



# Lady Boswell's School Parent Teacher Association

Registered charity no. 1034344

Report and Accounts

1 September 2017 – 31 August 2018

**Your PTA's donations to the school totalled £18,397 in the 2017-18 academic year. Thank you for supporting our fundraising events – here's what we bought!**

**Key Stage 1 Playground Extension**

**£7,882**

**Additions to Trim Trail Equipment and All Weather Surfacing**



## Enrichment Days

£2,900

Each year group received funding for a topic-related Enrichment Day



Year 3: Egyptian Day

Year R: Dinosaur Day  
Year 2: Great Fire of London Day  
Year 4: Saxon Day  
Year 6: WW2 Day

Year 5: Greeks Day



## Classroom Contributions

£2,400



Each class teacher had access to £200 to use towards equipment or other items for their classroom.

## Interactive Screen for Small Hall

£3,335



KS2 Sets of Class Reading Books

Room Contributions £540



Parentmail



£500

School council badges

£275

Contribution to Y6 Leavers' Books

£100

Worship Council Y6 books

£116

Contribution to Jean Kelly memorial bench

£200

Easter eggs for end-of-term Easter Egg Hunt

£84

Costume storage

£65

## Structure, Governance and Objectives

Lady Boswell's Parent Teacher Association is an association of which all parents/carers of pupils and teaching and non-teaching staff of Lady Boswell's Primary School are automatically members. It is governed by its constitution adopted on 6<sup>th</sup> June 2017, which is based on the PTA-UK model constitution.

The Committee is elected from the membership (having been nominated and seconded by individual members). The Committee who served during the period were: Sharon Saunders (Chair), Louisa Scott (Vice Chair), Sarah Tayton (Treasurer), Leonie Brock, Lyndsey Bright, Anna Catherall, Mark Coxon, Jennifer McClure, Magda Muscar, Kate O'Gram, Sarah O'Prey, Kate Phillips, Ros Taylor, Jennifer Toms.

The objective of Lady Boswell's PTA is to advance the education of the pupils of Lady Boswell's C.E. Primary School by fundraising to provide activities and facilities (not normally provided by the Local Education Authority). When planning our activities for the year, the Committee has considered the Charity Commission's guidance on public benefit. In particular our activities help to:

- encourage parents to become involved in their children's education
- provide goods and services to support the school and advance the education of the pupils
- provide social events for parents and pupils to build and maintain the school community
- develop and maintain the school's links with the local or an extended community
- develop effective relationships with parents.

## Headteacher's Thanks

The Staff, Governors and, most of all, the children, would like to thank the PTA for their incredible contribution to the life of the School. Lady Boswell's School has been truly blessed to have such a proactive and hardworking PTA, and with the support of our parent body, they continue to help us to extend the facilities and opportunities open to our pupils. As a School, we aim to offer the children the best learning experience possible, but financial constraints do not allow us to enrich their learning and experience as we would wish. During the last academic year, the PTA raised an incredible £20,031 and went on to provide funding towards fabulous workshops for each class, provide whole-class sets of books, pay for the installation of a new interactive white board and provide play equipment for the children.

I am sure that everyone will agree that the PTA's initiatives not only provide much needed funds to assist with the betterment of the School, but also their efforts offer both parents and children exciting and enjoyable community events such as the Christmas and Summer Fairs.

The members of the PTA Committee bring energy, enthusiasm and a wide range of expertise; most of all though, we are grateful for the very generous donation of their time. With the majority of the current Committee members being working parents themselves, they are very aware that not everyone has a lot of time to spare, however, rest assured that should you decide to offer to help, that you can get involved as little or as much as suits you.

The PTA Committee are always pleased to welcome new blood and fresh ideas, and with their work having a tangible impact on all of the children's time at School, any time that you can offer them will help to enhance this further.

**Sharon Saunders, Headteacher**

## Review of the Year 2017-18

**The Committee is pleased to report a fundraising total for the academic year of £20,031 and donations to school of £18,397.**

### Fundraising

This was a very successful fundraising year and we held some new events. The ever popular Christmas Fair £5,400, Summer Fair £4,275, Quiz Night £2,037 and Playground Cake and Uniform Sales £1,696 remained very popular events. Our Dragon Boat Race teams did us proud at Bewl Water again and raised sponsorship of £1,202. We held our inaugural Children's Film Night raising £689. Together our Mother's Day and Father's Day Shops raised £1,485 and the website easyfundraising and sale of Rotary Club fireworks tickets, further funds. We again participated in the Localgiving 'Grow Your Tenner' scheme, raising £1,992.

