

# Parents and Staff Association of Queen Eleanors

ANNUAL REPORT 2024 (Prepared June 2024)

Queen Eleanors Church of England Junior School  
Queen Eleanors Road, GUILDFORD GU2 7 SD



Queen Eleanor's School Parent and Staff Association is a registered charity - No. 1096184

## CHAIR'S ANNUAL REPORT FOR THE ACADEMIC YEAR 2023/24

This Chair's report covers the school year commencing September 2023 to July 2024. The report is presented at the Annual General Meeting on Tuesday 9 July and circulated to all parents.

### Names of the Trustees (Committee Members registered with the Charity Commission)

Trustee Name	Role
Anna Deadman	Chair
Sarah Sawyer	Trustee (Treasurer)
Joanne Davies (Head)	Trustee (Member)
Su Russell	Trustee (Member)

Note: The minimum number of Trustees must be 2.

## Structure, Governance and Management

Description of the charity's trusts:

<b>Type of governing document</b>	Parent Staff Association Constitution adopted 6 <sup>th</sup> May 2014. (model constitution written by PTA UK) Available for viewing upon request.
<b>How the charity is constituted</b>	Parent and Staff Association (" <b>PSA</b> "), consisting of approximately 500 parents and 40 staff (all who become members automatically).

### Additional Governance requirements:

All trustees give their time voluntarily and, apart from payment of expenses properly incurred during the course of their duties, receive no remuneration or other benefits.

There is a Conflicts of Interest Policy. There are Risk Assessment Statements developed for each of our events

<b>Trustee selection methods</b>	<p>Trustees from the member body are appointed annually at the Annual General Meeting (currently held in the SummerTerm).</p> <p>Those trustees can then co-opt further committee members as required (up to 50% of the total number of elected trustees at any one time).</p>
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## PSA Charity's Objectives

The object of the PSA is to advance the education of pupils in the school in particular by:

1. Developing effective relationships between the staff, parents and others associated with the school:
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

The primary role of the trustees and other charity volunteers is to organise events to meet these objectives. The PSA also aims to contribute towards developing a more environmentally aware and active school community.

## Communications

Good communication with the school community is extremely important to the PSA. Communication opportunities utilised in the period covered by this report include:

- Regular meetings with Headteacher, Jo Davies, and Deputy Headteacher, Gary Papworth, who represent the staff, to discuss plans for fundraising events and potential purchases.
- Half-termly Open PSA meetings (on Zoom and in-person).
- Emails via the school's communication channel, ParentPay.
- Messages via Class WhatsApp groups (and organising WhatsApp Class Rep group) and to our Volunteer WhatsApp group
- Queen Eleanor's PSA Facebook page announcements.
- Continued use of "Sign Up" web platform to engage volunteers
- Continued use of school's ParentPay system to automate payments and donations

## PSA Annual Activity Summary

### **Autumn Term 2023**

- Welcome coffee morning for new parents
- Autumn Glow disco for all children (including a Pay it Forward option)
- Christmas cards, wrapping and gifts fundraiser
- Promoting of Guildford Lottery and EasyFundraising
- 2 x open PSA meetings, one on Zoom and one in person
- Cake sale for Y6 with pre-loved uniform

### **Spring Term 2023**

- Break the Rules Day
- Y4 and Y5 cake sales with pre-loved uniform
- Spring Raffle and afternoon tea event for draw
- Raisin box fundraising initiative
- Easter Egg gifts
- Book Sale

### **Summer Term 2023**

- Y3 cake sale and pre-loved uniform

- Quiz night, held at Onslow Village Hall
- Donut sale with pre-loved books
- Summer Fair, including Mufti day for Summer Fair donations
- Bar and snacks at Year 6 Production
- Y6 Leavers party - refreshments and fun activity
- Bar at Y3 Transition evening
- Refreshments at QE Sports Day

### **Pre-loved activity**

PSA Team members Katy Coeburgh and Sarah Allwork have been working hard to build up the PSA's pre-loved activity this year by expanding the clothing on offer at our sales along with books. This has proved very popular with all families. Importantly, this has meant we have also been able to support the school and wider community with free uniform and books.

