



## NAVIGATION PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

Registered Charity # 1032092

### ANNUAL REPORT OF THE PTA COMMITTEE 2023/2024

#### 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.

To recap the priorities from 2023-2024 which are still applicable:

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 priorities identified for 2023 – 2024 are as follows:

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.

#### 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 £10,566.48 and running costs and expenses totalling £2,981.56 with the gross income reaching £13,548.04.

Big spend items covered this year are the new Hall Sound System (£2,997), the Aquarium & Coral Reef Hire (£1,428), the Reading Escape Room (£1,353) and the VR Workshops (£1,346).

We are pleased to have been able to fund additional books, audio books and listening stations to the library (£354.07 and £576.43 consecutively) and glockenspiels (£303.87).

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 this has totalled £597.27 in passive contributions.

## EVENTS & FUNDRAISERS - HIGHLIGHTS

We are pleased to have hosted events that not only have raised funds, but we hope provided an opportunity to learn something new with the following:

Lunar New Year Disco which raised £664.05 with the generous donation of time and materials to create an awesome Chinese Dragon.

Eid Celebration which raised £303.21 and the donation of delicious foods, entertainment and an educational speaker.

We continued with existing fundraisers which continue to succeed, such as

### ***Christmas Cards***

Raising £438.56 with no expenses, seeing and almost matched funding opportunity to last year.

### ***Christmas Raffle***

We were fortunate to again enjoy a wide variety of prizes to be won which contributed to £855.10 being raised. Thank you to everyone who generously sourced and donated these.

### ***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 £1,285.30 minus expenses of £910.91, including a gift for the gift-giver Santa and the children's gifts which were very good. This is a £110.30 increase in gross funding from last year.

### ***Christmas and Spring Fairs***

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 and this year was no exception.

The Christmas Fair raised £2,294.56 (including a toy sale and own clothes days), boasting a £502 increase from last year and our Spring Fair raising £2,653.42 (including own clothes days).

This year saw the introduction of tokens which allowed parents and carers the convenience of paying by card.

### ***Not so New Fundraisers***

Following from last year we have continued with the following fundraisers. A very special thanks to the parent volunteers and teachers who made these possible.

Second Hand Uniform Shop £544.50 (and counting), an increase of £140.50 from last year – very special mention to Effie and Naomi for making this not only possible but increasingly accessible.

Teddy Bear's Picnic £102.22

Break The Rules Day £288.00

Doughnut Friday £138.15

Class Photos £1021.15 (and increase of £74.25 from last year) - Thank you to Jim our parent-volunteer photographer.

### COMMUNICATIONS

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

We continue to utilise our 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 continue to reach out to our 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 Primary and for that we are truly 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 support. We would like to thank Ms Patterson, her wonderful teaching and office administration staff for ALL their support and assistance throughout the year!

### CONCLUSION

We would like to focus on the following for the 2024-2025 school year:

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

Think of new ways to fundraise and encourage new parent involvement.

