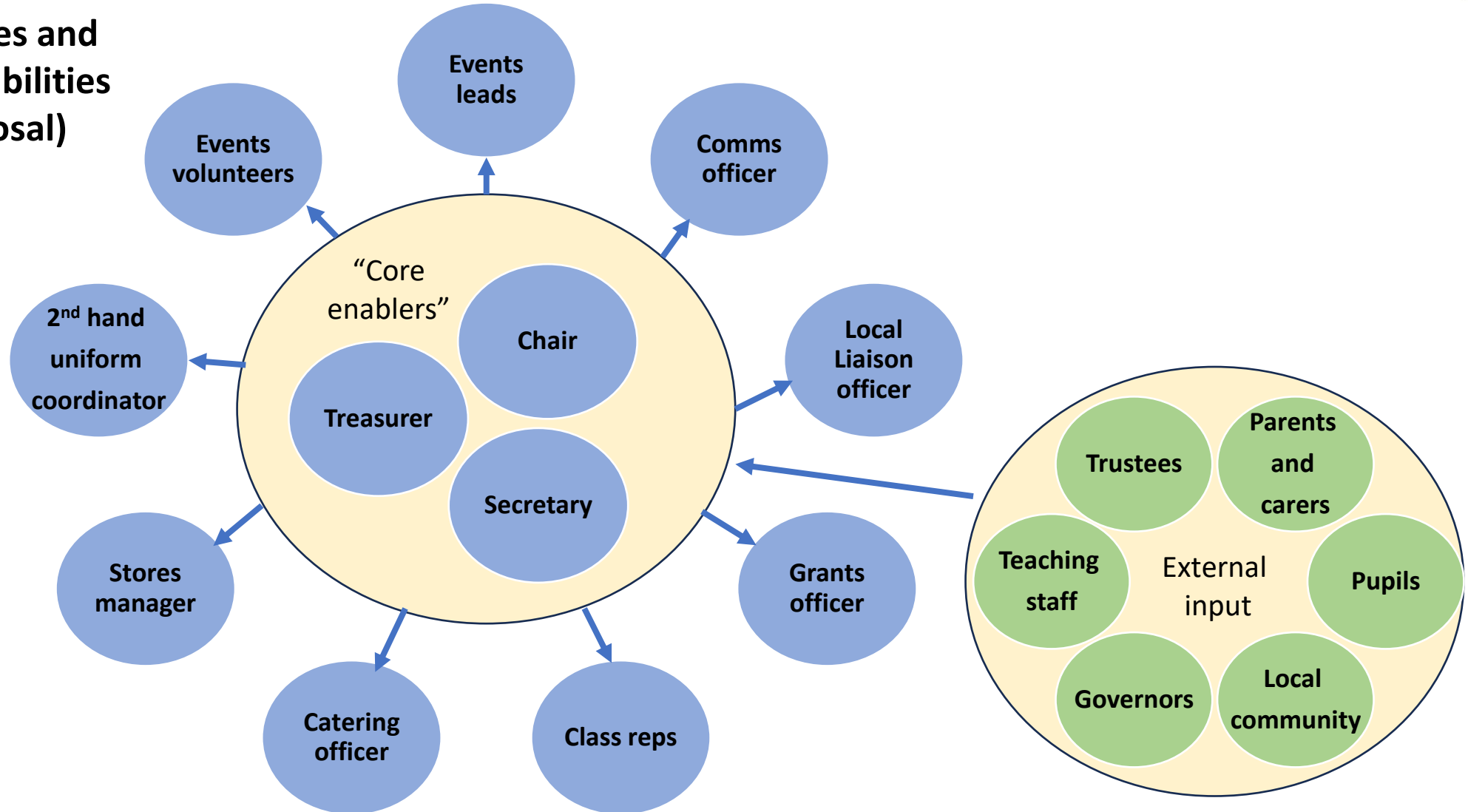
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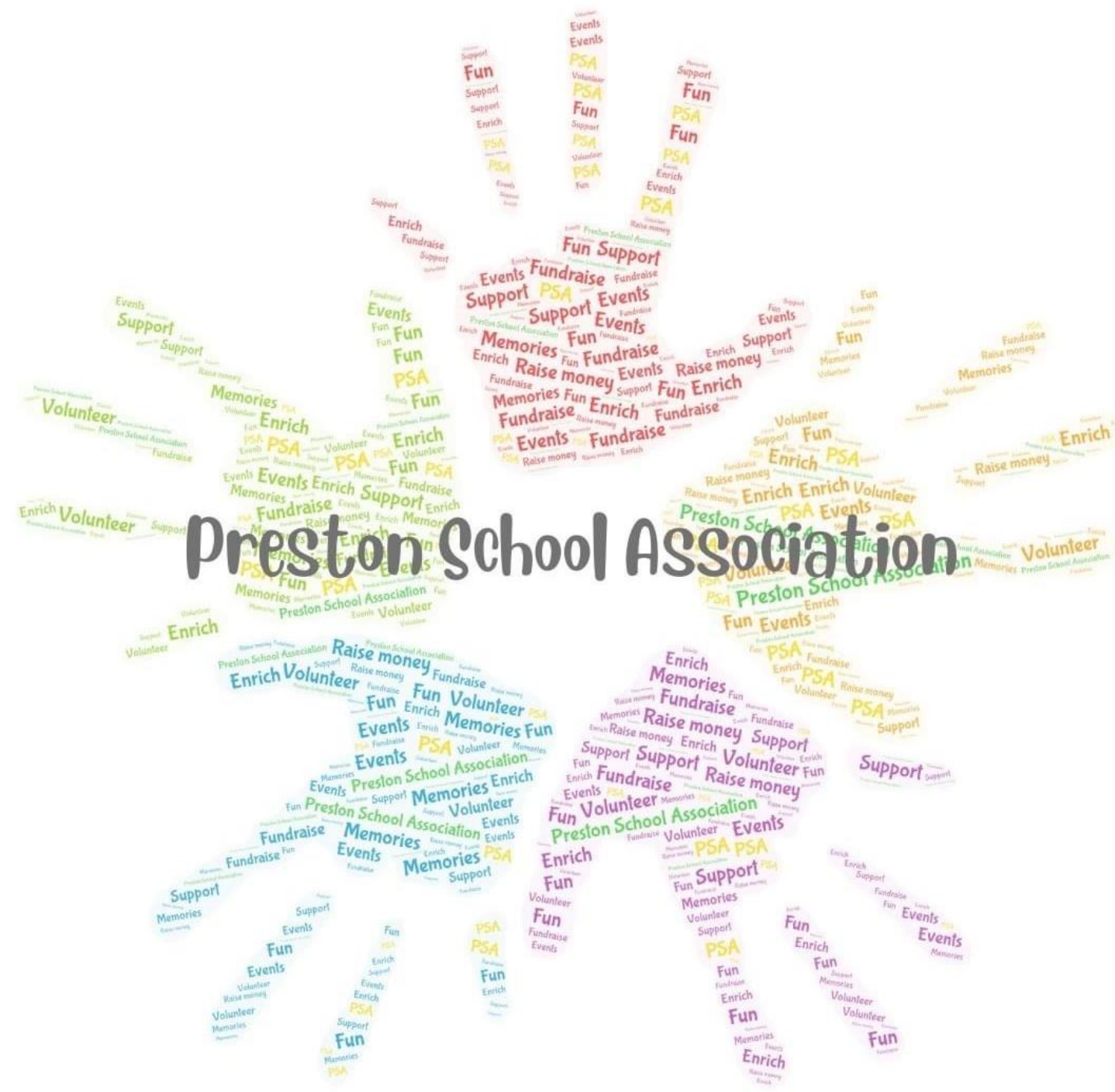
Preston School Association

