



FRIENDS OF UNICORN PRIMARY SCHOOL

ANNUAL GENERAL MEETING

29 SEPTEMBER 2017

FRIENDS OF UNICORN PRIMARY SCHOOL

Annual General Meeting – 29 September 2017



Charity registration No: 1121807

Address: Creswell Drive
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Chair's Statement

Welcome to the 11th Annual Report of the Friends of Unicorn Primary School (FUN) Association for the year 2016 to 2017.

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 Laser Quest and selling tickets to see the West End show, School of Rock. Our summer fair was a huge success, as was our Christmas fair. Therefore, I'm delighted to announce that, in the period 2016-2017, we have managed to raise an incredible profit of **£26,312**. The accounts are detailed in this report.

There are many contributors to the success of our events. I would like to thank the Committee Members for their commitment, drive and 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. I would like to thank them for their hard work and continuing support. I would also like to thank the school staff for their help and cooperation over the last year, especially Mrs Robertson and Miss Elvines, Kim Williams and Janine, Sandy and Donna in the office, Mrs McNeill and Mrs D-L who are part of the PTA and Sylvie and her team of caretakers for opening up the school for us and staying late on the days and evenings of our events. We couldn't do it without you!

A big thank you also goes to our parents and carers who are always so willing to volunteer their help at events and 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 them for their continuing generosity.

I 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.

Helen Cristofoli
Chair

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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 2016 AGM were:

Officers:	Chair	Helen Cristofoli
	Secretary	Jo Walker
	Treasurer	Emma Stepney

Ordinary Members:	Kelly Blackmore
	Paul Hardy
	Madeleine Hay (to May 2017)
	Cherie Langley
	Victoria Platt
	Lynsey Smith
	Caroline Annis
	Caroline Cronin
	Melinda Hungerford
	Doreen Croft
	Sham Payne
	Amber Cutuyar
	Lesley Thompson
	Kate Whittingham
	Chris Carr

Teacher Members:	Mrs McNeill
	Mrs Dennis-Lauder

This year Jill Hardcastle stepped down as Secretary, after two and half years in the role. Emma Stepney will continue as Treasurer until the end of the 2016/17 academic year. Helen Cristofoli will continue as Chair until the end of 2017. We are therefore looking to recruit both a new Chair and Treasurer.

We look forward to announcing and welcoming the new Committee members at the AGM.

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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 –Claudia Gotor Pedreros, Alex Williams, Clare Moore, Sophie Bridges, Jo Walker, Cath Thorning, Rachel Perry, Melinda Hungerford, Ruth Nixon, Doreen Croft, Carrie Love, Carolyn Wood, Anna Butterfield, Gail Preston, Natalie Morris, Marie Godsell, Cheryl Mcloughlin, Catherine Greenwood, Emma Pickers, Tracy Griffin, Amanda Ashford and Tracy Cole.

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:

Reception: RL - Lesley Thompson & Sarah Stephens Smith
RR - Susannah Reich & Susanna Irvine

Year 1: 1S - Rachael Coomber-Nolan
1R - Alex Williams & Victoria Campion

Year 2: 2T - Rhoda Egan
2M - Sonia Towers & Claire Germain

Year 3: 3H - Sham Payne & Patricia Moreira
3R - Polly Sell & Helen Stylianou
3B - Sam Greenwood & Yasmin Viccary

Year 4: 4P - Melissa Lailey & Meadh Cannon
4L - Marie Godsell & Denise Scott

Year 5: 5H - Emma Pickers
5F - TBC

Year 6: 6T Amanda Ashford
6O Tracy Griffin
6S Melanie Edmonds

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.

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Parent Helpers

Two 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.

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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

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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 2016
- Children's Disco
- Pamper Night
- Summer Fair 2017
- FUN Run
- Laser Quest

In addition revenue was raised through the following activities:

- Coffee mornings
- After school ice lolly sales
- Langley Girls School Firework Display ticket sales
- Christmas pantomime at the Churchill Theatre, Bromley
- 2017 calendar
- Christmas cards
- Tea towels
- School of Rock the musical at the New London Theatre
- Preloved school uniform sale
- Small Change Big Difference
- Estate agents boards
- Match funding from parents' employers
- The Giving Machine donations

This year saw the first FUN Run, which raised over £1000. 50% of money raised came from sponsorship, which was donated to Cancer Research a cause close to the hearts of many.

We hope the FUN run will become a regular event, promoting health and sport whilst providing financial support towards the schools physical education.

Planned events for 2017/ 2018

Autumn Term:	23 th September	Magic of Motown
	13 th October	Children's Disco
	4 th November	Firework Display LPGS
	18 th November	Christmas Fair
	6 th December	Christmas Pantomime (Snow White) at the Churchill
Spring Term:	TBC	Quiz and Curry Night

Summer Term: 24th Jun
16th Jul

Summer Fair
Fun Run

We will be selling Christmas trees and Christmas cards in the winter term. 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.

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.

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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. £11,000 is budgeted for these regular annual activities.

