Lordship Farm PTA

REGISTERED CHARITY NO. 1053471

Lordship Farm School, Fouracres,
Letchworth, Hertfordshire, SG6 3UF

	Lordship Farm Junior Mixed Infant School Parent Teacher Association Annual General Meeting 2024/25 Registered Charity No. 1053471
Location	School Hall

Date and time of meeting	9th October 2025, 2.45pm		
Attendees	Helen Jackson (Co-Chair) HJ	Shaunna Leiper (Secretary) SL	Sarah Couper (Treasurer) SC
	Sarah-Jane Court (Co-Chair) SJC	Julie Petitt (Headteacher) JP	Maggy Boatman MB
	Penny Grenfell PG	Amanda Machell AM	Cecilia Waller CW
	Cecile Randall CR	Mel Warren MW	Jenny Burr JB
	Claire Sekhon CS	Anna Watkins AW	

Number/time	Item	Minutes
1	Apologies for absence	None
2	2024 AGM Minutes Approval	Approved by attendees.
3	Chairs report	HJ and SL ran through the Chair's report (Annex 1). Details in Annex 1 but key headlines are: Thank you to all involved and attending the events. The majority of events were successful. They raised money, contributed to building the Lordship Farm school community and enriched children's experiences. Events and activities run: • Christmas cards • Christmas Fair • Disco • Easter Hunt • Summer Festival • Pre-loved uniform • Happy Bags • Easy Fundraising • Asda cashpot for schools • Fathers Day Sale The PTA has donated towards the following for the school: • Class enrichment workshops

Number/time	Item	Minutes
		● Second Hand Uniform Store furnishing ● Outdoor reading area contribution ● Year 6 leavers hoodies contribution
4	Treasurer's report for year ending 31 Aug 2025	SC ran through the highlights of the report (Annex 2) ● The PTA fundraised a healthy £7,479 (compared to £11,770 in 2024) ● The PTA donated £5,859 to the school (compared to £19,539 in 2024) ● The balance held by the PTA at the end of the year was £6,087 (£4,062 in 2024) ● The final version of accounts will be shared on the school website once reviewed and finalised. The link will be shared in the PTA newsletter.
6	Election of Officers and Trustees of the committee	Thank-you to Sarah-Jane Court for her years as co-chair Shaunna Leiper elected as Co-Chair and will move roles. Penny Grenfell and Maggy Boatman elected as Co-Secretaries to replace Shaunna.
6	AOB: Thanks Upcoming Events	JP said thanks on behalf of the school for the work done by the PTA running events and raising funds for the school. Upcoming Events : Uniform Store is open everyday next week. Christmas Card returns are due by the 14th October. The Christmas fair is booked for Sunday 7th December.
7	Meeting close	Attendance 14, 10 outside the committee which was enough for quorum vote.

Annex 1:

Lordship Farm Junior Mixed Infant School
Parent Teacher Association
Registered Charity No. 1053471

Chair's Report 2024/25

The PTA does an invaluable job, raising thousands of pounds each year, through hosting fun events, to enrich the experience of children at Lordship Farm School. We feel that having these events and bringing the school community together is as important as raising money.

All Parents and teachers are automatically members of the PTA, and we are grateful for all the help given, no matter how small.

Thanks

We would like to say a massive thanks to some people for their help this year. Without you we could not have achieved the success we did.

Treasurer – Sarah Couper
Secretary - Shaunna Leiper
Event Coordinators – Penny Grenfell, Amanda Machell, Claire Sekhon
Craft Coordinator – Cecelia Waller

We'd like to say thanks to Mrs Petitt and office staff for helping with our constant queries, and emails.

A huge thanks also goes out to local businesses for donations of prizes for raffles.

And finally a thank you to parents and teachers who have come to meetings, baked, donated raffle prizes, helped set up and run, and attended events.

Summary of Years Events

<u>Christmas Cards</u>

We again organised Christmas Cards – where the children design their own, which can be printed to cards, tags, wrapping paper, and gifts like notebooks and mugs. We used a different company this year, where the parents ordered directly on their website, and they paid our profit later (previously we took the orders and collated the money). From a PTA perspective, this worked much

better for us, and was majorly less work. The cards are also able to use glitter, fabrics and other stuck on bits, which we thought made for better cards. This is a fantastic fundraising project in so many ways - the children often love making the cards, and giving them out, family and friends love receiving them, and the PTA makes money.

Christmas Fair

Story time with a teacher.

Discos

We tried something new this year, and made our Spring disco a UV Disco - where we gave the children the option of having UV facepaints. We were also lucky enough to have a DJ's daughter join the school this year. Her Dad offered to run the school discos - free of charge. The kids really enjoyed this. We had Nursery and Reception Discos in the school day, and three evening sessions - each for two year groups.

Easter Hunt

Unfortunately we were unable to find a suitable date for an Easter event, so were unable to run one this year.

Summer Festival

This year we decided to give our annual summer fair a festival feel - with performances from each year group, as well as the dance and gymnastics clubs and external dance group Stagecoach. We had a BBQ run by 5th Letchworth Scouts, MR Coaching running beat the goalie, Letchworth Tennis Club running free tennis games, as well as games run by year 5 and 6 pupils, tombolas, craft, raffle and facepaints. The weather was sunny and warm and a great time was had by all.

Pre-Loved Uniform Sales

We put up the new uniform store in the autumn term. Once that was fitted out and sorted, we were able to open it as a shop in February. We aimed to open at least once a week, and on varying days each week to hopefully allow as many parents as possible to visit. We have had a very positive response to it being open, with many parents commenting what a brilliant idea it is.