The Committee works very hard at organising these events and is pleased that the support received enables the parent body to make a positive contribution to the facilities available to our children. Thank you to all the families who attended the many events throughout the year and to all those parents who helped out.

### Donations to School

These accounts show the analysis of the £18,397 donations to school in 2017-18 and many are pictured.

*Outdoors:* KS1 Playground Extension £7,882

*School Life:* Interactive Screen for Small Hall £3,335, Classroom Contributions £2,400, KS2 Class Reading Books £540, Contribution to Jean Kelly memorial bench £200, Easter Egg hunt £84, Costume Storage £65, Chocolate Teapot Books 2018 £116

*Enrichment Experiences:* Dinosaur Day £500, WW2 Day £500, Greek Day £400, Saxon Day £500, Great Fire of London Day £500, Egyptian Day £500

*Other:* Parentmail 2017-18 £500, School Badges £275, Contribution to 2017 Y6 Leavers' book £100

At the start of the current financial year, 1 September 2017, the PTA held £26,882 on deposit in interest bearing accounts with The Charities Aid Foundation (CAF). At 31 August 2018 this figure was £17,252. The Committee continues to work closely with school to agree how funds should be spent and over £15,000 has already been allocated so far in the 2018/19 academic year. The Committee holds the principle that monies raised should be spent within a reasonable time and in a way that can best benefit the pupils and the school.

**Sarah Tayton, PTA Treasurer**

## Get Involved!

Getting involved with, supporting and volunteering your help for PTA events is fulfilling, a lot of fun and is vitally important for the school. All of the children at Lady Boswell's benefit from PTA events and fundraising. You do not need to be on the Committee to get involved, you can offer to be a 'Friend of the PTA'. Friends provide support for PTA events but they do not normally attend Committee meetings (which take place once a term). Please contact the PTA by email at: [ladyboswellspta@googlemail.com](mailto:ladyboswellspta@googlemail.com)

We actively encourage open dialogue so that all parents can 'have their say'. **In the last sixteen years your PTA has helped parents raise over £220,000 for the school.**

### Matched Funding

This is a fantastic scheme whereby employers provide funding for charitable organisations such as the PTA through their employees. It is a very simple yet immensely valuable resource from which extra funding can be raised for our school. In most cases, the company will match pound for pound up to a maximum level per employee each year. We are fortunate to have parents at the school working for companies such as Barclays, RBS, HSBC, BNP Paribas, Direct Line who have accessed thousands of pounds for the PTA in recent years. There are many more companies using the scheme so please contact your Human Resources department to find out if they do. If so, please email us at [ladyboswellspta@googlemail.com](mailto:ladyboswellspta@googlemail.com) so that we can build a database and hopefully access this funding.

### PTA Website

The PTA website [www.pta-events.co.uk/lady-boswells](http://www.pta-events.co.uk/lady-boswells) allows parents to buy merchandise and book tickets for PTA events directly online. If you haven't yet registered on the PTA website, please do so now.

<http://www.pta-events.co.uk/lady-boswells>

All products and tickets for PTA events are sold via the website and this has made us a much more efficient organisation. All details are on the website so please support and enjoy our **forthcoming events:**

Mother's Day Shop	March 2019
Father's Day Shop	June 2019
PTA Summer Fair	Saturday, 22 <sup>nd</sup> June 2019
PTA Summer Ball	Saturday, 6 <sup>th</sup> July 2019



To date we have raised over £5,000 via [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk), an excellent FREE service where you can shop with your favourite online stores and at the same time, at no cost to you, raise funds for Lady Boswell's. If you shop online and have not yet registered, please do so now – we are missing out on free money!

Register your cause as Lady Boswell's School – Sevenoaks and upload the 'Donation Reminder' so you never miss a donation.

