

# Parents and Staff Association of Queen Eleanors

Queen Eleanors Church of England Junior School  
Queen Eleanors Road, GUILDFORD GU2 7 SD



Queen Eleanor's School Parent and Staff Association is a registered charity - No. 1096184

## CHAIR'S ANNUAL REPORT FOR THE (PART) ACADEMIC YEAR 2025/26

This Chair's report covers the period September 2024 to March 2025. The part year report is due to the Annual General Meeting (AGM) moving to an earlier part of the year as proposed at the July 2024 AGM. The report is presented at the AGM on Monday 28 April 2025 and circulated to all parents and carers.

### Names of the Trustees (Committee Members registered with the Charity Commission)

Trustee Name	Role
Anna Deadman	Chair
Sarah Sawyer	Trustee (Treasurer)
Joanne Davies (Head)	Trustee (Member)
Lisa Campbell	Trustee (Secretary)

Note: The minimum number of Trustees must be 2.

## Structure, Governance and Management

Description of the charity's trusts:

<b>Type of governing document</b>	Parent Staff Association Constitution adopted 6 <sup>th</sup> May 2014. (model constitution written by PTA UK) Available for viewing upon request.
<b>How the charity is constituted</b>	Parent and Staff Association ("PSA"), consisting of approximately 500 parents and 40 staff (all who become members automatically).

### Additional Governance requirements:

All trustees give their time voluntarily and, apart from payment of expenses properly incurred during the course of their duties, receive no remuneration or other benefits.

There is a Conflicts of Interest Policy. There are Risk Assessment Statements developed for each of our events

<b>Trustee selection methods</b>	<p>Trustees from the member body are appointed annually at the Annual General Meeting (currently held in the SummerTerm).</p> <p>Those trustees can then co-opt further committee members as required (up to 50% of the total number of elected trustees at any one time).</p>
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## PSA Charity's Objectives

The object of the PSA is to advance the education of pupils in the school in particular by:

1. Developing effective relationships between the staff, parents and others associated with the school:
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

The primary role of the trustees and other charity volunteers is to organise events to meet these objectives. The PSA also aims to contribute towards developing a more environmentally aware and active school community.

## Communications

Good communication with the school community is extremely important to the PSA. Communication opportunities utilised in the period covered by this report include:

- Regular communications with Jo Davies (Head) and Gary Papworth (Deputy)
- Half-termly open PSA meetings (on Zoom and in-person).
- Emails via ParentPay, messages via Class and Volunteer WhatsApp groups
- Queen Eleanor's PSA Facebook page announcements.
- Continued use of "Sign Up" web platform to engage volunteers

The PSA coordinates the organisation of the class reps and manages a Class Reps WhatsApp group for sharing of messages. We are very grateful to everyone who volunteers for this role, which also includes purchasing staff gifts. They are an invaluable support to families as well as supporting the school by reminding families about what's on each week!

## PSA Activity Summary - Autumn and Spring Terms

<p><b>Autumn Term 2024</b></p> <p>Welcome coffee morning for new parents  Break the Rules Day  Christmas Fair  Cauliflower Christmas cards fundraiser  2 x open PSA meetings (Zoom &amp; in person)  Y3 Cake sale with pre-loved uniform</p>	<p><b>Spring Term 2025</b></p> <p>Y6 and Y5 cake sales with pre-loved uniform  Glow Disco for all years  Quiz night, held at Onslow Village Hall  Computer Crowdfunder  Easter Egg for each child  Book Sale and Raffle of Woking FC tickets</p>
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### **Pre-loved activity**

PSA Team members Katy Coeburgh and Sarah Allwork have continued to do a fantastic job of managing our pre-loved activity this year. I would like to put on record my huge thanks for all their hard work and congratulate them on this legacy which means Queen Eleanors can evidence its Green Flag reusing and recycling credentials as well as supporting families and the wider community with low-cost/free uniform and preloved books.

## **Fundraising criteria, achievements and purchases**

The PSA endeavours to ensure funding is spent to fulfil the charity's objective:

- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

The Head Teacher and staff put forward their 'PSA wish list' for review by the PSA committee through the year. Major funding decisions are made by discussion and agreement at open PSA meetings. We have been able to fund a wide variety of items for school this year including:

- Stopwatches and visualisers
- Football kits
- French Theatre group performance at school
- Reptile day - wellbeing.
- 31 new PCs (in progress)

We also have upcoming funding agreed for orienteering day (whole school), swimming hats and our usual funding of leaver hoodies (alongside parental donations) and Y6 leaver party items.

