

# FUN AGM

## 30th September 2022

### 17<sup>th</sup> Annual Report of the Friends of Unicorn Primary School (FUN) Association for the year 2021 to 2022

Charity registration No: 1121807

Address: Creswell Drive  
South Eden Park Road  
Beckenham  
Kent  
BR3 3AL

## CONTENTS

Chair's Statement	2
Structure & Committee Members	3
Class Representatives	3-4
Parent helpers	5
Objectives	5
Events & Activities	5-6
School Contributions going forward	7
Treasurer's Financial Review	7-8
FUN Contributions to Unicorn	9

## Chair's Statement

Welcome to the 17<sup>th</sup> Annual Report of the Friends of Unicorn Primary School (FUN) Association for the year 2021 to 2022.

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 with the funds raised.

Over the past 12 months, we have been delighted to reinstate many fundraising events and activities. These have included cake sales, pre-loved clothing sales, ice lolly sales, a Christmas brochure, Christmas tree sales, Santa's grotto, Cauliflower Christmas card sales, Bag2School (charity clothing collection) Christmas raffle (including year group hampers), selling tickets to the Christmas pantomime at the Churchill Theatre and the much anticipated return of the Summer Fair including another raffle and business directory. Additionally, we have continued to receive donations through easyfundraising and Amazon Smile. Therefore, we are delighted to announce that, in the period 2021-2022, we have managed to raise an incredible profit of £13,470. The accounts of which are summarised 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 supporting FUN and they have been fantastic. We would like to thank them for their hard work. We would also like to thank all of the school staff for their help and cooperation over the last year, especially Mrs Robertson, Miss Elvines, office and facilities staff. We couldn't do it without them!

A big thank you also goes to our parents and carers who are always so willing to volunteer at events. We also need to thank everyone and their extended family members for attending and supporting our events. We hope you have enjoyed the events FUN has held.

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

We look forward to another FUN packed year of fundraising.

Thank you for your continued support of FUN.

Carly Roberts

Chair

## Structure, Trustees' & Committee Members

The charity is an association governed by a constitution dated 17<sup>th</sup> 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 at the 2020 AGM to serve for the year were:

Officers:	Chair	Carly Roberts
	Secretary	Matt Stevens
	Treasurer	Sam Lucas

Ordinary Members: Melinda Hungerford

Mark Parkyn  
Gail Emerson  
Grace Bartlett  
Sarah Smith  
Carrie Love  
Zoe Foster  
Sue-Anne Searle  
Natasha Raphoz  
Jara Faye-Chung

Teacher Members: Selina Moss

This year, Carly Roberts was officially elected as the Chair having been in the acting post since Vipra Sharma-Sethi left the school mid academic year 20-21. Carly Roberts will be taking some maternity leave at the beginning of the 22-23 academic year. It is proposed that Sue-Anne Searle and Natasha Raphoz will work together as acting Chair in her absence and will share a voting decision.

## 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 fair.

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

CLASS	PTA CLASS REPS 2021-22
RL	Fernanda & Natasha Raphoz
RP	Sam Lucas & Nicola Gordan
1L	Lou & Francesca
1LS	Sahar & Fee
2H	Kelly McCarthy & Phil Morgan
2R	Mandy Mockridge & Claudia Gotor-Pederos
3MR	Farzana Chaudry & Rae Tullett
3O	Anisah & Victoria
4B	Kristy Smyth
4R	Beth McDonald & Denise McLaughlin-Scott
5L	Emily Aidoo
5T	Shamle Begum & Rachel Coomber-Nolan
6F	Clare Germain & Yanique Harlley
6HB	Polly Sell, Cath Thorning & Rhoda

For this year, we welcome on board our new class representatives and it's lovely to see some who are continuing with the role. Many thanks to you all for your hard work and support. Here are the class representatives for this academic year:

	Teacher	Rep 1	Rep 2
Reception Blue	Miss Letchford	Hayley (William)	Britt (Scott)
Reception Yellow	Miss Liston	Hannah (Charlie)	Sally
1 Blue	Lloyd Williams/Strong	Vic (Isobel)	Jess (Finley)
1 Yellow	Philpot	Mark (Daniel)	Lizzie (Winnie)
2 Blue	Harris/O	Zoe	Sophie (Poppy)
2 Yellow	Lomas	Susannah (Dominic & Elisabeth)	Charlotte (Amber) & Joanne (Constantine)
3 Blue	Crow/Mitchell	Claudia G (Joshy)	Mandy (Cienna and Isla)
3 Yellow	Ruck	Kelly (Erin)	Serita (Hari)
4 Blue	Brazier	Patricia (Maria)	Becky (Ivy-Rose)
4 Yellow	Bull	Alex W (Henry)	Verena (Helena)
5 Blue	Harrison	Ebony (Troy)	Liz (Grace)
5 Yellow	Robinson/Schembri	Sarah Yates (Alexander)	Kristy Smyth (Stanley)
6 Blue	Fisher	Nina	Rachel
6 Yellow	Tudor	Anne	Claudia G (Tommy)

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

We continue to maintain a bank of parent helpers who have signed up to help with things like brochure delivery, raffle ticket folding, filling sweet bags, setting up and clearing up from fairs, purchasing refreshments, first aiders to name but a few! We would like to say a big thank you to all those who were able to give their time and help out.

