

# Annual Report

Harestock Primary School

Friends of the School

September 2017 to August 2018

# Annual Report and Accounts for Year Ended 31/08/18

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## Statutory Information

The Charity's principal office is:  
c/o Harestock Primary School  
Bramshaw Close  
Winchester SO22 6LU

The Charity is established under the auspices of PTA-UK, and its registered number is 1158525. Its activities are governed by a Constitution adopted at its Annual General Meeting in October 2013.

The Committee Members/Trustees are appointed annually at the Annual General Meeting by a nominee and seconder (if the nomination has been received in advance) or by majority vote of those present (if the nomination has not been received in advance). The elected trustees and officers throughout the year were:

Lynn Ingram	Chair
Simon Woolfendon	Deputy Chair
Vacant	Treasurer
Lucy Davies	Secretary
Alzbeta Ward	Trustee
Kasia Slabolepszy	Trustee
Jackie Sankey	Trustee

The Charity's independent examiner is: Vacant

The Charity's Bankers are Natwest Bank, Winchester

## **Annual Report of the Trustees for the year ended 31 August 2018**

This report was presented at the Annual General Meeting held at Harestock Primary School on 1<sup>st</sup> November 2018.

### **Public Benefit Statement**

*The Committee, as trustees of the charity, confirm that they have complied with their duty to conduct the affairs of the charity with due regard to the Charity Commission's guidance on public benefit. The public benefit of the charity is outlined below-*

### **Objectives, Organisation and Activities**

Harestock Friends of the School exists 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.

The managing trustees meet every term to manage the affairs of the Charity and to discuss and organise fund-raising events.

Friends of the School have adopted the following Mission Statement.

### **Mission Statement**

Be a friend to the school and work with the school to:

- Raise funds
- Run fun and affordable events for children, parents, teachers and the whole community
- Fund additional activities, facilities and experiences that enrich pupils' lives

## **Chair's report 2017/18**

We have raised £5,416 this year from events, activities and sales despite running a reduced programme.

Along with other PTA's throughout the country we have struggled with fund raising and attendance at events throughout the last few years. Despite this a look around the school shows clearly the evidence of FOS's efforts and also what it might mean to our children if we ceased to exist;

- Both Infant and Junior trim trails and refurbishments too
- Pirate Ship
- Sand pit
- I-pads in each class
- Water fountains
- T shirts for the choir
- Various playground equipment
- New sheds
- Transport to Discovery Centres
- Transport to Houses of Parliament
- Year 6 leavers dictionaries
- School planners

It is with sadness that I announce that I will be stepping down as Chair after Christmas. I have been Treasurer and then Chair for 12 years and it really is time for others to take over. I am delighted that Lucy Davies has agreed to become Chair – she will do a fantastic job. I would urge you to get involved (particularly if you are new to the school) as a strong PTA makes such a difference.

**ALL PARENTS ARE INVITED TO THE AGM ON 1st NOVEMBER (8PM IN THE SCHOOL HALL) AND IN PARTICULAR PARENTS OF CHILDREN WHO ARE NEW TO THE SCHOOL. THIS WILL BE AN OPPORTUNITY TO GET TO KNOW OTHER PARENTS, DISCUSS FUNDRAISING IDEAS OR EVENTS YOU MAY LIKE AND MAKE SUGGESTIONS ON WHAT WE SPEND OUR MONEY ON.**

## **REVIEW OF THE YEAR**

### **Autumn Term**

We began with a Bake Sale and coffee to welcome new parent to the school. In October we our AGM.

We held the first School Disco of the year in October and invited parents of Reception children along.



In December we held a Christmas themed Disco. As normal we ran the Grotto at the school fete and helped Father Christmas buy and wrap the presents. We also ran a Secret Room to help children provide a present for their significant adults.

### **Spring Term**

We ran a Film Night in January followed by a Disco in March.

### **Summer Term**



We held a film night in May

The Fete was well attended, successful and profitable (around £3.3k). We were again lucky to have the Mayor of Winchester open the fete and judge the Harestock Bake Off, and the handwriting, art and photography competitions. We had Thank you so much to those who helped and attended – it was still lovely day.

We finished with a Summer and Leavers' Disco in July.

## Bake Sales & House Bake Sales

Throughout the year we have run Bake Sales which



continue to be popular. This year we again held House Bake Sales (where each £1 raised is translated into House Points for the House that

baked the cakes and 50% of takings are donated to the school's charity's) and these prove to be the most popular. Often this year we have had comments that the cakes have run out – PLEASE consider baking for the sales this year to avoid a child (or adult) going without a cake!



## Please Help

Our events and fundraising efforts are only as successful as the effort put in – this year we have run a cut down program. We *desperately* need committee members who are prepared to run events and take on key roles, we always need more help.

