

**WALLACE FIELDS JUNIOR SCHOOL PARENT TEACHERS ASSOCIATION**  
**TRUSTEES' REPORT**

Period 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018

**CONTENTS**

Legal and Administrative Details

Trustees' Report

## **LEGAL AND ADMINISTRATIVE DETAILS**

### **Trustees**

#### **Names of Trustees**

Mr Stephen Lee (Head Teacher)  
Mrs Andrea Day (Deputy Head Teacher)  
Mrs Julie King (Chair of PTA Committee)  
Mrs Claire White (PTA Treasurer)

### **Charity Name**

Wallace Fields Junior School Parent Teachers Association

### **Registered Charity Number**

287744

### **Charity's Principal Address**

Wallace Fields Junior School Parent Teachers Association  
Wallace Fields Junior School  
Dorling Drive  
Epsom  
KT17 3BH

## **TRUSTEES' REPORT 1<sup>ST</sup> SEPTEMBER 2017 TO 31<sup>ST</sup> AUGUST 2018**

### **Structure, Governance and Management**

The Wallace Fields Junior School Parent Teachers Association (PTA) is registered with the Charities Commission of England and Wales and is a member of Parentkind. The governing document is a constitution. The charity is constituted by an association.

The PTA consists of a Chairperson, a Treasurer, a Secretary, the Head Teacher, Deputy Head Teacher and parents and carers of children attending Wallace Fields Junior School.

Trustees are either agreed at the AGM, or co-opted at the committee meetings.

Committee meetings are held about once every two months. The Head Teacher or Deputy Head Teacher attend the meetings.

Sub-committees may be formed by the committee to work on specific events/activities and will report back to the committee, for example the Christmas and Summer fairs.

The PTA aims to make all of its activities accessible to all children in the school. The trustees declare that they have throughout their activities had regard to the guidance issued by the charity commission on public benefit and safeguarding.

### **Aims and Objectives**

To advance the education of pupils in the school, in particular by:

- Developing effective relationships between staff, parents /carers 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.

### **Development of Staff and School/Parent Relationships**

The Christmas and Summer fairs in particular give parents/carers the chance to become involved in the PTA to offer to help on stalls, or with setting up or clearing away. This gives parents/carers the opportunity to get involved and many members of staff also give their time to help on stalls, which shows families the commitment that staff and families have towards the school.

The PTA also runs successful joint events with Wallace Fields Infant School & Nursery such as Fireworks, Race Night and a Family Circus resulting in equal profit for each school.

The PTA holds an annual barbeque in July (Celebration Evening) where parents/carers have the chance to look at their children's work and speak with the teachers. New parents/carers and their children from Year 2 for the September intake are also invited along to get to know the PTA and other parents already at the school. New parents/carers are warmly welcomed to join the PTA.

The Chair and Treasurer of the PTA regularly update parents/carers in the school weekly bulletin of monies raised from events, and updating on forthcoming events and what monies will be spent on.

The Chair invites parents to attend the PTA meetings in each school bulletin, as a reminder that they are fully welcome to come along to the meetings and help in any way they can with the PTA.

### Providing Facilities and Equipment

The Head Teacher or Deputy Head Teacher put forward to the PTA committee any items they would like the PTA to pay for. The committee will then decide if they agree to these requests. Payments are normally made to the school on a termly basis, with the School Business Manager issuing the Treasurer with an invoice. The table below shows where the money that the PTA donated to the school went to in the 2017-18 academic year, most notably purchasing the Hall Sound System, Lights & Projector and 20 Chrome Books.

<b>PAYMENTS TO SCHOOL</b>			
<b>#</b>	<b>ITEM</b>	<b>PAYMENTS</b>	
1	Spelling Scheme	£	306.00
2	Whole School Token System	£	630.00
3	Year 4 Reading Scheme Books	£	168.10
4	Year 6 Twister for wet play	£	21.66
5	Christmas Panto 19th Dec 2017 Deposit	£	200.00
6	Christmas Crackers	£	138.35
7	Christmas Tree	£	31.95
8	A4 orange paper for PTA posters/flyers	£	18.00
9	Staff Christmas lunches	£	153.64
10	Christmas Panto 19th Dec 2017 Balance	£	292.00
11	Number Sense Licence & Project X (reading and writing programme)	£	90.00
12	Book Week Authors Aloud	£	530.40
13	Mathletics 17/18 - balance unpaid by parent donations	£	90.88
14	Year 6 pots & compost for plants sold at Summer Fair	£	9.63
15	PA system speaker	£	166.66
16	Volunteer helper gifts	£	100.00
17	Book week Literacy Workshop	£	149.00
18	Year 6 Forensic Day for Post Test Treat (Surrey Active Science)	£	293.80
19	MP3 player	£	58.33
20	Hall Sound System, Lights, Projector	£	9,175.00
21	Chromebooks - 20	£	5,360.00
22	Chromebooks - storage	£	170.25
23	Year 6 Leavers' Books (minus school contribution (£150))	£	200.00
24	Music Evening donations paid for musical instruments	£	202.76
		<b>SCHOOL SPEND TOTAL</b>	<b>£ 18,556.41</b>



## Achievements and Performance

The charity has had a good year raising funds for the school by holding fun events for both the parents/carers and the children. Gift aid was claimed for the first time in the charity's history and a total of £1038.05 was successfully claimed.

