Chair's Annual Report

PRESENTED BY:
KARISHMA GOHIL
PTA CHAIR

TREASURER
LYN DAVIDSON

Welcome & Opening

Friends of Ryefield was founded in 1984 by Miss Pike, Headteacher of Ryefield

Who Are We?

We are an independent charitable organisation and like all charities, are governed by the Charities Commission.

Why It Matters

Our funding supports a community and provides financial support to Ryefield children.
The team that currently runs the PTA are a passionate group of women from diverse backgrounds, who bring a wide range of experience and commitment making what the PTA is today!

Meet The Commitee

We are a group of school mum's across Year 3 to Year 6. With most of us working full time but also supporting with school events as dedicated volunteers in our spare time



Karishma Gohil
Chair



Caroline Carr
Vice Chair



Lyn Davidson
Treasurer



Emily Atunes
Secretary



Ambreen Afshan
Commitee Member



Sarah Mcgee
Commitee Member

Our Events 2025

We try and provide Ryefield's children a widevariety of events throughout the year.

This includes Happy's Circus which was booked two years in advance to get a big top on site!

Netball Refreshement Stall	Mothers Day Shop	Fathers Day Shop
Happy Circus	Friendship Disco	Halloween Disco
Leavers Disco	Ice Cream Shop	Panto Tickets
Fireworks Tickets	School Lottery	Rounders Refreshement Stall

Our Events

















A selection of some of the annual school events we successfully run

How We Supported The School

Key Stage 1

Santa Gifts for all KS1 children

Key Stage 2

Free entry to leavers disco for year 6
Leavers Funday fully funded

The Whole School

Classroom Fans
School Christmas Panto

Our Challenge

We have really enjoyed running events for the school, seeing how much joy it brings to the children at Ryefield and the wider community, from all our successful events

Support

Events like these can not be run with volunteers!

Do you have ideas on what events we could do?

Can you commit some time to help us grow?

Communication

Communication hasn't been consistent at our school events.

Forward planning to prevent last minute challenges with vendors

Working around school hours

Treasurer's Report

Event Profits

- Ice Cream Shop - £301.96
- Happy Circus - £347.83
- Netball Shop - £288.07
- Father's Day Shop - £954.30
- Friendship Disco - £715.78
- Leavers Disco - £539.01
- Halloween Disco - £605.87
- Christmas Faire - £1,124.57
- Other Income - £1,399.60

Total : £6,276.99

Loss Made From Events

- Mother's Day Shop - £746.80
- Leavers Fun Day - £957.19

Total Loss : £1,703.99

Outgoings

- Donations - £2,135.60
- Misc Expenses - £981.99

Total : £3,117.59

Net Profit / (Loss): £1,455.41

The cancellation of Party in the Playground resulted in the reduced profit against 2024, where it was the largest fundraising event.
All Donations go to Ryefield Primary School to assist in the provision of facilities or items for education at the school not provided by statutory funds. The charity remains in a strong financial position, providing flexibility to manage future events and to begin investing in longer-term fund-raising projects.

Plans for 2026/2027

2026

Halloween Disco
Panto Tickets
Christmas Fair

2027

Friendship Disco
Mother’s Day shop
Father’s day shop
Leaver’s Disco
Ice Cream Shop
Party In The Playground

New Role Election

Chair & Vice Chair

- Prepares for meetings (with the Secretary)
- Invites committee members, parents, and staff to PTA committee meetings
- Suggests items for the agenda
- Identifies outstanding items from the last meeting
- Sets the ground rules for meetings, and makes sure they are inclusive and efficient
- Delegates tasks to other committee members and volunteers, and checks they're completed
- Liaises with the school, and requests a'wish list' for the PTA committee to use when deciding which projects to fund
- Ensures the committee fulfils its role in respect of the governance of the association as set out in its constitution – for example, holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed if the PTA is registered as a charity
- Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee as per your PTA's constitution
- The PTA Chair cannot make decisions alone: all decisions must be made by the whole PTA committee

New Role Election

Treasurer

- Keeps accurate, up-to-date financial records
- Presents financial updates at each committee meeting
- Manages the PTA bank account
- Arranges changes of signatories on the association bank account
- Ensures all bank cards, cheque books, and paying-in books are accounted for and obtained from any individual leaving the PTA
- Ensures best practice procedures are followed for counting and banking money after events
- Makes approved payments
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members
- Completes the relevant Charity Commission's annual return if your PTA is registered as a charity
- Ensures committee members have read a copy of your association's insurance policy summary, which should detail cash cover, and that they adhere to any guidelines contained in the document

New Role Election

Secretary

Prepares for meetings (with the PTA Chair)
Takes minutes at meetings, recording attendance, action points, decisions, and proposals
Circulates approved minutes, along with a reminder of any actions agreed
Maintains association records
Makes sure the association is GDPR-compliant
Updates trustee details with relevant charity commission (as appropriate)
May be a signatory on the PTA bank account (along with at least one other committee member)
Handles the association’s correspondence

New Role Election

Commitee Members

- Help with planning, voting, coordinating volunteers at events, recruiting new parents, getting donations, advertising, etc.
- A good introduction to your PTA's committee for those who wish to be fully involved in the association, but perhaps don't want to commit to an officer role.

Thank You For Your Attention

CONTACT US FOR MORE INFORMATION

PTA
FRIENDS OF RYEFIELD