

FUN AGM

28th September 2018

12th Annual Report of the Friends of Unicorn Primary School (FUN) Association for the year 2017 to 2018

Charity registration No: 1121807

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Chair's Statement

Welcome to the 12th Annual Report of the Friends of Unicorn Primary School (FUN) Association for the year 2017 to 2018.

The intention of the report is to give you details of the events we have held; financial information regarding the Association; Committee structure and the future spending plans for the funds raised.

In the last 12 months we have held a range of fundraising events and activities – including discos, Bingo, charity clothing collections, Year Group Hampers and selling tickets to see the Christmas pantomime at The Churchill Theatre. Our spring fair was a huge success, as was our Christmas fair. Therefore, we are delighted to announce that, in the period 2017-2018, we have managed to raise an incredible profit of **£22,068**. The accounts are detailed in this report.

There are many contributors to the success of our events. We would like to thank the Committee Members for their unwavering commitment, continued drive and endless enthusiasm, as none of these events would have been possible without them. The Class Representatives also play a major role in FUN and they have been fantastic. We would like to thank them for their hard work and continuing support. We would also like to thank the school staff for their help and cooperation over the last year, especially Mrs Robertson, Miss Elvines, Kim Williams, Debbie Wiggins, Janine, Sandy and Donna in the office as well as Mrs McNeill who is part of the PTA.

Finally, we would like to give a special mention to the most amazing caretaker we have ever met, Sylvie. Her recent passing has saddened the school and we miss her dearly. Sylvie and her team of caretakers have been invaluable by opening up the school for us and staying late on the days and evenings of our events. We couldn't do it without them! We would also like to thank Mick for stepping up when Sylvie passed and taking on her duties and responsibilities to help us carry on delivering events.

A big thank you also goes to our parents and carers who are always so willing to volunteer their help at events and also to them and their extended family members for attending them. We hope you have enjoyed the events FUN has held – certainly the feedback has been very positive.

Finally, we have received many donations from local businesses, parents and others during the year, which we are so grateful for and would like to say a big thank you to all of them for their continuing generosity.

We look forward to another FUN packed year of fundraising with new and exciting events and would like to thank you all for your valued and continued support of FUN.

Samantha Brown
Chair

&

Catherine Greenwood
Vice Chair

Structure, Trustees' & Committee Members

The charity is an association governed by a constitution dated 17th November 2005. The voting structure for FUN is derived from the guidelines provided by the NCPTA (the National Confederation of Parent Teacher Associations). Parents and/or guardians of present pupils are members of the association and are entitled to vote in elections for the committee.

The Committee are elected at the Annual General Meeting (AGM) to hold office until the next AGM. Those elected to serve at the 2017 AGM were:

Officers:	Chair	Samantha Brown
	Vice-Chair	Catherine Greenwood
	Secretary	Jo Walker
	Treasurer	Melinda Hungerford

Ordinary Members:

Cherie Langley
 Chris Carr
 Grace Bartlett
 Victoria Platt
 Kelly Thomas
 Mini Kumari
 Patricia Moreira
 Polly Sell
 Sarah Smith
 Sham Payne
 Sue Ulay
 Lynsey Smith (resigned January 2018)
 Sahar Sawyer (resigned January 2018)
 Doreen Croft (resigned January 2018)

Teacher Members:	Mrs McNeill
	Mrs Dennis-Lauder

This year Helen Cristofoli stepped down as Chair, after three and a half years in the role. Emma Stepney also stepped down as Treasurer. Emma remained in her position until December 2017 and Helen Cristofoli continued as Chair until the end December 2017.

Class Representatives

The class representatives play a really valuable role for FUN, often being the link between parents and FUN, keeping parents up-to-date and helping to gather volunteers to run the stalls at the Christmas and summer fairs.

