

Secretary Report 2021

Membership and Communication

TO REDO:

It's been a strange year due to Covid-19 closing down schools for the majority of pupils from March 2020 and have only just opened up September 2020. As a consequence of this, all fundraising activities and membership awareness were halted and restrictions were carried on for this school year.

It provides us further challenges this year for fundraising due to the limitations of gatherings and this year will certainly be one where we have to think outside the box.

One of our key aims is to increase the PTA membership. We need to ensure that the message is received that it does not necessarily need to be a 'full time' job but any help that can be received at any event would be gratefully received.

We've found that communication is incredibly important and even with social media and letters, a lot of information still does not find its way to the parents. The key is consistency and repetition. We need to ensure that social media posts are clear and precise and that the information is shared in a variety of ways (posters / social media / letters). There is also a new mailing list that parents can join to be alerted to events and activities.

We are pleased to confirm that there have been no incidents this year.

*Membership Numbers can be found in Appendix 1
Event Information can be found in Appendix 2
Incident Reports can be found in Appendix 3*

New Direction / Expansion

TO REDO:

One key aim is to increase PTA Membership to support the existing members. A drive needs to be done to ensure that all the new parents to the school are aware of us. Last year we suggested a board in the school with all the events and PTA members and contact details would be a good asset. However, as parents were not allowed to enter school this was halted. It may be worth considering this again. Social media has become ever more important but the reach is not always assured.

We've also lost a number of our Committee members including our Treasurer and our Chairperson, although the new School Business Manager has agreed to continue the Treasurer role. We will, however, need to recruit new members to ensure we are able to continue.

And hopefully this year we will be able to complete the Sensory Garden and continue our fundraising for the MUGA.

Our Fundraising Targets and purchases can be seen in Appendix 4



Miriam Watson-Pratt

Secretary

Appendix 1
Membership numbers (counted 16/09/2020)

Committee Members	2018-2019	2019-2020	2020-2021	2021-2022
Chairperson	Jenny Bray Sammie Penny	Jenny Bray Sammie Penny	Jenny Bray	Georgia Morgan
Treasury	Mobashir Mir	Mobashir Mir	Mobashir Mir	Nadine Steadmen
Secretary	Miriam Watson-Pratt	Miriam Watson-Pratt	Miriam Watson-Pratt	Miriam Watson-Pratt
Committee Members	Georgia Morgan Shabina Khatun Brooks	Christine Smith, Georgia Morgan David Unsworth Trina Unsworth Mick Pratt Kylie Worn	Lora Willshaw Trina Unsworth Sammie Penny Shabina Khatun-Brooks Georgia Morgan Gemma Stone	Lora Willshaw Trina Unsworth Sammie Penny Shabina Khatun-Brooks Gemma Stone

Social Media	2019	2020	2021	2022	%inc
Facebook	311	333	386		16%
P@SS Facebook Group	22	29	30		3%
Twitter	n/a	51	54		6%
Mailing List	n/a	12	32		167%

Appendix 2
Breakdown of events.

Date	Event	Amt Raised
5th April 2019	Easter Fun Day	Easter Fun Day - £181.00 Egg Competition - £85.00
	Mothers Day Event	£304

12th June 2019	Father's Day Event	£187.57
24th June 2019 15th July 2019	Sports Day	KS1 - £111.32 KS2 - £180.00
5th July 2019	Summer Fair	£885
2018-2019 Total (not full year figures)		£1933.89
24th October 2019 (TBC)	Halloween Disco	£515
6th December 2019	Christmas Fair and Plays	£1325.00
19th March 2020	Mothers Day	Amount to be determined due to lockdown.
2019-2020 Total		£1933.89
28th-30th October 2020	Halloween Movie nights/quizzes	Gross: £435.50 Net: 352.64
December 2020	Virtual Christmas Fair	Gross: £932.47 Net: £687.22
25th January 2021	Donation by local Councillors	£555.00
1st April 2021	Easter Egg Hunt and Competition	Gross: 768.49 Net: £558.71
28th May 2021	Donation by Wesleyan	£100
28th June 2021	Sports Day	Gross: £193 Net: 154.34
w/c 12th July 2021	Virtual School Fair	Gross: £612.99 Net: 569.49
2020-2021 Total		£2977.40
21/10/2021	Halloween	Gross: 513.50 Net: 266.53
16/12/2021	Christmas Plays and Fairs	Gross: 1699.11 Net: 1158.20
14/02/2022	Valentine's Day Disco	Gross: 612.94 Net: 520.74
23/03/2022	Mother's Day Event	
30/03/2022	Easter Hunt and Egg Competition	

**Appendix 3
Incident Report Updates**

	Exclusions	Hate Incidents	Health & Safety	Complaints / Grievances	Data incidents / breaches
2018-2019	0	0	0	0	0
2019-2020	0	0	0	0	0
2020-2021	0	0	0	0	0
2021-2022	0	0	0	0	0
Comments					

**Appendix 4
Fundraising Targets and Purchase**

2018-2019				
	Item	Estimated Cost	Paid By	Purchased?
Fundraising Target	Christmas Books 2018	£200	PTA Fundraising	Purchased
	MUGA - Multi Use Games Area	£15-20,000	Grants	Ongoing
	Sensory Garden	£1000	PTA Fundraising / Grants	Ongoing
	Shade for KS2	£500	PTA Fundraising	Ongoing
	Two Interactive Smart Boards and 15 laptops	£4000	PTA Fundraising	Purchased
2019-2020				
	Item	Estimated Cost	Paid By	Purchased?
Fundraising Target	Christmas Books	£200	PTA Fundraising	Changed to

	2019			School Pantomime. Purchased
	MUGA - Multi Use Games Area	£15-20,000	Grants	Ongoing
	Sensory Garden	£1000	PTA Fundraising / Grants	Ongoing
	Shade for KS2	£500	PTA Fundraising	Ongoing
	Yr 6 Leavers do (one off due to lockdown)	£150	PTA Fundraising	Purchased
2020-2021				
Fundraising Target	Item	Estimated Cost	Paid By	Purchased?
	MUGA - Multi Use Games Area	£15-20,000	Grants	Ongoing
	Sensory Garden	£1000	PTA Fundraising / Grants	£1000 Grant won from Tesco Bags for Help
	Shade for KS2	£500	PTA Fundraising	Ongoing
	Plates and cups	£291.20	PTA Fundraising	Purchased
	Wrongsemble Theatre company	£300	PTA Fundraising	Purchased
	100% attendance awards	£69.42	PTA Fundraising	Purchased
	Child Friendly Leeds Competition Prize	£50 ish	PTA Fundraising	Purchased
	Y6 Leaver Hoodies	£413.71	PTA Fundraising	Purchased
	Y6 Leavers Do	£15 - Balloons	PTA Fundraising	Purchased
2021-2022				
Fundraising Target	Item	Estimated Cost	Paid By	Purchased?
	MUGA - Multi Use Games Area	£15-20,000	Grants	Ongoing
	Shade for KS2	£500	PTA Fundraising	Ongoing
	Book Huts	£420	PTA Fundraising	Purchased

	Book Gifts	£266.80	PTA Fundraising	Purchased