

## Secretary Report 2022

### Membership and Communication

One key aim this year 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. An idea suggested last year was to have a board on school grounds with all the information and upcoming events so parents are always aware. Social media has become ever more important but the reach is not always assured.

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 was a new mailing list that parents can join to be alerted to events and activities but this has had very little takeup and will need to be pushed this year..

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

It's been a bit more back to normal this year with events running as before. We still took Covid into consideration and adjusted as needed. Sweets for example, were set up 72 hours in advance to reduce cross contamination risks. We also introduced a new event - the Valentine's Disco which was a huge success and we plan to continue.

This year, we have also started to take the charity into a more ethical direction. We have reduced the small plastic prizes and stocked up on larger prizes that are won with a token system. The initial trial was successful though to make it more so, we will need to find a format for games as well as add new ones.

One of our key aims continues to be 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 have the three main positions filled and are lucky to have found very dedicated members for these roles but they are very time consuming in themselves and we could really do with support for event planning and running.

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 07/09/2022)

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

| Social Media        | 2019 | 2020 | 2021 | 2022 | %inc |
|---------------------|------|------|------|------|------|
| Facebook            | 311  | 333  | 386  | 409  | 6%   |
| P@SS Facebook Group | 22   | 29   | 30   | 35   | 17%  |
| Twitter             | n/a  | 51   | 54   | 58   | 7%   |
| Mailing List        | n/a  | 12   | 32   | 35   | 9%   |

## Appendix 2

Breakdown of events.

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

|  |                                 |  |
|--|---------------------------------|--|
| 12th June 2019                                 | Father's Day Event              | £187.57                                  |
| 24th June 2019<br>15th July 2019               | Sports Day                      | KS1 - £111.32<br>KS2 - £180.00           |
| 5th July 2019                                  | Summer Fair                     | £885                                     |
| <b>2018-2019 Total (not full year figures)</b> |                                 | <b>£1933.89</b>                          |
| 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. |
| <b>2019-2020 Total</b>                         |                                 | <b>£1933.89</b>                          |
| 28th-30th October 2020                         | Halloween Movie nights/quizzes  | Gross: £435.50<br>Net: 352.64            |
| December 2020                                  | Virtual Christmas Fair          | Gross: £932.47<br>Net: £687.22           |
| 25th January 2021                              | Donation by local Councillors   | £555.00                                  |
| 1st April 2021                                 | Easter Egg Hunt and Competition | Gross: 768.49<br>Net: £558.71            |
| 28th May 2021                                  | Donation by Wesleyan            | £100                                     |
| 28th June 2021                                 | Sports Day                      | Gross: £193<br>Net: 154.34               |
| w/c 12th July 2021                             | Virtual School Fair             | Gross: £612.99<br>Net: 569.49            |
| <b>2020-2021 Total</b>                         |                                 | <b>£2977.40</b>                          |
| 21/10/2021                                     | Halloween                       | Gross: 513.50<br>Net: 266.53             |
| 16/12/2021                                     | Christmas Plays and Fairs       | Gross: 1742.99<br>Net: 1202.08           |
| 14/02/2022                                     | Valentine's Day Disco           | Gross: 995.59<br>Net: £ 870.67           |
| 23/03/2022                                     | Mother's Day Shop               | Gross: 581.29<br>Net: 43.66              |

|                        |                   |                              |
|------------------------|-------------------|------------------------------|
| 30/03/2022             | Easter Fun Day    | Gross: 340.73<br>Net: 276.26 |
| 17/06/2022             | Father's Day Shop | Gross: 594<br>Net: -48.81    |
| 20/06/2022             | Sports Day        | Gross: 249.95<br>Net:144.72  |
| 21/07/2022             | Summer Fair       | Gross: 1282.36<br>Net:443.14 |
| Ongoing                | Ice pops, etc     | Gross:351.43<br>Net:204.3    |
| <b>2022-2022 Total</b> |                   | <b>£2855.54</b>              |

**Appendix 3  
Incident Report Updates**

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

**Appendix 4  
Fundraising Targets and Purchase**

| 2018-2019                 |                      |                |                 |            |
|---------------------------|----------------------|----------------|-----------------|------------|
|                           | Item                 | Estimated Cost | Paid By         | Purchased? |
| <b>Fundraising Target</b> | Christmas Books 2018 | £200           | PTA Fundraising | Purchased  |
|                           | MUGA - Multi Use     | £15-20,000     | Grants          | Ongoing    |

|                           |   |                       |                          |   |
|---------------------------|---|-----------------------|--------------------------|---|
|                           | Games Area                                  |                       |                          |   |
|                           | 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                                 |
| <b>2019-2020</b>          |   |                       |                          |   |
|                           | <b>Item</b>                                 | <b>Estimated Cost</b> | <b>Paid By</b>           | <b>Purchased?</b>                         |
| <b>Fundraising Target</b> | Christmas Books 2019                        | £200                  | PTA Fundraising          | Changed to School Pantomime.<br>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                                 |
| <b>2020-2021</b>          |   |                       |                          |   |
|                           | <b>Item</b>                                 | <b>Estimated Cost</b> | <b>Paid By</b>           | <b>Purchased?</b>                         |
| <b>Fundraising Target</b> | 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                              | £50 ish               | PTA Fundraising          | Purchased                                 |

|                           |                             |                       |                 |                   |
|---------------------------|-----------------------------|-----------------------|-----------------|-------------------|
|                           | Leeds Competition Prize     |                       |                 |                   |
|                           | Y6 Leaver Hoodies           | £413.71               | PTA Fundraising | Purchased         |
|                           | Y6 Leavers Do               | £15 - Balloons        | PTA Fundraising | Purchased         |
| <b>2021-2022</b>          |                             |                       |                 |                   |
| <b>Fundraising Target</b> | <b>Item</b>                 | <b>Estimated Cost</b> | <b>Paid By</b>  | <b>Purchased?</b> |
|                           | 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         |
|                           | Sensory Garden              | £1000 raised          | Grant           | Ongoing           |
|                           | Board for PTA notes         | 0                     | Grants          | To start          |