

*TEAM ORANGE PARENTS*

# ANNUAL REPORT

*OCTOBER 2019 / 2020*



*PREPARED BY*

Kam Phull  
Julie Wright  
Fiona Banks

*PRESENTED BY*

Kam Phull  
Fiona Banks

*PRESENTED ON*  
12th October 2020



*Where we are right now*

# CHAIR'S HIGHLIGHTS



As for most people, this has been a year like no other.

This year's success measures are really about how well we have been able to adapt, protect and keep those vulnerable people in our community safe.

The Coronavirus pandemic has changed and impacted all of our lives and ignoring it is simply not feasible. We wish all of our members, volunteers, children and the school community well during these trying times.

Our year started wonderfully, and we got quite busy during the last quarter of 2019, and began 2020 with renewed optimism and energy.

We delivered our planned events such as Pimp your Pumpkin, and we organised the Christmas Fair (including a Santa's Grotto) - where the Year 6 children were also able to sell cakes at the stalls! In addition, we have continued our regular events such as the Nativity Raffle and Reception Tea Towels. We have also been able to fund much needed resources such as the Reception Guided Books and the Life Education Bus.

We started 2020 with our much-loved tea and coffee refill stations and cake sales, and as a special event for Mother's Day - this year we decided to get creative with plates!

The most wonderful aspect of all the events and activities we organise is that we are always met with such wonderful support from our parents. We thank all our hard-working members, volunteers, parents and children for making it such a pleasure to raise funds for our school.

In addition, we want to extend our thanks to the Hayfield Cross team, and in particular Mr Charteris, who has always shown such positive encouragement. A BIG THANK YOU for your contribution and support.



As March 2020 arrived, we were all asked to lockdown - all events and activities that TOPs had planned for the rest of the year were cancelled. As a team, we re-mobilised mid-September - after approving our COVID-19 restrictions and guidelines with the school. It took us some time to establish our feet and agree how we would continue to work in this new world that we find ourselves in.

It is also important to note, that we each individually had a different lockdown, and we must respect that many of us are struggling and have a lot to contend with at this time. We are cautiously organising activities that highlight a fun element to ensure our children are able to enjoy being back at school and not overly worry about the current climate. We are kicking-off our calendar with our Harvest event, reminding us to be grateful and appreciative - but also to have some much-needed fun!

As our predecessors have noted, gaining active members on TOPs has been an issue - this is particularly challenging from behind a mask and social distancing this year! We do need to actively encourage more of our parents to volunteer for fundraising events, take part in deciding what we fund and identify more innovative ways of raising funds with our school community.

As a key takeaway from this year - we believe it is imperative that the TOPs Committee ensures a change each year to allow for new and fresh ideas from parents that may not previously had an active role. As a team, we must remember to share more what, when and how we do things - to allow an opportunity for new members to join us. In this vein, we have increased our communications, restarted our quarterly newsletters and ensured that minutes are shared with all active members in the forums agreed. We hope to continue improvements in our communications with increased frequency and content that parents want to see, hence improving our visibility.

Since October 2019, we have also been in discussions with the school about what is important to them. Throughout the year - Mr Charteris has constantly named the school canopy project as his absolute priority. With the situation coronavirus brings surrounding social distancing, this outside space has become even more important. We are very pleased to support the school in funding a total of £6,000 towards this initiative. This is an increase of £4,000 from the original committed £2,000.

We are hopeful that the coming year will be exciting, fresh and energised with new ideas! We look forward to seeing you and your families soon; and as always, we thank you for your continued involvement and support.

Sending our love and friendship to all our Hayfield Cross families - be kind to yourselves and each other.

**Kam Phull & Julie Wright**  
Joint Chairs - Team Orange Parents



TEAM ORANGE PARENTS 2018 / 2019

# PREVIOUS AGM UPDATE

# 2018 2019

## HIGHLIGHTS

- Resignation: Joint Chairs and Treasurer.
- Meeting attendance disappointing.
- Small core team of volunteers.
- October 2019 closing balance: £6,820.51
- Ring-fenced funds approved for:
  - School Canopy - £2,000
  - Life Education Bus - £570
- Adopted ParentKind Model  
(accepted by the Charity Commission).

## NEW Committee Members

- Chair : Kam Phull
- Vice-Chair : Julie Wright
- Treasurer : Fiona Banks
- Secretary : Emma Barrow
- Fundraising : Tamla Bryan  
Deb Turner

'...we are the best PA in the world'.