# Lady Boswell's School Parent Teacher Association

Registered Charity No.:  
1034344

## Financial Statements

1st September 2017 to 31st August 2018

### Income & Expenditure

	Income	Expenditure	Surplus / Deficit *	Previous year 2016/17
<b>Fundraising</b>				
Cake, Uniform & Merchandise Sales	2,074	-378	1,696	1,851
Film Nights	994	-306	689	0
Dragon Boat 2017	1,542	-340	1,202	2,390
Easyfundraising	610	0	610	398
Father's Day	2,069	-1,264	805	677
Fireworks	843	-682	161	173
Localgiving Grow Your Tenner	2,088	-96	1,992	3,259
Christmas Card Project	616	-132	484	n/a
Mothers Day	1,110	-430	681	753
Quiz Night	3,484	-1,447	2,037	1,412
Summer Fair	4,916	-641	4,275	3,581
Christmas Fair	6,018	-618	5,400	5,096
Direct Donations			0	221
Midsummer Ball & Auction			0	8,039
Ceilidh			0	1,232
Lady B's Merchandise			0	-406
	<b>26,363</b>	<b>-6,333</b>	<b>20,031</b>	<b>28,676</b>
			0	
<b>Other Items</b>				
Tesco Bags of Change grant	2,000	0	2,000	218
Charges on CAF Bank accounts (1)	0	-60	-60	-50
PTA UK Insurance & Membership (2)	0	-105	-105	-101
PTA Website host	0	-300	-300	-300
PTA First Aid Training	0	-100	-100	
Sundry Equipment, Supplies & Training	0	-71	-71	-303
	<b>2,000</b>	<b>-636</b>	<b>1,364</b>	<b>-535</b>
<b>Surplus 2016/17 before Donations to School</b>	<b>28,363</b>	<b>-6,969</b>	<b>21,394</b>	<b>28,141</b>
Donations to School			<b>-18,397</b>	
<b>Change in Net Assets</b>			<b>2,997</b>	

## Statement of assets and liabilities as at 31st August 2018

	As at 31/8/18	As at 31/8/17	Change
<b>ASSETS</b>			
Cash Held in CAF Bank Accounts	17251.8	26,882	
Prepayment - Midsummer Ball 2019	300	-	
	<b>17,552</b>	<b>26,882</b>	
<b>LIABILITIES</b>			
Accrued Expense (3)	-3,517	-16,054	
Cheques Outstanding	-209		
	<b>13,826</b>	<b>10,828</b>	<b>2,997</b>

Fifteen Year Summary		
	Fundraising	Donations to School
2017/18	20,031	18,397
2016/17	28,676	31,737
2015/16	14,569	9,600
2014/15	24,895	25,389
2013/14	27,999	38,519
2012/13	12,382	8,017
2011/12	19,651	13,320
2010/11	18,790	15,794
2009/10	9,301	13,322
2008/09	7,091	4,328
2007/08	10,457	7,473
2006/07	4,554	5,975
2005/06	7,850	5,995
2004/05	4,942	7,223
2003/04	4,534	2,548
2002/03	6,150	-

## NOTES TO THE ACCOUNTS

- (1) CAF - Charities Aid Foundation
- (2) PTA UK is the national association of Parent Teacher Associations
- (3) Balance of payment owed to Playsafe Playgrounds for KS1 playground

### Analysis of Donations to the School 2017-18

#### Outdoors

KS1 play equipment Summer 2018	7,882	
	<u>7,882</u>	Total Outdoors

#### Enrichment Days

Year R Dinosaur Day	500	
Year 2 Great Fire of London Day	500	
Year 3 Egyptian Day	500	
Year 4 Saxon Day	500	
Year 5 Greeks Day	400	
Year 6 WW2 Day	500	
	<u>2,900</u>	Total Enrichment Days

#### School Life

Interactive Screen for Small Hall	3,335	
Classroom Contributions	2,400	
KS2 Class Reading Books	540	
Contribution to Jean Kelly bench	200	
Easter Eggs	84	
Costume storage	65	
	<u>6,623</u>	Total School Life

#### Other

Parentmail contribution	500	
Contribution to Year 6 Leavers' book	100	
School badges	275	
Year 6 - Chocolate Teapot books	116	
	<u>991</u>	Total Other

<b>Total Donations to School 2017-18</b>	<b><u>18,397</u></b>
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**Report and Accounts Produced by**  
**Sarah Tayton, Treasurer**  
**3rd February 2019**

**Accounts examined and approved by**



**Robert Trifiletti, ACA**  
**4th February 2019**