If you would like to add your details to the volunteer list, please complete the Parent Helper Form and return it to one of the committee members after the AGM or email it to: [friends.of.unicorn.secretary@gmail.com](mailto:friends.of.unicorn.secretary@gmail.com)

## 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
- To provide affordable preloved uniform to help with rising costs of living.

## Summary of Events & Activities

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

- Cake sale
- Cauliflower Christmas cards
- Christmas pantomime at Churchill Theatre, Bromley
- Christmas Brochure 2021
- Christmas Grotto
- Christmas Raffle
- Pre-loved uniform sales

- Bag2School Clothing donations
- Easy Fundraising donations
- Stampastic and Sticker clothing labels
- Amazon Smile donations
- The Coop Community Fundraising scheme
- Summer fair including a summer raffle
- Summer Business Directory
- Estate agent boards
- After school ice lolly sales

## Planned Events for 2022/ 2023

These are all subject to volunteer support

Date	Event
Oct 14th deadline	Cauliflower Cards
November 5th, Saturday	Firework Night - Club Langley
November 18th, Friday	Bag2School
December Payment due October	Pantomime sales - Jack and the Beanstalk
December 10th, Saturday	Grotto
December 10th, Saturday	Christmas Tree sales
December 19th, Monday	Christmas raffle
December 16th, Friday	Christmas Hampers
	Movie Night
	Boot fair
	Quiz night
	Krispy Creme doughnut sale
May 1st	The Circus
May 18th	Bag2School
June date TBC	Summer Fair
July: Frozen Fridays	Ice Lolly Sales

We will keep you up to date of all the details regarding any of our future fundraising events and activities in advance via our FUN Newsletters, school emails, Class Whatsapp groups, Facebook and Instagram.

The more parents we have helping out as volunteers and as Class Reps, 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.

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 more than happy to help you run it.

We still have the position of Vice Chair to fill this year. If you are interested, please express an interest by emailing [friends.of.unicorn.secretary@gmail.com](mailto:friends.of.unicorn.secretary@gmail.com)

We are also looking for new Ordinary Members to join our existing team this academic year. Are you creative? A budding musician(s)? A social media whizz? 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.

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 you haven't already, please do get in contact with Matt, our FUN Secretary on [friends.of.unicorn.secretary@gmail.com](mailto:friends.of.unicorn.secretary@gmail.com)

## Spending going forward

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

## Treasurer's Financial Review

The FUN Trustees are responsible for the presentation and submission of the financial statements in line with the requirements set out in the Charities Act 2011. Accounts were not required to be submitted for the Year Ending September 2021 as the threshold to submit was not met. The financial statements for the Year Ending August 2022 will be prepared and submitted to the Charities Commission website ahead of the May 2023 submission deadline.

The preliminary financial amounts attributable to the 12 months ending 31 Aug 2022. Given the initial calculated profit for the year ending August 2022 of £13,470 full financial statements and an Independent Examiner will be required ahead of submission.

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

## Educational trips & regular activities

Each financial year funds are allocated for all school educational trips, extra

curricular and curricular enrichment activities in addition to year 6 leavers' activities. FUN are currently contributing about £14,000 towards the total cost, a support we would like to continue to increase in the coming years.

## 2021 - 2022

FUN generated a profit of £13,470 during the year. This was predominantly driven by Christmas and Summer Fair related events. The Summer Fair this year raised £6,619.95.

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 a grant from the Co-op specifically allocated to supporting the costs of Forest School

Our outgoing expenses include stock, consumables, theatre tickets, printers and entertainers to support our activities and events. There are some ad hoc items such as NCPTA membership, insurance, PayPal fees and licences.

The PTA re-initiated taking ticket payment through the online events portal, which will look to increase the use of for the 22/23 year to support ease of payment for parents and reduce the handling of cash. Ice-creams and preloved sales have used the Sum-Up machines have generated a significant amount over the year and have generated ~£1,000 from these events alone.

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 £8,000 via paypal. A significant increase in the amount collected compared with previous years. The FUN PayPal address is FUNevents@yahoo.com

During the year FUN took the decision to change bank accounts to the Charities Action Fund (CAF) which is supported by HSBC branch network. The decision was taken to move to CAF as they better fit the needs of a small charity with a regular turn over of committee members and high cash volumes. The movement to CAF will be initiated through Q4 of 2022 and we will look to close the previous Natwest accounts in Q1 2023.

**Samantha Lucas**  
**Treasurer**

## FUN Contribution to Unicorn

Books (Christmas)	£498.59
Ice pops for sports day	£35.20



The Secret Garden Performance - M&M Theatrical Productions	£1,699.00
Y6 Trip £40 per child	£2,560.00
Y5 Trip £30 per child	£1,980.00
Y4 Trip £25 per child	£1,500.00
Swimming Y4-Y6 £10 per child	£1,960.00
Y6 Leavers £15 per child	£990.00
Forest School (Money received from Co-Op)	£2,608.00
Coaches for EDV £250 per class (R-Y3)	£750.00
Y3 Sleepover	£300.00
	<hr/>
	<b>£14,880.79</b>

Thank you for taking the time to read our AGM Report 2021/2022 and for your continued support of Friends of Unicorn Primary School – we could not do it without you!

---

Carly Roberts  
Chair Person

---

Matt Stevens  
Secretary

---

Sam Lucas  
Treasurer