



Chairs Report 2024/25

Purpose of PFSA

The PFSA organises fundraising events and activities to raise money for facilities or equipment that support the school and advance the education of pupils. All parents, carers, grandparents, teachers, and school staff are automatically members and can volunteer at any time to support events and activities. This could involve organising events, being a class representative, volunteering at the summer fair, or sharing skills like communications or secretarial work.

The PFSA is now a charity, as we raise over £5,000 annually. An elected core committee of volunteers manages all aspects of the PFSA, serving as trustees of the charity.

Current Core Committee Members and Trustees

- Gemma Zaccharia – Chair
- Hannah Moore – Chair
- Sophie Parker – Chair (stepping down)
- Esther Perez – Treasurer
- Katharine Willsher – Treasurer (stepping down)
- Cristina Heselgrave – Secretary

Other Committee Roles (2024/25)

- Esther Perez – Uniform Coordinator (stepping down)
- Lydia - Uniform Coordinator
- James Darby – Dad's BBQ Lead (?)
- Lucie Attard – Refreshments (stepping down)
- Karen – Refreshments
- Tetiana – Treasurer Assistant

Summary of the Year

This year, the PFSA organised various events to raise funds for the school and its pupils, including:

- Christmas cards and gifts
- Christmas Market and Raffle
- Disglo
- Summer Fair
- Bend the Rules Day
- Second-hand uniform sales
- Krispy Kreme doughnuts sale
- Ice lollies sale

- Baking sale
- Teas and coffees at school events
- Lottery
- Easy fundraising
- Match funding
- Gift Aid

2024/25 Academic Year Financial Summary

- Total Income: £27,538 (vs. £27,677 in 2023-24)
- Income from 3 biggest Events: £21,078 (vs. £22,884 in 2023-24)
- Expenditure for 3 biggest Events: £5,557 (vs. £8,176 in 2023-24)

This resulted in a net income of £20,108 for the year, an increase from the previous year's £19,500.

Funding Utilisation (2024/25)

- Football kits for school matches and tournaments
- Reception Rekenrek resources
- Replacement 20 netball kits
- Gold and white books (Y4, Y5 and Y6)
- Participate in a book competition (Y4, Y5 and Y6)
- Reflection day at Wintershall (Y6)
- Disco (Y6)
- Reading books (Y3 and Y4)
- 16 Xylophones (Y3 and Y4)
- Sound and lighting system for stage
- Fun Fund across all years
- Harvest festival bags

Challenges & Lessons Learned

We faced challenges in finding volunteers, as parents may not be fully aware of the pressures on trustees. We've learned the value of dedicated teams for organising events, with trustees overseeing. We're implementing this by recruiting volunteers through a form on the website, shared with classes. School could encourage new parents to fill it out, helping us target volunteers based on interests. Challenges and lessons learnt:

- setting dates further in advance to avoid clashes with Hall bookings and to allow for maximum ticket sales.
- reconsider the roles of class reps (potentially adding in slightly added tasks in lead up to big events)
- we are going to be joining Instagram - as a way of communicating regular updates and to potentially lower the amount of WhatsApp messages. Also, another way of advertising events, volunteers needed and second-hand uniform sales.

Challenges

Finding Volunteers: It was difficult to find volunteers because parents may not be fully aware of the pressures on trustees.

Scheduling: The team faced challenges in setting event dates far enough in advance to avoid clashes with hall bookings and to allow for maximum ticket sales.

Lessons Learned & Solutions

- **Dedicated Teams:** We faced challenges in finding volunteers, as parents may not be fully aware of the pressures on trustees. We've learned the value of dedicated teams for organising events, with trustees overseeing.
- **Volunteer Recruitment:** We will now be recruiting volunteers using a form on the website, which will be shared with classes. School could encourage new parents to fill it out, helping us target volunteers based on interests.
- **Rethinking Class Rep Roles:** We plan to reconsider the roles of class representatives, potentially adding small tasks for them to help with in the lead-up to large events.
- **New Communication Channel:** We are launching an Instagram account to provide regular updates and hopefully reduce the number of WhatsApp messages. It will also be used to advertise events, volunteer needs, and second-hand uniform sales.

Thank You

We thank the committee members who managed events despite full-time jobs and other commitments. Without PFSA volunteers who bake, man stalls, lend equipment, sponsor, donate and contribute, there would be no events to enjoy.

Special thanks to Mr. Collins, Mrs. Spacagna, Julie Galvin and the staff at St Joseph's Primary for their support and enthusiasm. We also thank local businesses for their generous donations.

Final thanks to the wider school community for attending and participating in events, enabling us to fund items purchased during the year.

Plan for 2025/26

At the AGM on 22nd September 2025, we will be seeking a new chair and additional volunteers, as Sophie Parker will be stepping down from her role as chair. Based on lessons learned, we propose creating smaller teams to deliver key events during the 2025/26 school year, focusing on recruiting new volunteers through the new system.

Key Activities Planned for 2025/26

- Christmas Card Design
- Christmas Market (29 November 2025, 12-3pm)
- Disglo (20 March 2026, 5-7:30pm)
- Summer Fair (20 June 2026, 12-3pm)

Additional events will require support from the PFSA community. If interested in volunteering or have fundraising ideas, please contact us at pfsa@stjosephsguildford.com.

Thanks again for a great year!

Gemma Zaccharia and Hannah Moore

Joint PFSA Chairs

22 September 2025