



# Lady Boswell's School Parent Teacher Association

Report and Accounts  
1 September 2016 – 31 August 2017

Your PTA's donations to the school totalled **£31,737** in the 2016-17 academic year. Thank you for supporting our fundraising events – here's what we bought!

Key Stage 1 Playground Improvements	£21,280
Trim Trail, All Weather Surfacing and Associated Drainage & Groundwork	



## Enrichment Days

£2,367

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



Year 6: WW2 Day

Year 3: Egyptian Day  
Year 4: Viking Day  
Year 5: Greeks Day

Year 2: Great Fire of  
London Day



## Classroom Contributions

£2,750



Each class teacher had access to £250 to use towards equipment or other items for their classroom.

## Science Week 2017

£2,001



School Hall curtains & installation

£1,453



Parentmail

£476



ParentMail

Ice creams for FOM Buckets of Fun fundraising day £51

Easter eggs for school end-of-term Easter Egg Hunt £49

Sports Kit

£321



Forest School waterproofs      £483

School badges                      £195

Worship Council Y6 books      £115

Sewing Club items                £50

## **Structure, Governance and Objectives**

Lady Boswell's PTA 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), Judy Brook (Vice Chair), Louisa Scott (Vice Chair), Sarah Tayton (Treasurer), Leonie Brock (Secretary), Christina Andrews, Lyndsey Bright, Anna Catherall, Mark Coxon, Helen Kent, Scott Maskell, Jennifer McClure, Magda Muscar, Kate O'Gram, Sarah O'Prey, Kate Phillips, Ros Taylor, Jennifer Toms, Jemma White.

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**

On behalf of the children, staff and governors I would like to thank our PTA Committee for their hard work and efforts over the past year. The amount of dedication that these parents have shown is truly amazing. Without regard to any financial or personal gain they have gladly and unwaveringly given their time and efforts to improve the lives of our children for the betterment of our school. Thank you for all the energy and time you have given!

At Lady Boswell's the children come first. The needs of an individual child are always our priority. We care for, value and respect each child's contribution to the life of the school. However, school budgets are being seriously reduced and the outstanding learning experience we constantly strive to provide for your children is increasingly being tempered by financial restraints. The funds available for exciting things like trim trails and curriculum enrichment days are no longer available. However, the hard work of the PTA ensures that your children are still able to benefit from a wonderful school environment and exciting and valuable learning experiences which bring their curriculum to life.

Last year the PTA raised an amazing £28,676 and this newsletter shows the tangible results of their hard work and dedication. Thank you.

As we look forward to 2018, I would urge new members to join our PTA or for you all to support them in whatever way you can. We are embarking on our children's exciting learning journey together and your decision to get involved makes a real difference to your child!

**Sharon Saunders, Headteacher**

## **Review of the Year 2016-2017**

The Committee is pleased to report a fundraising total for the academic year of £28,676 and donations to school of £31,737.

### Fundraising

This was a record fundraising year and we held more events than ever before. The ever popular Christmas Fair £5,096 , Summer Fair £3,581 , Quiz Night £1,412 and Playground Cake and Uniform Sales £1,851 remained very successful events. Our big fundraiser of the year, the bi-annual Midsummer Ball & Auction raised £8,039. Our Dragon Boat Race teams did us proud at Bewl Water again and raised sponsorship of £2,390. We also held our second Burns Night Ceilidh raising £1,232. Together our Mother's Day and Father's Day Shops raised £1,430 and the website easyfundraising and sale of Rotary Club fireworks tickets, further funds. For the first time, we participated in the Localgiving 'Grow Your Tenner' scheme, raising £3,259.

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 £31,737 donations to school in 2016-17 and many are pictured.

Outdoors: KS1 Playground Trim Trail £10,453, KS1 Playground All Weather Surface and Drainage £10,827, Willow Maintenance £195

School Life: Classroom Contributions £2,750, Science Week £2,001, School Hall Curtains & Installation £1,453. Forest School Waterproofs £483, Chocolate Teapot Books 2017 £115

Enrichment Experiences: WW2 Day £388, Greek Day £448, Viking Day £404, Great Fire of London Day £550, Egyptian Day £577

Extra-curricular: Sports Kit £321, Sewing Club £50, Sports Day Ice Creams £51

Other: Parentmail 2016-17 £476, School Badges £195

At the start of the current financial year, 1 September 2016, the PTA held £13,745 on deposit in interest bearing accounts with The Charities Aid Foundation (CAF). At 31 August 2017 this figure was £26,882. The Committee continues to work closely with school to agree how funds should be spent and over £10,500 has already been allocated so far in the 2017/18 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 fifteen years your PTA has helped parents raise over £200,000 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.. Then go to 'My Account' to complete your details and list your children under 'Class mailing Lists'. If you have forgotten the class password, please contact the School Office.