We would like to thank all those who acted as class reps over the last academic year:

CLASS	PTA CLASS REPS 2017-18		
RL	Lesley Thompson	3H	Patricia Moreira
RL	Sarah Stephens Smith	3R	Polly Sell
RR	Susannah Reich	3R	Helen Stylianou
RR	Susanna Irvine	3B	Sam Greenwood
1S	Rachael Coomber-Nolan	3B	Yasmin Viccary
1R	Alex Williams	4P	Meadh Cannon
1R	Victoria Campion	4P	Melissa Lailey
2T	Rhoda Egan	4L	Marie Godsell
2T	Sarah Beeke	4L	Denise Scott
2M	Sonia Towers	5H	Emma Pickers
2M	Claire Germain	5F	Lucy Cefai
3H	Sham Payne	6T	Amanda Ashford
		6O	Tracy Griffin
		6S	Melanie Edmonds

For this year, welcome on board to our new class representatives taking up the mantle and thank you to all of you for your hard work and support. Here are the class representatives for this academic year:

CLASS	PTA CLASS REPS 2017-18		
RLC	Narinder Kaur	3H	Polly Sell
RLC	Grace Bartlett	3H	Cath Thorning
RR	Tasha Raphoz	4H	Lesley Thompson
RR	Hannah Hilder	4H	Clare Moore
1M	Claire Bailie	4L	Patricia Moreira
1M	Victoria Jeffery	4L	Sam Greenwood
1R	Jara Chung-Faye	4R	Jaime Griffiths
1R	Fiona Morris	5F	Denise Scott
2L	Claudia Gotor	5F	Marie Godsell
2T	Mel Hixon	5O	To be confirmed
2T	Emily Aidoo	6S	Aileen Pagcanlungan
2T	Lizzie Parkyn	6S	Cheryl Mcloughlin
3B	Emma Turner	6T	Clare Germain
3B	Louisa Copsey	6T	Rhoda Egan

We are very fortunate to have such a wonderful group of parents and carers who donate their time to support FUN in any way they can.

Parent Helpers

Three years ago we introduced our bank of parent helpers. This has been quite successful, with over 50 people signing up and some of those helping with things like brochure delivery, staffing the children's disco, setting up and clearing up at the fairs and we would like to say a big thank you to all those who were able to give their time and help out. Don't worry if you weren't able to get involved though, there will be plenty more opportunities and we will be looking at how we can make more use of this bank of helpers over the next year and get even more people who are keen to help, involved.

If you would like to add your details to the bank, please complete the attached form and return it at the AGM or in the FUN post box in the main school reception. There will also be copies at the AGM.

Objectives

The objective of the charity is to enhance the education of the pupils at Unicorn Primary school by developing effective relationships, engaging in activities which raise funds for providing facilities, equipment and resource which support the school, with all pupils benefiting from the additional resources and experiences by:

- Delivering enjoyable events for all
- Providing a wide range of activities for the children of Unicorn Primary School
- To work in partnership with parents/carers of the children at Unicorn Primary School
- Continue to support and advance communication between the school, committee, parents and carers
- To increase net receipts year on year
- To establish a bank of parent helpers to support the committee in preparing and running FUN activities and events

Summary of Events & Activities

Listed below are the events the committee has run this year. More detail on how much profit was made by these individually is provided in the Treasurer's financial report.

- Christmas Fair 2017
- Children's Discos
- Bingo
- Spring Fair 2018
- Easter Egg Hunt
- Refreshments at Sports Day

In addition, revenue was raised through the following activities:

- Cake sales
- After school ice lolly sales
- Langley Girls School Firework Display ticket sales
- Christmas pantomime at the Churchill Theatre, Bromley
- Christmas cards
- Preloved school uniform sales
- Small Change Big Difference
- Estate agents boards
- Match funding from parents' employers
- Easy Fundraising donations
- Bag2School Clothing donations
- Stampastic and Sticker clothing labels
- Raffle Ticket Sales
- Advertising Revenue