Proposed roles and responsibilities



PSA Roles and Responsibilities (proposal)





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AOB and Q&A



DT room grant funding



Appendix:
description of roles

PSA – Roles and Responsibilities



Chair: Katie Page

To lead the committee, ensuring the PSA is run in line with its constitution and according to the wishes of all members.

Key Responsibilities:

- Chairs and facilitates meetings in a manner that encourages everyone to contribute.
- Sets the date and agenda for meetings and keeps the discussion on track.
- Delegates tasks to committee members
- Ensures decisions are implemented.
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PSA bank account
- Ensures the PSA is registered with regulatory bodies, eg, the Charity Commission, and submits reports where necessary

Treasurer: Vicky Pullinger



The treasurer controls the PSA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

Key Responsibilities:

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PSA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid Claims
- Implements procedures for making payments for claiming expenses
- Completes the Charity Commission annual return
- Gets accounts audited where necessary

Secretary: Alice Ide



The secretary ensures that the PSA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

Key Responsibilities:

- Assists the chair with planning meetings.
- Communicates with the school and committee members, including circulating the agenda before a PSA Meeting.
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community.
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees and form a quorum.
- Keeps Records
- Shares Information



Events Leads: Vacancies

The Events Leads will help ensure good planning and that things run smoothly on the day. In the planning stages, they should work closely with the chair/co-chair to complete risk assessments, organise bookings and licensing, and all the details of a successful event. The PSA Events Managers are also the point of contact for all the volunteers and external parties involved in an event.

Communications Officer: Vacancy

May help and deputise for the secretary. In charge of social media, newsletters, emails and keeping the PSA website up to date. Works closely with the Events Manager(s) to publicise events, fundraisers and any other PSA initiatives.



Second-hand Uniform Co-ordinator: Carly Robson

This role involves requesting and sorting through donations, washing and repairing as necessary, storing, pricing and organising sales.

Events can be sporadically organised when needed, with the support from volunteers.

Grants Officer: Vacancy

This role is to research and apply for grants, typically for larger scale projects. The PSA grants officer applies to grant-giving trusts, local authorities, and businesses for significant financial donations. Writing skills are a must, as you'll be required to complete applications and provide feedback.



Stores Manager: Felicity Lewis

This role involves organising store cupboards, shed and the school premises. It makes life easier for everyone if the store is inventoried and well organised.

Catering Manager: Vacancy

This role involves being the go-to person to help organise anything food and drink-related for events. Includes being responsible for maintaining catering equipment and managing orders of supplies.

Local Liaison Officer: Vacancy

An agile role that involves reaching out to the local community and local businesses to inform of upcoming PSA activities, invite input and suggestions, request raffle prizes, sponsorship and services. They will also coordinate selling tickets and distributing prizes within the local community.

Class Reps: Up to two Vacancies per Class

Class reps are the communication channel between the PSA and parents of each class. As such, they're key in securing volunteers for events and enabling the committee to reach out to the school community with immediacy and directness.

Volunteers: Vacancies

An essential role, assisting at events and supporting the community. Manning stalls, creating activities, games and decorations. Supervision of children at events such as discos and movie nights.