Happy School Bags – Clothes Recycling

We only had one collection of clothes for recycling with Happy School Bags this year, as there is an ethical question over whether sending clothes to African countries is something we want to do. We are looking for alternatives going forward.

Easy Fundraising

This is where companies paid us for your shopping. It's completely free to us and you. Once signed up, you go to their website before purchasing online (over 8,000 retailers), and they give us a donation. We currently have 81 parents/carers/teachers who use it.

ASDA Cashpot for Schools

ASDA ran a one off promotion from September to November, where their shoppers could give a percentage of their shop to a school PTA. This cost nothing to the PTA, or to the shopper, but raised some valuable funds for us.

Father's Day Sale

We ran a small sale of existing stock for Father's Day. This was not very popular, and only took money from members of the PTA.

Summary of Donations

Class enrichment workshops
Second Hand Uniform Store furnishing
Outdoor reading area contribution
Year 6 leavers hoodies contribution

Committee Members

Sarah-Jane Court has served as Co-Chair for two years, which is the length of the term as dictated by our constitution. Unfortunately she does not wish to stand again, so we would like to appoint a new Co-Chair. Helen would like to say a huge thank you to her for everything she's done over the last two years.

Helen Jackson (Co-Chair), Shaunna Leiper (Secretary) and Sarah Couper (Treasurer) are all one year into their two year term.

Annex 2:

LORDSHIP FARM JUNIOR MIXED INFANT SCHOOL PARENT TEACHERS ASSOCIATION
Treasurer's Report for the year ended 31 August 2025

The Treasurer presents the report and financial statements of the charity for the year ended 31 August 2025. The Charity is based at Lordship Farm Primary School, Fouracres, Letchworth, Hertfordshire, SG6 3UF. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts.

The Trustees during the year ended 31 August 2025 were:
Co- Chair Helen Jackson (re-appointed 22 October 2024)
Co- Chair Sarah-Jane Court (appointed 03 October 2023)
Secretary Shaunna Leiper (appointed 22 October 2024)
Treasurer Sarah Couper (re-appointed 22 October 2024)

The objective of the Trust is to support and raise funds for Lordship Farm Primary School.

I am pleased to present this report to explain how the income was raised. The PTA committee has run fewer events this year but the main events at Christmas and Summer remained. This has meant income from fundraising activities for the year was 43% lower than the prior year at £8,630 (2024: £15,256). The surplus on fundraising activities in the year was lower by 37% at £7,479 (2024: £11,770).

The PTA held their second Christmas Fayre and this has continued to be well received, raising a little less than the previous year at £1,532 (2024: £1,737). This year the PTA was not able to hold a Christmas raffle (which in 2024 raised £1,066), due to the availability of volunteers to support this. This contributed to the lower overall funds raised in the year. Funds were also raised from the Christmas cards completed by the children of £357 (2024: £432), a new company was used where payments were made directly, which was a much smoother process. Slightly less income was made because the process was completed later in the year so early completion bonuses were not received.

Unfortunately it was not possible to find a date that worked to hold an Easter Trail this year (2024: £1,655), so no funds were raised which also contributed to the lower overall total raised.

The Summer Fete was the biggest event of the year and raised £3,090 (2024: £2,727). Although it was very hot, it was great to see so many people attend, enjoying the day and supporting the school. The Fete raised 13% more than in the previous year, this was mostly down to more being taken at the entrance and a small on the day raffle was run at the event, hopefully in future years a larger raffle where we send tickets home in advance can be run again.

Of the smaller events, only a Friendship disco in spring raising £620 (2024: £566) was held. It has

not been possible to get volunteers/demand for other smaller events to be held.

The PTA held only one Happy School Bag collection, raising £227 (2024: £527) but has decided to investigate further about what happens to the donated clothes and whether other companies align more closely with Lordship Farm PTA's values.

The pre-loved school uniform donations raised £1,300, a very similar amount to last year (2024: £1,315). The new uniform store was opened partway through the year and this has been increasingly popular, however less funds were raised from uniform in the first half of the year whilst this was being set up, so next year hopefully this will do really well for both raising funds and supporting the school's eco values.

The PTA received £269 (2024: £394) from EasyFundraising this year by supporters clicking through to their online shops via this website. This does not cost the supporter anything and we urge everyone to support in this way. We also raised £105 by signing up for the one off ASDA cashpot for schools via parentkind.

In 2024/25 the PTA did not receive any direct donations from parents/supporters (2024: £1,250 including gift aid).

Additional equipment was bought to facilitate these and future events for the PTA, costing £32 in the year.

During the year the PTA donated £5,859 (2024: £19,539) to the school which helped to enrich the children's learning.

Of this, £1,645 (2024: £1,577) was used to run various class workshops, with reception also having a workshop this year. As is tradition, a contribution of £260 (2024: £265) was made towards the Year 6 leavers hoodies.

In addition £599 was used to kit out the Uniform store already provided onsite. This has meant access to donated uniform has been available more frequently, allowing more uniform to be saved from landfill and more families to be supported.

A contribution of £3,355 was also made towards the purchase and installation of an outdoor reading area for the school, which will allow the children an additional opportunity to access reading during breaks and lunchtimes once installed.

As at 31 August 2025, the PTA holds a balance of £6,087 (2024: £4,602) in funds. The PTA will be agreeing new fundraising goals with the school for the upcoming year.

Sarah Couper **1 September 2025**
Treasurer