



Bunbury Aldersey CE Primary School

Parent Teacher Association

(The Aldersey School Association - Registered Charity No
1103933)

pta@bunburyaldersey.cheshire.sch.uk

Facebook: Bunbury Aldersey School PTA

2020/21 Committee:

Chairman: Lucy Cole

Treasurer: Julia Arkell

Secretary: Laura Maddocks

Trustees:

Julia Arkell

Lucy Cole

Introduction

This booklet aims to provide information about our *Parent Teacher Association* which forms a major part of school life.

If you have any questions that remain unanswered, please contact one of the committee members or Mrs Waring in the school office.

Why do we have a PTA?

We are fortunate at our school to have a *PTA* that is and has been an integral part of the school community for a number of years. In its time the *PTA* has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities.

Our *PTA* is about much more than simply fundraising. The *PTA* exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It is fun too - just ask any of the Committee members or *PTA* helpers.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the *PTA* when their child joins our school.

The *PTA* is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run as fundraisers. We also arrange events with the aim of giving the children a good time and as a way of thanking families for their continued support for the *PTA*.

Charitable status

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution.

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4008029>

Our constitution sets out the rules about how we operate as a *PTA* and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Committee members.

Being a registered charity enables the *PTA* to:-

- receive charitable donations from local and national companies
- apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- receive donations made through payroll giving and company matched giving schemes
- apply for Gift Aid

Being registered with HMRC enables our *PTA* to:

- apply for Gift Aid
- qualifying to receive charitable donations, grants from charitable trusts and other benefits such as company matched giving schemes
- exemption from the payment of tax on most income, provided it is applicable and used for charitable purposes only

Committee

Our *PTA* committee consists of three Officers: Chair, Treasurer and Secretary. We also have other general committee members to make up the full committee. Please refer to the Newsletters for a list of active members.

The Committee meet on a regular basis usually once or twice per term, with smaller working groups meeting as necessary when we are planning larger events.

For the 2020/1 school year:

Chairman: Lucy Cole

Treasurer: Julia Arkell

Secretary: Laura Maddocks

Annual General Meeting (AGM)

Our Annual General Meeting is held at the beginning of the academic year and provides an opportunity for all parents to come along and hear in more detail about the work of the *PTA*, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect our new committee members.

How we raise money

Events – whilst current COVID-19 restrictions mean events aren't possible this year we hope to be running events like the Summer BBQ and fun stalls and Christmas Fair again soon.

Some of our events are run together with the Early Birds Nursery Committee, with the proceeds being shared.

We always try and respond to the children's requests; it is great to see them having fun at the events or enjoying using a piece of new equipment that the *PTA* has donated.

We raise money in other ways too, such as cake sales, second hand uniform sales and gifts for children to buy on special occasions such as Mothers' Day. Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

We have a donation policy which includes matters such as the confidentiality of donations. Please see the appendix of this booklet.

Donations / payments for sponsorship can be made directly to the PTA bank account:

The Aldersey Association
40-44-03
51017314

150 Club – this is our approved lottery. Numbers 1 to 150 are individually sold for £10 each at the beginning of the school year. There is a monthly draw carried out independently of the PTA (via the school office) and every month a winner receives £40. Mrs Waring will contact the winner with a text message asking them to contact the PTA Treasurer so that payment can be arranged.

A separate bank account is held for the 150 Club:
The Aldersey Association
40-44-03
71085069

As our PTA is a registered charity, we are able to raise money through Gift Aid and company matched giving schemes.

Gift Aid

We are in the process of registering for gift aid which would boost our funds considerably. It is tax claimed back from the Inland Revenue from donations made to us out of your earned income, at no extra cost to you. If you are a UK tax payer, we are able to claim 25p in every pound that you donate to our PTA.

Online shopping fundraising

As a PTA we are very conscious that with a relatively small school community, the demands are often not as widely spread as in larger schools, and because of this, we try to raise our funds from as many different sources as possible.

Easyfundraising

The PTA is registered with easyfundraising, so you can raise FREE donations when you do your everyday and Christmas online shopping. There are over 4,100 online stores who will donate every time you shop - at no cost to you, including Amazon, John Lewis, Argos, M&S, Waterstones

- Download the App and register selecting Bunbury Aldersey School Association as your cause.