### **Fundraising criteria, achievements and purchases**

The PSA endeavours to ensure funding is spent to fulfil the charity's objective:

- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

The Head Teacher and staff put forward their 'PSA wish list' for review by the PSA committee through the year. Major funding decisions are made by discussion and agreement at open PSA meetings.

The PSA has run a wide ranging number of events at school this year. We aim to provide a mix of events that are fun for the children but also build our school community. Some of our standout events were the popular glow disco in the Autumn Term, a very successful Spring Raffle, drawn at the end of the Spring Term, a great community quiz night and of course our Summer Fair..

We have been able to purchase a wide variety of items for school this year including:

- Musical instruments
- Replacement of hall sound system
- Outdoor Orienteering system
- Stopwatches, visualisers and magazine subscriptions
- Traffic safety signs
- Paint for the courtyard mural
- Partial cost of Y6 hoodies and funding of leavers' party
- Remaining iPads from 22/23

The Treasurer's Report provides a full breakdown of monies raised, costs and purchases for the year.

### **Future Plans and Considerations**

A proposed calendar of events will be prepared to distribute to all families in the new academic year. The calendar will be a continuation of events that were offered in this current year, with some changes based on our experience of what was successful and popular. In the coming year the PSA is looking forward to supporting the school with funding for continued enhancement of the school and learning environment.

### **Thanks and appreciation**

**Staff:** We would like to put on record our thanks to Jo Davies and Gary Papworth for all their support and wholehearted support of our events. Thanks also go out to the wonderful office team who have to be involved in all our activities and events and are always helpful and kind with all the

requests we make to them. Our thanks also go to Sara and Carleen behind the scenes dealing with the finances and invoices in coordination with our Treasurer. And to Gerard Harrington, school caretaker, who is always cheerful and helpful with whatever we ask of him!

**Volunteers and donations:** Our school community relies on all our members to help as much as they can with events and fundraising activities. We are very grateful to each and every volunteer, families and staff, who have helped to plan and deliver our events, to those who have volunteered on the day and/or contributed prizes and other items to make the past academic year a great success. And to Y6 parents who contributed to the hoodies fund meaning more PSA money could be retained and put to use across the school.

We are also indebted to the local businesses and other organisations for their generosity in donating raffle and other prizes and for families donating to the Raffle Hampers and Summer Fair donations.

We are very grateful to the Wates Family for their generous donation through match funding for our Spring Raffle.

Thank you to Dom Tait for giving his time to be a great quizmaster at our Summer Quiz night.

And finally thank you to Su Russell, who will sadly be moving on from QE. She has been a long-standing and wonderful PSA committee member. Her amazing raffle organization skills has meant funds raised over £4500 in the last 3 years plus £1750 in match funding.

## **PSA Core Team and Community Team Recruitment**

The legal requirement is to have at least one named person to fill the role of 'Chair'. At a minimum, our charity requires 2 named trustees. Without these two trustees, the PSA would have to be dissolved and could no longer run events and fundraise for Queen Eleanor's Church of England Junior School.

The minimum requirement of the Chair's role is to oversee the charity, hold a minimum of three meetings a year, hold an AGM and be the point of contact with the school. The role of chair can be shared with more than one person, with the title becoming 'Co-Chair' for each member. The roles of Treasurer and Secretary are essential roles to complete the committee functions.

The Treasurer is responsible for the financial records, and banking functions. They manage the financial spreadsheets, profit and loss. They prepare the floats, bank cash and report on financial activity at each PSA meeting. They also receive and pay invoices for costs incurred by PSA held events and receive invoices and make payments to QE for items purchased with our raised funds.

The role of Secretary manages our meeting minutes and documentation, keeping track of our plans, actions and commitments as agreed in our meetings. They provide essential support to the Chair during the PSA meetings and the AGM.

In addition, the PSA leadership team relies heavily on its dedicated community of volunteers to help with planning and running events and fundraising activities. The input from staff and families continues to be strong and we thank them for their support.

## **Declaration**

**Signed on behalf of the charity's trustees**

*Anna Deadman*

**Signature:** **Date:** 6 July 2024

**Full name:** Anna Deadman **Position:** Chair of PSA