## What we have spent

This year we have spent money on

- Year 6 Dictionaries
- School Planners
- Visits to Houses of Parliament and Discovery Centre
- The Wessex Health Care Bus

I would like to thank all of our trustees and those who have helped this year; Simon Woolfenden as vice-chair is such a big support and there at all our events as well and Lucy Davies who was an admirable secretary. Thanks also to Nigar McKay for the brilliant new Xmas Grotto! I would like to thank all the volunteers who put in so much.

Also thanks to the Fete Committee – Lucy Davies, Miranda Woolfenden, Kasia Slabolepszy, Nigar Mckay, Jackie Sankey and Victoria Coopamootoo.

Thanks as well to Debbie, Alex and Sue in the office for helping promote our activities through printing flyers, collecting money, sending out texts & emails, fielding questions... and to Shaun the Caretaker for all his help during the year.

Finally, I would like to thank Jackie Sankey – headmistress. She is an active member of FOS and works very hard at events, she makes things happen, and smooth's the path for our events, promotes FOS, provides the link between us and the school and makes sure the money we raise gets spent!

**2018/19** - Our events calendar for the academic year 2017/18 has been published and is also displayed in our notice board

**Lynn Ingram, Chair** (harestockfos@gmail.com)

### **Treasurers Report**

Please find attached the Income & Expenditure accounts for 2017/18.

**Lynn Ingram (Acting Treasurer)**

### **Reserves Policy**

We will not commit to amount greater than the balance held unless it is clear that by the time the expenditure will be made there will be enough funds. In addition, we will not seek to accumulate reserves as we feel that amounts raised from current families should be spent on current families.

### **Insurance**

The committee have arranged insurance with PTA-UK.

**X**

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LJ Ingram  
Chair

Signed on behalf of the Trustees  
Lynn Ingram, Chair (30/10/18)

**THE FRIENDS OF HARESTOCK SCHOOL**

EVENTS ACCOUNTS  
SEPTEMBER 2017 TO AUGUST 2018  
AS AT 31 AUGUST 2018

2016/2017		2017/2018	
<b>FUNDRAISING ACTIVITIES</b>			
£1,131	Disco's (Oct/Dec/Mar/July)		£974
£0	Quiz (April)		£47
£230	Film Nights (Jan/May)		£344
£751	Bake Sales		£578
£3,501	Fete (June)		£3,473
£139	Mothers Day Room (March)		£0
			<b>£5,416</b>
<b>DONATIONS/OTHER</b>			
£335	Waitrose		£0
£0	Written off donation from 16/17 not received		-£100
<b>£6,088</b>			<b>£5,316</b>
<b>EXPENDITURE</b>			
£101	NCPTA Membership Fee		£105
£20	Gambling Act Registration		£20
£336	Community Choir expenditure		£0
<b>£457</b>			<b>£125</b>
<b>£5,631</b>	<b>NET INCOME FOR THE YEAR</b>		<b>£5,191</b>
<b>GIFTS TO SCHOOL</b>			
£123	Xmas Grotto presents	£139	
£3,997	Playground Equipment	£0	
£309	Dictionaries for Year 6 Students leaving school	£309	
£423	Transport to Discovery Centre	£615	
£650	Coach to Houses of Parliament	£650	
£0	Contribution to Health Bus (Wessex Life Health)	£528	
£100	Contribution to Year 6 JJ's Trip	£100	
£0	Disco wristbands	£124	
£995	School Planners	£937	
£77	T Shirts for Junior Choir	£0	
£255	Junior Chior Coach	£0	
£747	Replacement Sheds	£0	
£244	Shelves for Shed	£0	
£100	Bikes for Year R	£0	<b>£3,402</b>
<b>OTHER</b>			
£85	Bake Sale Charity Donation	£50	
£51	Bake Sale Charity Donation	£58	
£62	Bake Sale Charity Donation	£68	
£68	Bake Sale Charity Donation	£33	<b>£209</b>
<b>£8,285</b>			<b>£3,611</b>
<b>-£2,654</b>	<b>SURPLUS/ (DEFICIT) FOR THE YEAR</b>		<b>£1,580</b>
<b>£8,540</b>	<b>BALANCE AS AT 01/09/17</b>		<b>£5,886</b>
<b>£5,886</b>	<b>ACCUMULATED SURPLUS/ (DEFICIT)</b>		<b>£7,466</b>
	<b>HELD AS:</b>		
£6,033	Bank Balance (31/08/18)		£10,395
-£598	Unpresented cheques		-£3,264
£435	Unpresented receipts		£528
£15	Bake Sale Float £15		£15
	Charity payments for Bakesales due		-£209
<b>£5,885</b>			<b>£7,466</b>
	Balances available to:		
£5,796	Friends of the School	7	£7,376
£90	Community Choir		£90
<b>£5,886</b>			<b>£7,466</b>