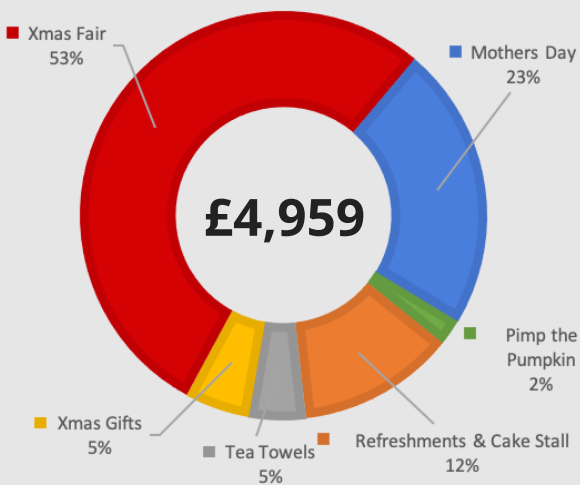
- Mr Charteris

Head Teacher, Hayfield Cross CoE School



# THE BIG NUMBERS

## INCOME % BY EVENT



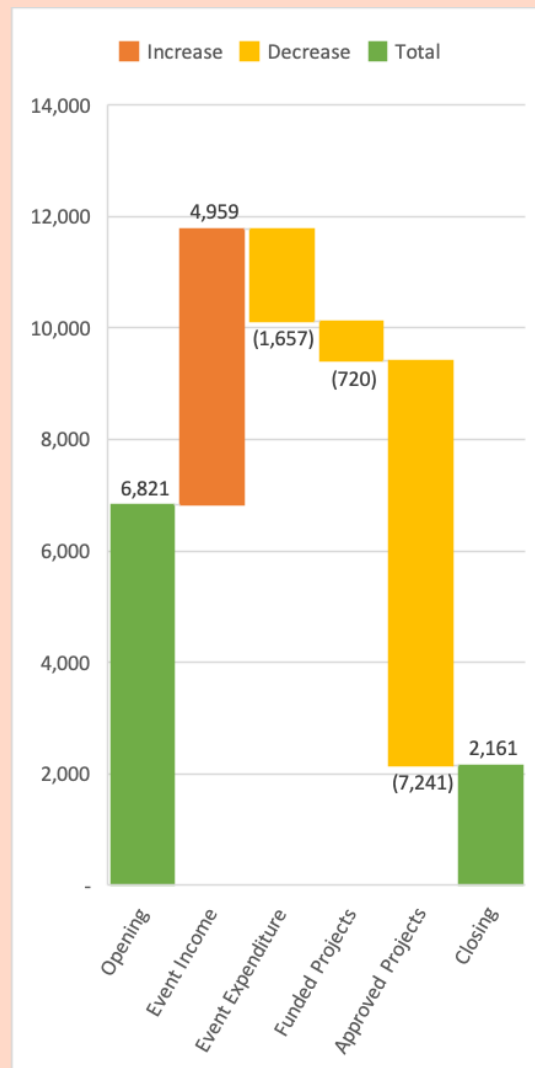
## CURRENT STANDING

In October 2019, the closing balance was £6,820.51. In this financial year we have raised through our events £4,958.73.

As most years, the Christmas Fair is by far our biggest fundraising event - however it is really nice to see that the Mother's Day event was the second biggest financial success of this year.

As you can see from the waterfall chart, we have funded projects totalling £4,424.24. TOPs members this year opted to fund a further £4,000 toward the school canopy project with the understanding that this reduces available funds.

## FINANCIAL SUMMARY 2019 / 2020



During 2020, further funding for projects will need to be closely scrutinised, until we are able to restart our bigger fundraising events and replenish our bank balance.

We have taken the decision to keep a float of £2,000 in the bank, so that we are able to plan and fund large events in the future.

Fundraising will become our key priority for the coming year.



OCTOBER 2019 to OCTOBER 2020

# FINANCIAL REPORT

## TOPS AGM Financial Update 2020

Date : 02/10/20

Date of Previous AGM	18 Oct 2019	
Closing Balance of last Financial Year	£6,820.51	
Bank Balance at AGM - 18 Oct 2019	<b>£6,820.51</b>	
Cash Balance at AGM - 18 Oct 2019	<b>£0.00</b>	Unknown

### Events & Other activities

Date	Activity	Income	Expenditure	Profit
Nov 19	Pimp the Pumpkin	£94.00	£24.81	£69.19
Nov 19	Refreshments & Cake Stall	£266.85	£19.04	£247.81
Nov 19	Tea Towels	£415.50	£271.20	£144.30
Nov 19	Xmas Gifts	£773.70	£610.27	£163.43
Dec 19	Xmas Fair	£2,146.81	£454.74	£1,692.07
Dec 19	Nativity	£145.17	£21.74	£123.43
Feb 20	Refreshments & Cake Stall	£147.20	£0.00	£147.20
Mar 20	Mothers Day	£969.50	£255.12	£714.38
<b>Events Totals</b>		<b>£4,958.73</b>	<b>£1,656.92</b>	<b>£3,301.81</b>