- Find the retailer you want to shop with on the easyfundraising website or App, shop as usual and the retailer will donate to us when you make a purchase (just remember to go through Easyfundraising rather than direct to the retailer's website or app)

Sign up at:

https://www.easyfundraising.org.uk/causes/bunburyalderseysa/?utm_campaign=raise-more&utm_content=s-n3

or download the App:

[Download App from Apple Store](#)

[Download App from Google Store](#)

Amazon Smile

Amazon will donate 0.05% of the value of every purchase if you use this site <https://smile.amazon.co.uk> rather than the usual Amazon one.

Charity name is registered as The Aldersey School Association

Company matched giving

Company matched giving is a very simple. Companies or businesses pledge to donate to a charity such as ourselves an amount of money relating to the amount that an employee(s) donates or fundraises for us. We could be helped massively this type of donation, and there are several benefits to both ourselves and the company involved:

- employees' morale is boosted by having their efforts supported by their employer
- the company benefits from having charitable donations written off against taxable profits
- the company can endeavour to get publicity for their giving
- our *PTA* benefits from receiving perhaps double what we have raised at an event

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace, please talk to one of the *PTA* officers, or ask in the school office.

Links with local businesses

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. Many of our local shops and businesses are very generous providing donations for raffle prizes, auction items etc and some have taken part in our Christmas and summer fairs. We are also extremely grateful to the local businesses who have participated in charity matched giving schemes. This has made a huge difference to our fundraising efforts.

How we spend the money we raise

Following a fundraising event the money is banked straight away. It is at our *PTA* Committee meetings, that the decisions on how to spend the money are agreed.

Mrs Badger and her team will have a 'wish list' of items that the school would like the *PTA* to consider funding.

For example for resources to improve a particular area of the curriculum or school environment. The *PTA* funds are also spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting.

PTA funds are not generally spent on improving the fabric of the school building as this is the responsibility of the school Governing Body. Our Constitution commits the *PTA* to spending money on things that will benefit the children directly.

We always endeavour to spend our funds in ways that will benefit all our children across all areas of the school and curriculum. Many of the resources purchased have a direct link to the School Improvement Plan.

The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your children will feel the benefit, along with everybody else.

Of course there have been times when we have been fundraising for a large project and we are currently fundraising towards a £7,000 Forest School development in school grounds which will benefit the mental health and wellbeing of the children as well as providing a new learning environment.

However, whilst saving for these, we have still managed to find funds for smaller items thanks to the generous and continued support of our parents. For example:

- New books for school
- We provide the transport for an annual pantomime trip for the children at Christmas time.
- We fund the water for the coolers throughout the school.
- We support a great evening when the year 6 leavers perform for their parents and they have a small party to celebrate their children's time at school.

How we get information to you

All *PTA* letters are sent via email from the school office. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events. Following a *PTA* event, we always write to let you know how much was raised, and if we can, we tell you what the money will be spent on.

We also have a Facebook page **Bunbury Aldersey School PTA** which keeps you updated and allows you to post your own suggestions.

A summary newsletter is published at the end of every term giving a roundup of events, details of the total amount raised that term, any equipment we have bought for the school, stories, input from the children etc. This will also be published on the school website:

Parent Info > PTA Bunbury Aldersey

How you can get involved

There are lots of ways you can help and support your child through the *PTA*.

Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis, or even if you cannot come into school. There are always jobs that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive.

If you would like to be more involved you can volunteer to be a Committee Member or you can simply support the AGM and give us your ideas for fundraising events. This is also the time to ask questions or voice your opinion.

You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us.

And finally, we are always extremely grateful to receive donations as mentioned before.

From the Governing Body

The *PTA* is an essential part of our school. All parents and carers are members and everyone's contribution is highly valued. The work of the *PTA* underpins the whole school. Financial support enables us to create a richer learning environment for our children e.g. the installation of ten interactive white boards. These could never have been installed so quickly without the incredible support of our *PTA*. Numerous curriculum resources have been provided which children throughout the school are able to enjoy. The wide variety of social functions, allow us all to get to know one another in a more relaxed setting. The children see their parents and the school staff working together for their benefit. They appreciate this united effort and it adds to their feeling of security. Our school would not be the lively and welcoming learning environment it is without the enthusiasm, commitment and hard work of our *PTA*. All of us in school are very grateful to them.