<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:**

PTA Quiz Night	Friday, 23 <sup>rd</sup> March 2018
PTA Father's Day Shop	Thursday 14 <sup>th</sup> & Friday 15 <sup>th</sup> June 2018
PTA Summer Fair	Saturday, 30 <sup>th</sup> June 2018



To date we have raised £4,816 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.

***Independent examiner's report to the Trustees of Lady Boswell's School Parent Teacher Association***

I report to the trustees on my examination of the accounts of Lady Boswell's School Parent Teacher Association (the Trust) for the year ended 31 August 2017, which are set out on pages 1 to 3.

***Responsibilities and basis of report***

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act').

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

***Independent examiner's statement***

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- a) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- b) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Roberto Giuseppe Trifiletti

ICAEW, Member number: 8462604

Address: 20 Garth Road, Sevenoaks, KENT, TN13 1RT

Date: 6th March 2018

**Lady Boswell's School Parent Teacher Association**

**Registered Charity No.: 1034344**

Financial Statements  
1st September 2016 to 31st August 2017

**Income & Expenditure**

	Income	Expenditure	Surplus/Deficit	Previous year 2015/16	
<b>Fundraising</b>					
Midsummer Ball & Auction	21,552	-13,514	8,039	0	
Cake & Uniform Playground Sales	1,851	0	1,851	468	
Cellidh	3,643	-2,410	1,232	2,112	
Dragon Boat 2016	3,070	-680	2,390	3,588	
Easyfundraising	398	0	398	764	
Father's Day	1,073	-396	677	293	
Fireworks	917	-744	173	130	
Localgiving Grow Your Tenner	3,331	-72	3,259	0	
Lady B's Merchandise	692	-1,098	-407	0	
Mothers Day	1,002	-250	753	532	
Quiz Night	2,545	-1,134	1,412	900	
Summer Fair	4,446	-865	3,581	2,384	
Christmas Fair	5,404	-308	5,096	3,135	
Direct Donations	221	0	221	264	PTA Tennis
	<b>50,146</b>	<b>-21,470</b>	<b>28,676</b>	<b>14,569</b>	
<b>Other Items</b>					
Dove Trust reimbursement (1)	218	0	218	-81	Easter Egg hunt
Charges on CAF Bank accounts (2)	0	-50	-50	34	Interest on bank accounts
PTA UK Insurance & Membership (3)	0	-101	-101	-96	
PTA Website host	0	-300	-300	-93	
Sundry Equipment & Supplies	0	-303	-303	-566	
	<b>218</b>	<b>-754</b>	<b>-535</b>	<b>-801</b>	
<b>Surplus 2016/17 before Donations to School</b>	<b>50,364</b>	<b>-22,224</b>	<b>28,140</b>	<b>13,768</b>	
Donations to School			<b>-31,737</b>		
<b>Change in Net Assets</b>			<b>-3,597</b>		

### Statement of assets and liabilities as at 31st August 2017

	As at 31/8/17	As at 31/8/16	Change
<b>ASSETS</b>			
Cash Accounts	26,882	13,745	
Prepayments	-	680	
	<b>26,882</b>	<b>14,425</b>	
<b>LIABILITIES</b>			
Accrued Expense - KS1 Playground Project	-16,054	0	
<b>NET ASSETS</b>	<b>10,828</b>	<b>14,425</b>	<b>-3,597</b>

Fifteen Year Summary		
	Fundraising	Donations to School
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) Dove Trust - owner of suspended *CharityGiving* platform  
(2) CAF - Charities Aid Foundation  
(3) PTA-UK is the national association of Parent Teacher Associations

### (4) Analysis of Donations to the School 2016-17

#### Outdoors

Willow maintenance	195	
KS1 play equipment	10,453	
Ks1 all weather mulch	6,940	
KS1 drainage improvements	3,887	
	<u>21,475</u>	Total Outdoors

#### Enrichment Days

Year 3 Egyptian Day	577	
Year 2 Great Fire of London Day	550	
Year 4 Viking Day	404	
Year 5 Greeks Day	448	
Year 6 WW2 Day	388	
	<u>2,367</u>	Total Enrichment Days

#### School Life

Science Week 2017	2,001	
Classroom Contributions	2,750	
Curtains & Installation for school hall	1,453	
Year R Waterproofs	483	
	<u>6,687</u>	Total School Life

#### Extra-curricular

Sports Kit	321	
Lunchtime sewing club	50	
Sports Day ice creams	51	
	<u>422</u>	Total Extra-Curricular

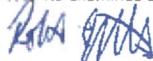
#### Other

Parentmail 2016-17	476	
School badges	195	
Year 6 - Chocolate Teapot books	115	
	<u>786</u>	Total Other

**Total Donations to School 2016-17** 31,737

Report and Accounts Produced by  
Sarah Tayton, Treasurer  
7th November 2017

Accounts examined and approved by



Roberto Giuseppe Trifiletti, ACA  
6th March 2018