Planned Events for 2018/ 2019

MONTH	Date	EVENT
SEPTEMBER	17th - 28th	Foreign Coin Collection
	21st	Back 2 School Disco
	27th	Back 2 School Party Reception
	28th	PTA AGM & Macmillan Coffee Morning
OCTOBER	5th	Grandparents Day & Bake Sale
NOVEMBER	3rd	Guyfawkes Fireworks
	24th	Candyland Christmas Fair
DECEMBER	5th	Pantomime Theatre Trip

JANUARY	18th	Bag2School Charity Donations
FEBRUARY	9th	Family Bingo / Quiz Night
MARCH	4th - 8th 25th - 29th	Read-a-thon Small Change Big Difference
APRIL	5th	Easter Bunny Egg Hunt
MAY	19th	Spring is Coming.... The Medieval Festival
JUNE	30th	Run FUR Life - Fun Run & Doggy Day
JULY	11th	Bag2School Charity Donations

We plan to sell Christmas trees and Christmas cards in the winter term along with a bake sale or two. During the summer term we also plan to do our regular ice-lolly sales on a Friday afternoon.

We promise to keep you up to date of all the details regarding any of our future fundraising events and activities in advance via our FUN Newsletters or Parentmail.

The more parents we have helping out as Class Reps and getting involved with FUN, the easier it is to plan and deliver the financially successful and fun events that benefit all of our children here at Unicorn.

We are always very appreciative of any time that is volunteered to help on FUN. Our FUN committee is a great way to get involved, make friends and have a say in so much that happens behind the scenes here at Unicorn.

If there is a particular event you would like to see held by FUN, or if you have a fundraising idea, please do let us know.

We are looking for new Ordinary Members to join our existing team this academic year. Are you creative? Maybe an amateur BBQ'er or skilled at DIY? Maybe you are just very hands-on and like to help? Whatever your skill or talent, you will be warmly welcomed by everyone on FUN.

Spending going forward

Spending is agreed by the Committee in collaboration with Unicorn Primary School Senior Management Team.

Educational trips & regular activities

Each financial year funds are allocated for school educational trips and year 6 leavers' activities. FUN are currently contributing about 20% towards the total cost, a support we would like to continue and increase in the coming years. This financial support has been growing as the school has grown to full capacity. £12,000 is budgeted for these regular annual activities.

Playground project

FUN have offered to support the school's three-phased playground project. Phase one is already completed and the finishing touches are being made to phase 2. Phase 1 delivered artificial grass on the once muddy, unusable raised area at the back of the playground as well as new markings on the playground to support learning outside of the classroom and the performance area with its stage and instruments. Phase 2 will deliver an additional area of artificial grass and 4 new climbing and play structures for the children to enjoy.

The children are very excited about the new playground and the Pupil Parliament have been part of the decision-making team! Completion of the entire project will mean that all areas of the playground can be fully utilised throughout the year, giving more space for the children to play.

As a result of the funds raised in the last year, plus some savings from previous years, FUN have been able to provide the majority of the funding for phase 2 of the playground project.

Independent Examination

The FUN Trustees are responsible for the presentation of the accounts and it is considered that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) but an independent examination is needed.

The preliminary accounts, 12 months dated to 31 Aug 2018, are yet to be finalised and independently examined. This will happen in the coming months to meet the deadlines and requirements of the Charity Commission. The deadline for submission is May 2019. This is in accordance with general directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

FUN generated an income of £47,159 during this financial year, a decrease of 10% on the prior 12 months. This was down due to a reduction in donations from local businesses and a smaller number of fundraising activities. FUN raised £22,068 net of expenses, a return on receipts of 47%.

Income has been generated through a variety of different events and activities as already mentioned. The majority of the money raised has come from parents, carers, grandparents and supporters of the school taking part in all our different events. In addition to this we have received financial donations from parents' employers from the Matched Funding Scheme and we have raised money selling advertising to local businesses.

Our outgoing expenses include stock, consumables, theatre tickets and entertainers to support our activities and events. There are some ad hoc items such as NCPTA membership, insurance, PayPal fees and licences. Expenses totalled £25,091, a decrease on the prior 12 months of 3%.