### Other Expenses

Date	Activity	Income	Expenditure	
Dec 19	Parentmail Usage (to school)		£50.00	Admin charge
Dec 19	Year 6 Donation from Fair		£125.00	Tops approved activity
Dec 19	Guided Reading Books		£299.85	Tops approved funding
Feb 20	Guided Reading Books		£99.95	Tops approved funding
Feb 20	Nativity Raffle (to school)		£145.17	Tops approved activity
<b>Other Expenses Totals</b>		<b>£0.00</b>	<b>£719.97</b>	<b>£0.00</b>

<b>Brought Forward Balance</b>	<b>£6,820.51</b>	(Bank Balance + Cash)
<b>Plus</b>		
Total Income	£4,958.73	
<b>Less</b>		
Total Expenditure	£2,376.89	

**Year End Closing Figure £9,402.35**

### Closing Balances

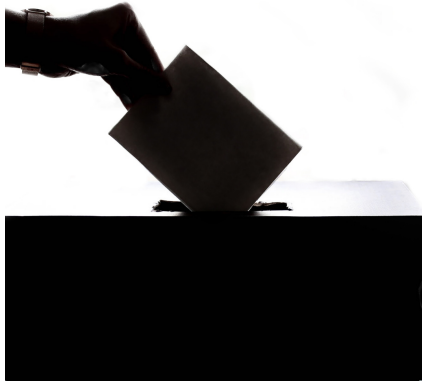
Oct 20	Bank Balance at 02/10/2020	£9,351.24
Oct 20	Cash as at 02/10/2020	£71.74
Oct 20	Difference	£20.63

### Approved Allocated Funds as at October 2020

Date	Activity	Allocated funds
Oct-20	Year 6 Hoodies (2020)	£671.00
Oct-20	School Canopy	£6,000.00
Oct-20	Life Bus	£570.00

**Total Allocated Funds £7,241.00**

**Available Funds £2,161.35**



Annual PROCEDURE

# COMMITTEE ELECTIONS

## NOMINATIONS

All parents have been invited to '**express an interest**' in any of the TOPs Committee Roles.

The closing date for receiving these applications of interest this year was 9th October 2020.

If all committee roles receive an expression of interest before the meeting, only these candidates will be included in a vote.

However, if no expressions are received before the AGM, all roles can be extended to members taking part in the AGM.

## VOTING

In the event that we receive multiple candidates for one Committee role, a vote will be cast. All members that are in attendance at the AGM will be invited to cast a vote, and the result will be declared immediately.

Typically voting is completed in person by ballot box - due to the unique circumstances this year, we will be conducting an anonymous vote online using a tool.



The TOPs constitution remains unchanged, adopting the ParentKind model. All elements of how the charity is managed remains unchanged, including the roles on the committee.

**The roles in the TOPs Committee are as follows:**

- Chair
- Vice-Chair
- Treasurer
- Secretary
- Fundraising

Please note, a role may be shared by a maximum of two candidates - if both candidates are in agreement to do so.



# TOPS ACTIVITIES

## REMAINDER OF 2020

### Living with CORONOVIRUS

TOPs are currently working under the same restrictions as all parents. Guidelines for our activities have been shared and agreed with the school, therefore limiting how we execute our events. TOPs are working hard to continue to inject some fun activities into school whilst still ensuring we are taking the current climate into careful consideration.

### Key CONSIDERATIONS

COVID Restrictions & CHANGING GUIDELINES

ADAPTING TO CHANGE

Frequency of Events & APPROPRIATENESS

GAUGE PARENT SUPPORT AND FEEDBACK ON EVENTS

IMPACT of COVID-19 on our Families

REDUCE IMPACT ON FAMILIES THAT ARE STRUGGLING

Fun-filled & SAFE

SEEKING THE FUN-FACTOR TO ALLOW CHILDREN SOME LIGHT RELIEF

WHILST FOLLOWING SAFE GUIDELINES AT THIS DIFFICULT OF TIMES







# SHORT-TERM PLANNING

At present TOPs are very much taking each day as it comes - especially coming into winter. We are very much working on short-term projects in case we do see further lockdown or school closures.

Although we are trying to do as much as we can online and without a physical presence - some of the more fun and interactive activities can still be done in a safe way. We are very much looking at planning up to the next two events at one time.

## **OCTOBER Events:**

Guess the name of the SCARECROW

Guess the weight of the PUMPKIN

## **NOVEMBER Events:** [Investigating and Planning]

TEA TOWELS for Reception children

BONFIRE NIGHT Competition

## **DECEMBER Events:** [Evaluating & Reviewing]

Christmas RAFFLE

...fundraising ideas are currently under consideration.

*TEAM ORANGE PARENTS*

# GET INVOLVED

*SUPPORT OUR SCHOOL*

## NEXT MEETING

6th November 2020  
@11am [ZOOM]

Please note, we try to schedule bi-weekly meetings to ensure that the team is abreast of activities and events. These meetings are always scheduled and agreed during the previous meeting.

## CONTACT US

e: [TOPs@hayfieldcross.org](mailto:TOPs@hayfieldcross.org)

*TEAM ORANGE PARENTS*

THANK YOU