	<u>RECEIPTS</u>	<u>PAYMENTS</u>	<u>PROFIT/LOSS</u>
<b>PTA EVENTS TOTAL</b>	<b>£ 24,936.36</b>	<b>£ 6,041.87</b>	<b>£ 18,894.49</b>

Details of amounts raised at the events are listed below

<u>EVENT</u>	<u>RECEIPTS</u>	<u>PAYMENTS</u>	<u>PROFIT/LOSS</u>
--------------	-----------------	-----------------	--------------------

<b>AUTUMN</b>	Race Night	£ 976.27	£ 443.01	£ 533.26
	Year 3 Cake Sale (Oct)	£ 149.15	£ -	£ 149.15
	Winter Disco	£ 885.00	£ 116.00	£ 769.00
	Fireworks	£ 2,362.75	£ 612.31	£ 1,750.44
	Film Night (Nov)	£ 580.00	£ 27.50	£ 552.50
	Cauliflower Cards	£ 131.00	£ -	£ 131.00
	Year 4 Cake Sale (Dec)	£ 134.82	£ -	£ 134.82
	Christmas Fair	£ 3,556.71	£ 121.89	£ 3,434.82
	Year 6 Calendar	£ 640.00	£ 240.00	£ 400.00
<b>AUTUMN TOTAL</b>				<b>£ 7,854.99</b>

<b>SPRING</b>	Film Night (Feb)	£ 470.20	£ 47.53	£ 422.67
	Year 5 Cake Sale (Feb)	£ 94.75	£ -	£ 94.75
	Spring Disco	£ 653.40	£ 115.00	£ 538.40
	Quiz Night	£ 859.75	£ 339.24	£ 520.51
	Sport Relief/Fundraiser *	£ 1,778.57	£ 50.01	£ 1,728.57
<b>SPRING TOTAL</b>				<b>£ 3,304.90</b>

SUMMER	Film Night (Apr)	£ 370.00	£ 22.40	£ 347.60
	Year 6 Cake Sale (May)	£ 115.46	£ -	£ 115.46
	Year 6 Hoodies	£ 1,340.00	£ 1,196.50	£ 143.50
	Summer Disco	£ 660.00	£ 111.50	£ 548.50
	Summer Fair	£ 4,850.83	£ 842.47	£ 4,008.36
	Celebration Evening	£ 3,467.05	£ 1,450.68	£ 2,016.37
	Year 6 Leavers' Production	£ 800.65	£ 202.95	£ 597.70
	Year 6 Photo Shoot	£ 60.00	£ -	£ 60.00
	Year 6 Leavers' Disco	£ -	£ 102.88	-£ 102.88
SUMMER TOTAL				£ 7,734.61

\* The joint fundraiser for Sport Relief and Wallace Fields Junior School PTA was a huge success. Children were sponsored to run a mile around the school field finishing by making their way through a giant inflatable obstacle course. The sponsorship was split half with the PTA, and half with the Sport Relief charity. By supporting another charity, the children were able to advance their understanding of where the money that Sport Relief goes to and how it enhances the lives of other children in need.

### Reserves Policy

The charity does not have a policy on reserves, but the Treasurer looks to maintain enough money in the bank accounts to fund all forthcoming expenses such as floats and expenses for events, any commitments to donations to the school and annual payments, for example to Parentkind and to the local council for the annual gambling licence. At no point in the year were the accounts overdrawn.

### Income and Expenditure

The total income before expenses (including from events, easyfundraising, matched funding, gift aid and interest from the bank accounts) for the financial year was £31,509.70. This breaks down into income from events alone which came to £24,936.36 as shown above for events in the Achievements and Performance section. Income from easy fundraising, matched funding, gift aid, interest and donations came to £5,097.40. We were able to claim gift aid on our Sport Relief split and the total collected on behalf of and sent to Sport Relief was £1,475.94 (gift aid not claimed on this).

Expenditure from events came to £6,041.87 and general PTA expenditure (including insurance and equipment) came to £901.66. Payments to the school came to £18,556.41 as detailed in the Providing Facilities and Equipment section.

Total expenditure therefore came to £26,975.87. Money was used from the Lloyds Bank account to cover all the payments to the school.

The closing balance of the accounts on 31 August were as follows:

Lloyds Bank - £7,624.03

CAF Cash GOLD - £6080.02

Petty Cash - £60.00

### Independent Examination of Accounts

Linda Gearing was appointed as the Independent Examiner to examine the accounts. She has a child at Wallace Fields Junior School and is currently a retail accountant. She will not be paid for this report; however, the PTA will thank her with a small gift to come out of PTA expenses.

### Other

We would like to thank all parents/carers and teachers who have made this year to be so successful and profitable for the benefit of Wallace Fields Junior School.

Name: CLAIRE WHITE

Position: TREASURER

Signature:

Date:

*Claire White*  
2/11/18

Name: STEVE LEE

Position: HEAD TEACHER

Signature:

Date:

*Steve Lee*  
2.11.18