During this financial year, FUN introduced contactless payments as a means of collecting money from parents. We have so far collected over £350 in this manner from parents. We anticipate that the use of this new facility will increase as parents become more aware that we offer this payment option.

We also continue to take payments via PayPal and this has proven to be very popular especially with parents who aren't often in the playground to pick up their children after school. During the year we collected over £7000 via paypal. The FUN PayPal address is FUNevents@yahoo.com

Both PayPal and contactless payments provide a secure way of receiving cash which helps with tracking payments and reduces the cash being handled.

During this financial year, FUN has contributed £31,256 to the school. A total of £9,377 was for educational trips and the year 6 leavers' party.

The second phase of the Playground Project has now been funded and construction is almost complete. FUN contributed £17,000 to this project which was 81% of the total cost.

FUN also contributed £1,348 to help fund two visits to the school from the Breck Foundation who educated the children, teachers and parents about how to stay safe from people trying to groom children online.

Full details shown on pages 10 and 11

FUN Preliminary Accounts

EVENTS	RECEIPTS	PAYMENTS	FUNDS RAISED	
Autumn/ Winter Term				
Magic of Motown	3130	-2690	440	
Children's Disco	2073.95	-973	1100.95	
Fireworks LPGS	1336.5	-935.55	400.95	
Christmas Fair	12124.79	-6175.66	5949.13	
Christmas Stalls & Advertising	2095	-536.53	1558.47	
Christmas Cards	1246.5	-1062	184.5	
Carol Night	358.12	-239	119.12	
Christmas Panto	5244	-4743.5	500.5	10,253.62
Spring Term				
Bingo Night	2037.4	-1386.53	650.87	
Small Change Big Difference	746.99	-3.9	743.09	1393.96
Summer Term				
Easter Egg Hunt	0	-184.9	-184.9	
FUN Run	0	-95	-95	
Summer Fair	9561.18	-3599.42	5961.76	
Summer Fair Stalls	1025	0	1025	
Summer Fair Brochures	3030	-895.9	2134.1	
Sports Day	601.67	-65.33	536.34	9377.30
Year long				
Lolly Sales	898.43	-297.84	600.59	
Preloved & Coffee Mornings	706.6	-0.64	705.96	
Donations/Giving Machine	271.96	-28.77	243.19	
Bag 2 School	344.00	0.00	344.00	
Interest	4.29	0	0	1893.74
	46,836.38	-23,913.47	22,918.62	
Miscellaneous Expenses	243.04	-1,177.81	-934.77	
Trip Donations / Contributions to School	80.00	-31,256.00	-31,176.00	
Net Receipts / (Payments)	47,159.42	-56,347.28	-9,192.15	

FUN BANK ACCOUNT

Opening Bank Balance 1 Sept 2017	£21,165
Prior Year Unpresented items	£216
2018/2019 Items Prepaid	£0
Cash Reserves as at 1 Sept 2017	£21,381
Net Receipts/(Payments)	-£9,192
Unpresented items (uncashed cheques)	£70
Closing Bank Balance 31 Aug 2018	£12,259
Cash Float	£200
Total cash reserves as at 31 Aug 2018	£12,459

FUN Contribution to Unicorn

CONTRIBUTION TO SCHOOL

Year R, 1 ,2 & 3 Educational Trips	2250	
Year 4 - School Sleepover	1625	
Year 4 Swimming Lessons	660	
Year 5 Dorset Trip	1950	
Year 6 Shropshire Trip	2600	
Year 6 Leavers Trip	500	
Leavers Disco/ Present	945	£10,530
Ad Hoc	269	
Annual Sponsorship of School Rabbits	250	
Summer Concert	80	
Breck Foundation	1348	
Playground Project - Phase 2	17000	
Theatre Performance	1699	£20,646
	£31,176	

Thank you for taking the time to read our AGM Report 2017/2018 and for your continued support of Friends of Unicorn Primary School – we could not do it without you!

Samantha Brown
Chair Person

Jo Walker
Secretary

Catherine Greenwood
Vice-Chair Person

Melinda Hungerford
Treasury