From Our Principal, Mrs Badger

"I am totally overwhelmed by the support and dedication of the *PTA*. *PTA* activities not only provide us with exciting social events, but also raise funds which help to give the children such an enjoyable education, through new resources. The *PTAs* contribution to the school community provides a collective of professional skills, innovation and new ideas, creativity and collaborative working practices Our *PTA* has achieved so much, and I look forward to continuing this valuable partnership in the coming years"

Thank you for taking the time to read our booklet. We hope you now know a little more about **your Parent Teacher Association**. On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

From all the PTA Committee and every member of our school community. All of you who make everything come together.

We have a Facebook and Twitter page.

Our email address is pta@bunburyaldersey.cheshire.sch.uk

POLICY ON DONATIONS

December 2020

Charity Status

The Bunbury Aldersey Parent Teacher Association (“PTA”) is a charity registered and regulated by the Charity Commission for England and Wales (Registered Name: The Aldersey School Association, Registration Number: 1103933).

We are also registered with Easyfundraising and Amazon Smile.

Donations

If an individual or company wishes to make a financial donation to the PTA, we will use such funds received in line with our constitution. Our objective is *to advance the education of pupils in school by developing effective relationships between the staff, parents and others associated with the school, engaging in activities of providing facilities or equipment which support the school and advance the education of the pupils.*

Where a single donation is of a significant amount, and the donor has a specific project he or she wishes to support, we commit to best endeavour to use such funds for the requested purpose, provided that prior discussions have been conducted with the Principal over the suitability of the proposal. Should any specified project not require the full use of the donation, we will then use the remaining amount to fund the ongoing activities supported by PTA, in line with our standard operational practices.

Where a donor has no specific project in mind, we commit to discuss with the Principal – as per normal procedure – about where funding can best be utilised.

We are unable to accept donations where the donor proscribes a specific use for such funds which do not come within the boundaries of PTA’s objectives, or where the Principal is not in agreement with the proposal.

We reserve the right to refuse a donation if we believe the money has originated from criminal or illegal activity.

Confidentiality

We will treat all donations as confidential and will protect the anonymity of donors, subject to the following:

- For direct individual donations to the PTA bank account the Treasurer will see the name of the donor on the bank statement.
- For 150 Club the PTA member in charge of the organising the 150 Club, along with the Treasurer, will see the names of the donor on the bank statement. The 150 Club account is separate to the general PTA account.
- We will ask for permission to claim Gift Aid on donations direct from individuals, if possible.

Any personal information, including names and addresses, which are collected as part of the above necessary processes, will be kept strictly confidential and will not be shared with any other PTA Committee Members, fellow parents, teachers or pupils.

Gift Aid

Any donations, however large or small, are eligible for Gift Aid subject to the following conditions:

The donor must:

- have paid the same amount or more in Income Tax or Capital Gains Tax in that tax year
- make a Gift Aid declaration that gives permission to claim it

You can't claim on the following:

- payments for goods and services
- donations of money from a company
- gifts made on behalf of other people, for example, a membership subscription paid on behalf of somebody else
- gifts that come with a condition about repayment
- gifts that come with a condition that the charity buys goods or services from the donor
- payments received in return for goods, rights or services for example admission to a concert or a fee for a sponsored challenge or payment for a raffle or lottery ticket
- a 'minimum donation' where there is no choice about payment
- gifts made using 'charity vouchers' or 'charity cheques'
- donations received before the date that HMRC accepts your organisation as a CASC or a charity for tax purposes

The 150 Club is not eligible for Gift Aid.

Donations to schools, charities involved in running schools and Educational Trusts

Donations made to an appeal or for a specific charitable purpose of the school, may be eligible for Gift Aid. Donations must not be linked to the provision of any benefit to a student related to a donor. Donations given for the following will usually qualify for Gift Aid:

- non-uniform days
- sponsored events
- building appeals
- equipment appeals