



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day	Month	Year		Day	Month	Year
	1	9	2018		31	8	2019

## Section A Reference and administration details

**Charity name** Elmtree Infant School and Nursery Parent Teacher Association

**Other names charity is known by** Elmtree Friends and Family (EFF)

**Registered charity number (if any)** 1055535

**Charity's principal address**

Elm Tree Hill	
Chesham	
Buckinghamshire	
Postcode	HP5 2PA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nicola Kent	Head Teacher		
2	Samantha Slator	Chair	11.3.2019	
3	Isabelle Hatfield	Vice-Chair	11.3.2019	
4	Louise Hall	Treasurer		
6	Lauren Kempster	Secretary	11.3.2019	
7				
8				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

EFF does not employ any staff.

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document Constitution

(eg. trust deed, constitution)

How the charity is constituted  
(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

Association
Elected by members of Elmtree Infant School and Nursery Parent Teacher Association at the Annual General Meeting

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The object of the Association is to advance the education of pupils in the school. In furtherance of this object the Association may:-

- Develop more extended relationships between the staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the school representative (headteacher or other) shall from time to time determine.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We are a small charity working to advance the education of the pupils of Elmtree Infant and Nursery School in Chesham, Buckinghamshire.

This is done primarily by providing funds raised via various events throughout the school year. EFF also provided voluntary assistance in different school events for recreational and educational purposes.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

EFF relies entirely on parent and staff volunteers and has enjoyed active support throughout 2018-19 from Committee members, including the Head Teacher Mrs Kent.

Representatives for the Nursery and each class in school have led and actively supported different events throughout the year. Many other parents have also volunteered their time and talents to make sure that the different EFF events and fund-raising activities were successful.

In addition, EFF organised volunteers throughout the year to support Elmtree activities including packing donations for Harvest hampers for the school's neighbours, providing help and food for the children's Christmas parties, street collecting with the Rotary Christmas float, the Carnival and providing refreshments at the Year 2 Leavers' concert.

Special thanks go to:

- Jade Rance for her role as chair for the first half of last academic year as well as her time as chair during the academic year 17-18. Jade was very committed to her EFF role and put in a huge amount of effort during her time as chair.
- Charlotte Fry for her role as vice chair for the first half of last academic year. Again being a great supporter of the EFF.
- Elmtree teachers, nursery staff and other staff members who all gave their time to help at the school fayres.
- Elmtree staff Kate Brazier, Rob Lenny & Lesley Chapman for their relentless assistance and support with all EFF events.
- Jane Gammell for her tech support, re messages on the screen in the hall.
- Mrs James for attending the Christmas fayre with the singing club.
- Sainsbury's for donating £60 towards our Harvest hampers, donating pizza's for the school disco's and for giving us a reduced rate on pizza's for the fayres.
- Rotary Christmas Float volunteers, especially Chris Platt in his special role, along with Tony Pearson for the grotto.
- Mr Birrell for his special role at the school Christmas parties
- Ana Rainbow for kindly providing the February & nursery discos at a discounted fee.
- Tom Martin who volunteered to be the Quiz Master at our quiz night
- Waitrose to supplying cheese at a reduced rate for the quiz night. As well as the Marlow Cheese Company for donating cheese for the quiz night.
- Zarah and Nazish for making the Asian food at both the Christmas & May Fayres.
- Zarah for donating all of her mehndi art takings from the Christmas & May fayres and one coffee morning.
- Debbie & Talia Saunders for always offering their time for free to run the face painting stall and every fundraising event.
- George from Sound Supply Events for donating all of his takings from his photobooth at the May Fayre.
- Mary McPhillips from the Chesham Sweet Shop, for supplying sweets for the May Fayre at a reduced rate.
- David Hatfield for supplying tables from the Youth Club for us to use at the May Fayre.
- Louise Hall, Sophie Sharman, Jade Rance, Debbie Saunders, Talia Saunders & Charlotte Fry, who worked incredibly hard to ensure Elmtree was very well represented in the walking float at Schools of Chesham Carnival 2019.
- Louise Hall and Helen Lambourne for representing Elmtree at the carnival meetings, for organising the Schools' of Chesham Carnival raffle & the sponsorship for the carnival on behalf of Elmtree.
- Local businesses and parents who donated raffle prizes, advertising boards (Sovereign Estates)
- Jane MacBean for her support throughout the year, in particular the Carnival & Fayres. Jane MacBean, within her capacity as Major, also donated money towards the harvest hamper collections.
- Jane Dodd, Town Crier, for her attendance at the Christmas Fayre.
- The nursery and class reps for their continued support at all of the events.
- Louise Hall for her many years of volunteering as both class rep, Secretary and Treasurer of EFF. Her contribution to EFF has been invaluable due to her time and dedication, which has been tireless over the years.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

EFF Fund-raising and other activities:

EFF Committee, class and nursery representatives and volunteers worked consistently hard throughout 2018-19 to organise fund-raising activities.

EFF made sure that fund-raising events were also great fun for the children. Highlights were the Christmas Fayre and May Fayre and the School and Nursery Discos. The May Fayre was extremely successful raising just over £300 more than last year's net figure. The Quiz Night was a great social event for parents & friends of Elmtree. This year we trialled a new fund raising event which was our Silver Smarties Challenge. This was very successful with many Elmtree children taking part. The net figure raised was £278.97. The Easter Stay and play & the Summer Tuck Shops were very successful & were a fun way for the children to sign off from school. The end of year Nursery Party was enjoyed by all who came. Tremendous effort was put into the Elmtree contributions to the Schools of Chesham Carnival 2019, including organising the raffle, the bottle line-up for our bottle contributions, the Carnival sponsorship and the walking float.

#### Contributions made to Elmtree by EFF

In 2018-19, EFF made a commitment to subsidise the cost of all school trips, ensuring that parents were not paying more than £7 per child per trip. During the year the children enjoyed visits to College Lake (Reception), Odds Farm and Ashridge (Yr1), Roald Dahl Museum & Whipsnade Zoo (Yr2). The EFF paid for Maths & Science Workshops, Butterflies for Nursery & Reception to enjoy. In addition, EFF paid for a visit to the Nursery from the Petting Farm.

EFF also paid for £2000 towards the new interactive whiteboard for Nursery. The EFF were able to purchase new water trays for Nursery & reception.

Other exciting experiences to which EFF contributed included:  
Christmas gifts for all school and nursery pupils and Christmas parties, including paying for party entertainers  
12 eggs, an incubator and 'chick house'  
The Elgiva Theatre Pantomime for a Christmas treat.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

EFF has no formal reserves policy in place.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The gross total of funds raised during 2018-19 was £9716.29 and we were delighted to raise £2353.88 at our Christmas fayre as this was the most that had ever been raised. The events at which the most funds were raised were:

May and Christmas Fayres  
Chesham Schools Carnival 2019  
Rotary Christmas Float  
School Discos  
Stay & Play, Tuck Shops  
Silver Smarties Challenge

## Section F Other optional information

None

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Samantha Slator & Nicola Kent

Position (eg Secretary, Chair, etc)

Chair & Headteacher

Date

2 October 2019