



## Chairs Report 2023/24

### **Purpose of PFSA**

The purpose of the PFSA is to organise fundraising events and activities to raise money for facilities or equipment that support the school and advance the education of the pupils.

All parents, carers, grandparents, teachers and school staff are automatically members of the PFSA and anyone can volunteer at any time to support events and fundraising activities. It could be organizing whole events, being a class representative, volunteering for half an hour on a stand at the summer fair or sharing your skills e.g., communications or secretarial.

The PFSA has recently become a charity as we raise over £5,000 per year.

There is an elected core committee of volunteers who manage all aspects of the PFSA. These positions are key to the PFSA and are also, by default, set up as trustees of the PFSA charity.

The current core committee members and trustees of the charity are:

- Claire Lytle – Joint Chair
- Alison Stafford – Joint Chair
- Katharine Willsher – Treasurer
- Alex Greenway – Secretary

Other committee roles that were held during the 23/24 period were:

- Esther Perez – Uniform coordinator
- James Darby – Dad's BBQ Lead
- Gemma Steer – Promotion/Comms
- Lucie Attard – refreshments

### **Summary of the Year**

This year the PFSA has organised and delivered a range of events and activities to raise funds for the benefit of the school and its pupils. They have included:

- Christmas cards and gifts
- Christmas Market and Raffle
- Disglo
- Summer Fair and colour run
- 2<sup>nd</sup> hand uniform
- Teas and coffees at school events
- Lottery
- Easy fundraising

- Match funding
- Gift Aid

The total income for the 2023/24 academic year (up to 31/07/24) was £27,677 with £22,884 generated from events. Expenditure for those events being £8,176.

The total net income for the year was £19,500.

During 2023/24, the funding was used for the following:

- Playground painting
- Year 2 to Year 6 books
- Year R to Year 2 Rekenrek resources
- KS2 Visualisers
- Year R moveable climbing equipment
- Seats & plants for the wellbeing garden
- Completion of Willow Tree classroom
- Fun Fund across all years
- Front gate mosaic
- Hockey kit
- Harvest festival bags

### **Challenges & Lessons Learnt**

Challenges arose with Trustees coming to the end of their terms and having to recruit new people.

Lessons learnt include the value of having teams to organise events as standalone projects, with the trustees overseeing in the background. This lightened the load on the trustees and encouraged fresh ideas into the mix. Similarly, outsourcing the refreshments and second-hand uniform tasks to individuals increased revenue and made it easier to organise/manage.

### **Thank You's**

We would like to take this opportunity to say thank you to the members of the committee who have managed to pull together events and activities despite full time jobs, children, family, and other commitments. It also goes without saying, that without all the PFSA volunteers, who generously bake, man stalls, lend equipment, sponsor, donate and contribute, there would be no PFSA events to enjoy.

Further to the committee, we would like to thank Mr. Collins, Mrs. Spacagna and the amazing staff at St Joseph's Primary for their continued support and enthusiasm in our fundraising ideas.

We have also received many generous donations from local businesses, who have been individually thanked.

Final thanks go to all members of the wider school community who have attended and taken part in events - without the money raised at our events, we would not have been able to fund the items purchased during the academic year.

### **Plan for 2024/25**

We will be voting in new Chair(s) and Secretary at the AGM on 25<sup>th</sup> September, 2024 as the current incumbents will be standing down. Taking on board the lessons learned this past year, the proposal going forward is to create smaller teams of PFSA members to deliver key events during the 2024/25 school year, starting with the Christmas Fair. The newly elected Chair(s) will have an overview of all activities, with support from the current Chairs during the handover period.

The current Treasurer is due to complete their term in July 2025, so the PFSA will be actively looking to recruit a new Treasurer for handover before then.

The key activities that are currently planned for 2024/25 academic year are:

- Christmas card design
- Christmas Market
- Disglo
- Summer Fair

There will be other events and activities that will require support from the school PFSA community. If you are interested in volunteering, would like to take part in a different way or have any fundraising ideas, please contact the team on [pfsa@stjosephsguildford.com](mailto:pfsa@stjosephsguildford.com)

Thanks again for a great year!

Claire Lytle and Alison Stafford  
Joint PFSA Chairs  
24<sup>th</sup> September 2024