Playground project

FUN have offered to support the schools three-phased playground project. Phase one is already completed, with artificial grass on the once muddy, unusable raised area at the back of the playground. There are now new markings on the playground to support learning outside of the classroom and the performance area with its stage and instruments.

Completion of the project will mean that all areas of the playground can be fully utilised throughout the year, giving more space for the children to play. The project will provide the playground with new equipment such as the monkey orangutan, a slide and a jukebox. The children are very excited and Pupil Parliament have been part of the decision-making team!

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 2017, 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 2018. 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.

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Treasurer's Financial Review

FUN generated an income of £52,332 during this financial year, an increase of 11% on the prior 12 months. FUN raised £26,312 net of expenses, a return on receipts of 50%, slightly down on prior year due to a reduction in donations from local businesses (this totalled £2,249 2015/2016).

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.

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 £25,973, an increase on the prior 12 months of 23%. Our return on activities has been eroded this financial year, down 6% on prior year. This is due to the increased demand for Pantomime and theatre tickets, which have a smaller profit return and the reduction in local business sponsorship.

At the beginning the financial year FUN introduced PayPal as a means of collecting money from parents and local business sponsors. During the year we collected over £9000 via PayPal. It has proven to be an efficient method of managing and tracking payments for both the PTA and parents, along with the added safeguard of reducing the amount of cash being handled. The FUN PayPal address is FUNevents@yahoo.com

During this financial year, FUN has contributed £27,476 to the school. A total of £9,001 was for educational trips and the year 6 leavers' party.

The ICT project is now complete with a total contribution from FUN of £25,674, £9,674 contribution in 2016 and the balance of £16,000 during 2017. Each year group will have a bank of tablets and an upgrade of pupil classroom laptops.

Full details shown on page 12 and 13.

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Preliminary Accounts to 31 August 2017

EVENTS	RECEIPTS	PAYMENTS	FUNDS RAISED	
Autumn/ Winter Term				
Children's Disco	1,340.55	-719.34	621.21	
LPGS Fireworks	1,032.50	-722.75	309.75	
Christmas Fair	10,747.98	-4,980.51	5,767.47	
Christmas Stalls & Advertising	1,165.00	-232.00	933.00	
Christmas Cards	1,402.50	-1,122.00	280.50	
2017 School Calendar	1,654.00	-912.12	741.88	
Christmas Panto	4,868.00	-4,000.00	868.00	9,521.81
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Spring Term				
Bingo Night	0.00	-21.00	-21.00	
Tea Towels	1,749.00	-819.30	929.70	
Small Change Big Difference	757.06	-52.10	704.96	1613.66
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Summer Term				
School of Rock Theatre Tickets	5,000.00	-3,750.00	1,250.00	
Laser Quest	655.00	-495.00	160.00	
Pamper Night	1,020.80	-301.83	718.97	
FUN Run	1,592.40	-1,082.46	509.94	
Summer Fair	10,762.48	-4,470.38	6,292.10	
Summer Fair Stalls	112.00	0.00	112.00	
Summer Fair Brochures	4,555.00	-994.00	3,561.00	
Lolly Sales	2,155.55	-1,000.66	1,154.89	13,758.90
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Preloved & Coffee Mornings	514.55	0.00	514.55	
Donations/Giving Machine	1,176.28	-275.02	901.26	
Interest	1.74	0.00	1.74	
	52,262.39	-25,950.47	26,311.92	
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Miscellaneous Expenses	69.41	-523.19		
Trip Donations / Contributions to School		-27,476.47		
Net Receipts / (Payments)	52,331.80	-53,950.13	-1,618.33	

FUN BANK ACCOUNT

Opening Bank Balance 1 Sept 2016	£23,623
Prior Year Unpresented items	-£764
2016/2017 Items Prepaid	-£577
Cash Reserves as at 1 Sept 2016	£22,282
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Net Receipts/(Payments)	-£1,618
Unpresented items (Walkingpet Balloon/ St John Hall)	£501
Closing Bank Balance 31 Aug 2017	£21,164
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Cash Float	£200
Total cash reserves as at 31 Aug 2017	£21,364

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CONTRIBUTION TO SCHOOL

Year R, 1 ,2 & 3 Educational Trips	£2,250	
Year 4 - School Sleepover	£660	
Year 4 Swimming Lessons	£660	
Year 5 Dorset Trip	£1,980	
Year 6 Shropshire Trip	£2,000	
Year 6 Leavers Trip	£500	
Leavers Disco/ Present	£951	£9,001
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Graduates School Wear - Korfbal T-Shirts	£149	
Annual Sponsorship of School Rabbits	£500	
Summer Concert	£84	
Christmas Carol Concert	£43	
Completion of ICT	£16,000	
Twist in Time Theatre Performance	£1,699	£18,476
	£27,476	

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Thank you for taking the time to read our AGM Report 2016/2017 and for your continued support of Friends of Unicorn Primary School – we could not do it without you!

Helen Cristofoli
Chair Person

Jo Walker
Secretary

Emma Stepney
Treasurer