### **Fundraising and activity highlights**

The standout achievement since September 2024 has been our computer crowdfunder. We launched not knowing how well it would do and were amazed and thrilled when we hit our target. This has enabled the school to purchase 30 new PCs plus a PC for the teacher's workstation which has been a fantastic achievement. The support from the school and wider Guildford community was heart-warming.

The other highlight was the Christmas Fair. This has not run for many years and again we didn't know how well supported it would be. It was an amazing success and hopefully it can become a firm fixture on the calendar as not only a great fundraiser but also a lovely community event.

The Treasurer's Report provides a full breakdown of monies raised, costs and purchases for the year.

We have also been successful in achieving sponsorship for the first time through Seymours Estate Agent (£950 a year in return for a banner on the fence). As well as sponsorship from Seymours and a local building company for our Summer Fair bar and bouncy obstacle course. We have applied for the Tesco Blue Token scheme and are waiting to hear if we have been accepted. Seymours' £950 will be used to fund an item for the sensory area.

### **Future Plans and Considerations**

Upcoming events for the Summer Term include a raffle (online for the first time), Summer Fair, including Mufti day for donations, Y4 Cake Sale and end of term events including Year 6 Production bar, Y6 Leavers party, Y3 Transition evening and refreshments at QE Sports Day.

The PSA is planning to earmark remaining money from the Crowdfunder that wasn't spent on the PC replacements (once Gift Aid received) to start a 'computer fund' that can be added to each year to enable the ongoing replacement of PCs in due course, alongside normal school funding streams.

### **Thanks and appreciation**

**Staff:** I would like to put on record our thanks to Jo Davies and Gary Papworth for all their support and responding to emails at all hours of the day and night! Thanks also go out to the wonderful office team who have to be involved in all our activities and events and are always helpful and kind with all the requests we make to them. Thanks also go to Sara and Carleen behind the scenes dealing with the finances and invoices in coordination with our Treasurer. And to Gerard Harrington, school caretaker, who is always cheerful and helpful with whatever we ask of him and especially for his wonderful work in the ICT suite; building new workbenches and paint refresh!

**Volunteers and donations:** Our school community relies on all our members to help as much as they can with events and fundraising activities. We are very grateful to each and every volunteer, families and staff, who have helped to plan and deliver our events, to those who have volunteered on the day and/or contributed prizes and other items to make the past academic year a great success.

We are also indebted to the local businesses for their generosity in donating raffle prizes and for new sponsorship.

Thank you to Dom Tait for giving his time to be a great quizmaster at our February Quiz Night.

Thank you to our preloved heroes Sarah Allwork and Katy Coeburgh! And I would like to thank the whole team for being amazing; for supporting our activities with energy, care and a sense of humour! Thank you to Sarah Sawyer for being a fantastic treasurer, dealing with all the detailed work of expenses, invoices and tracking our money and working closely with the school too. Thank you to Sarah for agreeing to stay on as Assistant Treasurer.

As this will be my last Chair's Report I would like to put on record how much I have enjoyed the role and the privilege of supporting Queen Eleanor's as the chair. It has been wonderful to be part of the team, making sure all our children have a great school experience, securing resources for the school and bringing together the school community. I wish the new team every success from September!

## **PSA Core Team requirements**

The legal requirement is to have at least one named person to fill the role of 'Chair'. At a minimum, our charity requires 2 named trustees. Without these two trustees, the PSA would have to be dissolved and could no longer run events and fundraise for Queen Eleanor's Church of England Junior School.

The minimum requirement of the Chair's role is to oversee the charity, hold a minimum of three meetings a year, hold an AGM and be the point of contact with the school. The role of chair can be shared with more than one person, with the title becoming 'Co-Chair' for each member. The roles of Treasurer and Secretary are essential roles to complete the committee functions.

The Treasurer is responsible for the financial records, and banking functions. They manage the financial spreadsheets, profit and loss. They prepare the floats, bank cash and report on financial activity at each PSA meeting. They also receive and pay invoices for costs incurred by PSA held events and receive invoices and make payments to QE for items purchased with our raised funds.

The role of Secretary manages our meeting minutes and documentation, keeping track of our plans, actions and commitments as agreed in our meetings. They provide essential support to the Chair during the PSA meetings and the AGM.

In addition, the PSA leadership team relies heavily on its dedicated community of volunteers to help with planning and running events and fundraising activities. The input from staff and families continues to be strong and we thank them for their support.

## **Declaration**

**Signed on behalf of the charity's trustees**

*Anna Deadman*

**Signature:** **Date:** 28 April 2025

**Full name:** Anna Deadman **Position:** Chair of PSA