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 2023 to 31 August 2024 |            |                   |                   |                    |
|--|------------|-------------------|-------------------|--------------------|
| <b>INCOME</b>  |            |                   |                   |                    |
|  |            | Gross             | Costs             | Net                |
| Uniform Shop   |            | £544.50           | £0.00             | £544.50            |
| Coat Sale  |            | £30.00            | £0.00             | £30.00             |
| Doughnut Friday  |            | £659.00           | £520.85           | £138.15            |
| Christmas Raffle                                       |            | £957.00           | £102.00           | £855.00            |
| Christmas Own Clothes                                  |            | £753.81           | £0.00             | £753.81            |
| Christmas Fair (Including tokens & pre toy sale)       |            | £1,833.23         | £292.48           | £1,540.75          |
| Santa's Grotto Visit                                   |            | £1,285.30         | £910.91           | £374.39            |
| Christmas Cards  |            | £438.56           | £0.00             | £438.56            |
| Gift Aid   |            | £352.58           | £0.00             | £352.58            |
| Gift Aid Small Donations Scheme                        |            | £244.69           | £0.00             | £244.69            |
| Lunar NY Disco   |            | £765.95           | £101.90           | £664.05            |
| Easter Bake Sale                                       |            | £262.00           | £0.00             | £262.00            |
| Eid Celebration  |            | £303.21           | £0.00             | £303.21            |
| Teddy Bears Picnic                                     |            | £122.00           | £19.78            | £102.22            |
| Summer Fair Own Clothes                                |            | £621.37           | £0.00             | £621.37            |
| Summer Fair (Including tokens)                         |            | £2,789.84         | £757.79           | £2,032.05          |
| Class Photos   |            | £1,297.00         | £275.85           | £1,021.15          |
| Break the Rules  |            | £288.00           | £0.00             | £288.00            |
| <b>Fundraising Total</b>                               |            | <b>£13,548.04</b> | <b>£2,981.56</b>  | <b>£10,566.48</b>  |
| <b>RUNNING COSTS</b>                                   |            |                   |                   |                    |
|  |            | Gross             | Costs             | Net                |
| Parentkind (Insurance etc.)                            |            | £0.00             | £153.00           | -£153.00           |
| Thank you gifts  |            | £0.00             | £29.70            | -£29.70            |
| <b>Total</b>   |            | <b>£0.00</b>      | <b>£182.70</b>    | <b>-£182.70</b>    |
| <b>PROJECTS FUNDED</b>                                 |            |                   |                   |                    |
|  |            | Gross             | Costs             | Net                |
| Y1 Maths/English games                                 |            | £0.00             | £99.99            | -£99.99            |
| Christmas Tree   |            | £0.00             | £76.00            | -£76.00            |
| Glockenspiels  |            | £0.00             | £303.87           | -£303.87           |
| Playground Games                                       |            | £0.00             | £205.79           | -£205.79           |
| Aquarium & Coral Reef Hire                             |            | £0.00             | £1,428.00         | -£1,428.00         |
| Library audiobooks & listening stations                |            | £0.00             | £576.43           | -£576.43           |
| Y6 Community Party                                     |            | £0.00             | £21.00            | -£21.00            |
| Class Christmas Gifts                                  |            | £0.00             | £439.97           | -£439.97           |
| Hall Sound System                                      |            | £0.00             | £2,997.00         | -£2,997.00         |
| Yr 3 Ancient Egypt Workshop                            |            | £0.00             | £395.00           | -£395.00           |
| Y2-5 Historical Character Workshops                    |            | £0.00             | £400.00           | -£400.00           |
| World Book Day events                                  |            | £0.00             | £283.92           | -£283.92           |
| Reading Escape Room                                    |            | £0.00             | £1,353.00         | -£1,353.00         |
| Y2-6 VR Workshops                                      |            | £0.00             | £1,346.00         | -£1,346.00         |
| Gardening Club   |            | £0.00             | £124.48           | -£124.48           |
| EYFS Ducklings   |            | £0.00             | £560.00           | -£560.00           |
| Mad Science Week Activities                            |            | £0.00             | £1,146.66         | -£1,146.66         |
| Forest School  |            | £0.00             | £750.00           | -£750.00           |
| Maths Problem Solving Day (Rec to Y6)                  |            | £0.00             | £1,100.00         | -£1,100.00         |
| Y5 Enterprise Project                                  |            | £0.00             | £77.55            | -£77.55            |
| Y6 Play Costumes                                       |            | £0.00             | £100.75           | -£100.75           |
| Nursery Role Play Kitchen                              |            | £0.00             | £366.66           | -£366.66           |
| Y6 Leavers Books                                       |            | £0.00             | £543.95           | -£543.95           |
| Books for the Library                                  |            | £0.00             | £354.07           | -£354.07           |
| Y6 SATs breakfast                                      |            | £0.00             | £74.52            | -£74.52            |
| <b>Total</b>   |            | <b>£0.00</b>      | <b>£15,124.61</b> | <b>-£15,124.61</b> |
| <b>GRAND TOTAL</b>                                     |            | <b>£13,548.04</b> | <b>£18,288.87</b> | <b>-£4,740.83</b>  |
| <b>ACCOUNT BALANCE</b>                                 |            |                   |                   |                    |
| Balance in account (31/08/24)                          | £14,666.69 |                   |                   |                    |
| Opening balance (01/09/23)                             | £19,407.52 |                   |                   |                    |
| Check  | -£4,740.83 |                   |                   |                    |