



NAVIGATION PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

Registered Charity # 1032092

ANNUAL REPORT OF THE PTA COMMITTEE 2022/2023

INTRODUCTION

Navigation Primary School Parent-Teacher Association (PTA) is a registered charity with the trustees listed within the Charity Commission as:

Mrs. Natalie Jeffries
Mrs. Anna Bristow
Mrs. Cathryn Wellard

The objective of the PTA, as defined in the constitution, is to advance the education of pupils in the school, by:
Developing effective relationships between staff, parents and others associated with the school.
Engaging in activities, or providing, facilities and/or equipment which supports the school and advances the education of the children.

The constitution requires the PTA to have their account independently reviewed and the committee seeks delegated authority to appoint an appropriate independent person, as done in previous years.

The priorities for 2022-2023 were recommended as follows:

New ways to fundraise and engage new parents.
Ensure strong communication with staff and parents is maintained, including between the committee and volunteers.
Increase awareness of the Matched Funding scheme.
Maintain and/or increase the funds raised.
Continue to work with local businesses and retain their support.

THE COMMITTEE

As elected at the previous AGM, committee members are:

CO CHAIR	Natalie Jeffries
CO CHAIR	Cath Wellard
TREASURER	Anna Bristow
SECRETARY	Roz Arnold
HEAD TEACHER	Jo Patterson

FINANCIAL REPORT

Please see attached Appendix A for the full list of fundraising events and items.

Funds raised this year totalled £11,890.82, with total funded items amounting to £2866.38 and running costs and expenses totalling £257.21.

The total funds raised saw an increase of £5171.47 from the previous year.
The gross income was £15,242.99.

Big spend items covered this year are the Coronation Willow Tree (£879.00) and the Y6 Leavers books (£529.47). Last year's commitment to funding the Y2 Chicks Project (£294.00) was also realised, and we hope to continue with this in following years wherever possible.

The PTA continues to be Gift Aid Registered and BOPP remains in use for cashless payments, which enables us to identify events where Gift Aid can be claimed more efficiently. This year we made our first gift aid application following donations from the May and June 2022 own clothes days, which brought in an additional £80.40, and we now plan to make a gift aid application for similar donations made during this financial year.

EVENTS & FUNDRAISERS

Autumn Cake Sale & Winter Disco

Cake Sales are always well received, and we are grateful for the donations we receive that enable us to have cake sales. This one was no exception raising £312.10 with no expenses.

The Winter Disco raised £662.53, with some expenses for juices, biscuits, and the DJ etc. The children enjoy the opportunity to dress up and show off their dance moves.

Christmas Cards

Raising £457.55 with no expenses, this is another of the more successful fundraising events and one where we saw income increase (by £100) from the previous year.

Christmas Raffle

As stated in the notes from the previous year's AGM, the previous committee hoped to increase the corporate gifts available for our raffles and this one made that hope a reality with incredibly generous prizes being offered including theatre tickets with dinner, a hotel stay with fizz, hair vouchers, gourmet marshmallows and football tickets resulting in a massive £1,122.49 being raised. Thank you to everyone who generously sourced or donated these to us.

Santa's Grotto

Another event that is successful due to the team of elves who ensure this is a magical event, for even the oldest of children who visit Santa, raising £1,175 minus expenses of £544.30, including a gift for the gift-giver Santa and the children's gifts which were very good this year.

Christmas and Spring Fairs

It's almost a shame to lump these two events but we could be here [all-night](#) listing all the events the PTA have hosted this year!

These are the most challenging and time-consuming events of the year where we heavily rely on the time and patience of our wonderful staff, parent volunteers, children, and friends to ensure these go off without a hitch, are successful and enjoyed.

This year's events were no exception with the Christmas Fair raising £2,159.97 (including a toy sale and own clothes days) and the Spring Fair raising £3,846.96 (including own clothes days), minus expenses of £368.24 and £1013.40 respectively.

New Fundraisers

We are proud to include some new additions to our fundraising family this year with a very special thanks to the parent volunteers and teachers who made these possible.

Easter Trail raising £42

Second Hand Uniform Shop £404.00 (and counting) – Special mention to Effie and Naomi.

Teddy Bear's Picnic £103.52

Kings Coronation Project £148.46

Crazy Hair Day £163.90

Break The Rules Day £370.20

Doughnut Friday £244.80

Class Photos £946.90 - Thank you to Jim our parent-volunteer photographer.

Mother's Day Flowers £392.96

And Amazon Smile donations totalling £209.47.

COMMUNICATIONS

A big THANK YOU to Emma Hughes for ensuring our social media accounts are always up to date and looking great!

We have successfully set up a Class Rep WhatsApp group which hosts a representative from each class of each year who assist us to reach the individual class chats with updates and information and have offered insights and opinions when we asked and became an invaluable way for parents to reach out to us with questions.

