

## 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 Sammie Penny	Jenny Bray Sammie Penny	Jenny Bray	Georgia Morgan
Treasury	Mobashir Mir	Mobashir Mir	Mobashir Mir	Nadine Steadman Suzi Spink
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	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 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
<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 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
<b>2020-2021 Total</b>		<b>£2977.40</b>
21/10/2021	Halloween	Gross: 513.50 Net: 266.53
16/12/2021	Christmas Plays and Fairs	Gross: 1742.99 Net: 1202.08
14/02/2022	Valentine's Day Disco	Gross: 995.59 Net: £ 870.67
23/03/2022	Mother's Day Shop	Gross: 581.29 Net: 43.66

30/03/2022	Easter Fun Day	Gross: 340.73 Net: 276.26
17/06/2022	Father's Day Shop	Gross: 594 Net: -48.81
20/06/2022	Sports Day	Gross: 249.95 Net:144.72
21/07/2022	Summer Fair	Gross: 1282.36 Net:443.14
Ongoing	Ice pops, etc	Gross:351.43 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. 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