In addition to this, we have recently established a Volunteer WhatsApp group where any parent or carer interested in helping us with and at events can easily and quickly be recruited. We would like to thank these two groups for their continuing help and support.

We continue to feature PTA events and news in the weekly school newsletter which every parent receives via email. Where necessary we have sent separate correspondence via School Spider or notices in book bags. Closer to events we utilise reminders on the blackboards outside the school gates.

SUPPORT

We have noted special thanks throughout this report, but we can't say it enough. The PTA is only successful because of the generous donations of time and money from the friends and family of Navigation and for that we are thankful to everyone who has been involved with, attended, and supported our events.

Navigation Primary School is fortunate to have an enthusiastic and dedicated staff from which the PTA has enjoyed their total, and I say again enthusiastic support. We would like to thank Ms Patterson, her wonderful teaching and office administration staff for ALL their support and assistance throughout the year!

We also can't let the moment pass without a huge THANK YOU to Tamsin Conyers. Tamsin had been on the PTA for several years before officially stepping down in October 2022. However, throughout the past year, she has continued to offer her help, support and invaluable knowledge and experience to the PTA and committee members which we are incredibly grateful for.

Thank you!

CONCLUSION

We would like to focus on the following for the 2023-2024 school year:

Increase awareness of passive means of funds such as Nametags and Easy Fundraising.

Think of new ways to fundraise and encourage new parents.

Ensure open lines of communication are maintained.

Maintain and/or increase funds raised.

In closing, this has been an eventful and event full year of laughter, fun and fundraising with a school and committee we are proud to be a part of.

We hope for many more exciting and fun events for the upcoming year.

Natalie Jeffries, Cath Wellard, Anna Bristow, Roz Arnold
On behalf of the Navigation Primary School PTA.

APPENDIX A

Financial Summary - 1 September 2022 to 31 August 2023				
INCOME				
		Gross	Costs	Net
Autumn Cake Sale		£312.10	£0.00	£312.10
Gift Aid		£80.40	£0.00	£80.40
Winter Disco		£662.53	£36.09	£626.44
Christmas Raffle		£1,122.49	£52.00	£1,070.49
Visit to Santa's Grotto		£1,175.00	£544.30	£630.70
Christmas Cards		£457.55	£0.00	£457.55
Christmas Fair (including own clothes & toy sale)		£2,159.97	£368.24	£1,791.73
Reception/Y2 play refreshments		£68.25	£0.00	£68.25
EYFS PJ Party		£142.00	£0.00	£142.00
Uniform Shop		£404.00	£0.00	£404.00
Mother's Day Gifts		£832.36	£439.40	£392.96
Easter Bake Sale		£283.06	£0.00	£283.06
Easter Trail		£50.00	£8.00	£42.00
Spring Disco		£635.20	£86.87	£548.33
Teddy Bear's Picnic		£130.00	£26.48	£103.52
King's Coronation Project		£158.90	£10.44	£148.46
Spring Fair		£3,305.35	£1,013.40	£2,291.95
Spring Fair (Own clothes)		£541.61	£0.00	£541.61
Doughnut Friday		£728.15	£483.35	£244.80
Crazy Hair Day		£163.90	£0.00	£163.90
Corporate Donation - Amazon Smile		£209.47	£0.00	£209.47
Parent Donation		£20.00	£0.00	£20.00
Class Photos		£1,230.50	£283.60	£946.90
Break the Rules		£370.20	£0.00	£370.20
Fundraising Total		£15,242.99	£3,352.17	£11,890.82
RUNNING COSTS				
		Gross	Costs	Net
Parentkind (Insurance etc.)		£0.00	£140.00	-£140.00
Bopp Usage Charges		£0.00	£33.21	-£33.21
Thank you gifts		£0.00	£84.00	-£84.00
Total		£0.00	£257.21	-£257.21
PROJECTS FUNDED				
		Gross	Costs	Net
Y2 Chicks		£0.00	£294.00	-£294.00
EYFS Karaoke Machine		£0.00	£64.99	-£64.99
Y6 Christmas Community Party		£0.00	£35.65	-£35.65
Class Christmas Presents (Y1-Y6)		£0.00	£331.50	-£331.50
Mental Health Week Activities		£0.00	£154.65	-£154.65
Willow Tree Project		£0.00	£879.00	-£879.00
Y6 SATS Breakfast		£0.00	£47.18	-£47.18
Library equipment		£0.00	£163.80	-£163.80
Y6 Leavers Books		£0.00	£529.47	-£529.47
Y5 Enterprise Project		£0.00	£70.84	-£70.84
Y6 play costumes		£0.00	£255.30	-£255.30
End of Term Ice Pops		£0.00	£40.00	-£40.00
Total		£0.00	£2,866.38	-£2,866.38
GRAND TOTAL		£15,242.99	£6,475.76	£8,767.23
ACCOUNT BALANCE				
Balance in account (31/8/23)	£19,407.52			
Opening balance (01/09/22)	£10,640.29			
Check	£8,767.23			