

*A Parent's Guide to*  
**ST JOAN OF ARC SCHOOL  
PARENTS ASSOCIATION**

**WELCOME TO**



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## INTRODUCTION

### Welcome to our school

This booklet has been compiled by the St Joan of Arc School Parents Association (commonly known in the playground as the PA) especially for you, as a new family joining our school community. We realise it can be strange and a little nerve-wracking starting at a new school and there always seems to be so many questions to ask. Or perhaps your family has been at the school for a year or more, but would like to find out more about the PA. This booklet aims to provide you with information about the PA to help you understand more about what it does, and how it can enrich your child's and your school experience.

If you have any questions that remain unanswered, please contact us by email at [sjoacommittee@gmail.com](mailto:sjoacommittee@gmail.com)

### Why do we have a PA?

We are proud to say that we can trace our PA history back over 20 years. Many of the people who were committee members previously still help us out in a number of ways today. Some of our staff too, who have had children at our school who are now adults were also part of the PA. As you can see we are a very close-knit community.

At St Joan of Arc School, we count ourselves very fortunate to have a PA that is, and has been, an integral part of the school community for so many years. In its time the PA has raised tens of thousands of pounds, which have been spent on equipment, events and resources to enhance our children's education experience and the school's facilities. More recently, during the COVID-19 pandemic, the PA was able to raise a record amount of over £59k, thanks to the generosity of the families and other community members, which helped bridge the funding gap created by the pandemic challenges.

Our PA is about much more than simply fundraising though. The PA exists to provide closer links between home and school and it aims to bring staff, parents and friends together socially in support of the school, working towards a common goal. Taking part in the PA is great fun too – just ask any of the Committee members or PA helpers. As in any organisation, we have experienced some challenges but with the continued support of parents and staff, our PA has always succeeded in its efforts.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the PA when their child joins our school, and because of the strong ethos and diversity of our school community, we aim to organise a variety of activities and events that are inclusive and appeal to all.

### What the PA is not

It is important to clarify that anything to do with the running of the school, its procedures and the children's education is not the remit of the PA, but the responsibility of the Headteacher and school leadership team, plus the school governors.

The school leadership team and the governors run once-a-term sessions called Parent Forum where parents can ask questions and make comments regarding the running of the school and its educational provision.

## STRUCTURE OF THE PA

Everyone with one or more children at St Joan of Arc School is automatically a member of our PA, and we welcome each member to help out in whichever way they can. Below is a brief overview of how our PA is structured. If you would like to see a copy of our full constitution, please contact one of the committee members.

### The PA Committee

Our PA committee consists of, at a minimum, four Officers: Chair, Vice-Chair, Treasurer and Secretary. These key roles are automatic trustees of the charity and have overall responsibility for the smooth running and reporting of the PA. We may also have other additional roles: Vice-Treasurer, Minute Secretary, and Parent Representative, and some of the four main roles may be shared amongst two parents, such as co-chairs, co-treasurers, etc.

### PA Volunteers

In addition, there are also many other smaller roles that are key to the success of the PA, for example: Recycled Uniform Stall coordinators, Raffle organiser, Volunteer coordinator, Fête Sponsorship liaison, Class Representatives, as well as sub-committees for each of our main fundraising events. The more volunteers we have taking responsibility for certain small jobs, the less each person has to do, the more sociable the PA becomes, and the more enjoyable everyone finds it.

A list of current PA committee members, class representatives and other PA volunteers is at the back of this booklet. Updated lists are sent out each year after the AGM. If you are interested in joining the committee, an event sub-committee, acting as a class representative or any other PA volunteer role, please do not hesitate to talk to a member of the Committee. At the moment there are four formal Committee positions and many PA volunteer positions open and we could really use the help! A description of the roles is available in the appendix and can be viewed online at <https://signup.com/go/DbngjSV>

### Class Representatives

Our class representatives undertake a very important role. There are one or, preferably, two representatives per year group who provide a link between parents and the PA committee. The support from class representatives is vital when it comes to organising our main events, from selling tickets to organising rotas of help. We really could not manage without them.

They are also key to promoting the social side of the school community. They put together an email list and Whatsapp group of parents in their year group and organise evenings out and coffee mornings or class picnics. They will typically also organise Christmas and end-of-year class gifts for teachers and assistants. If you are not in contact with your Class Rep yet, please write to [sjoacommittee@gmail.com](mailto:sjoacommittee@gmail.com).

## PA MEETINGS

The PA committee calls meetings on a regular basis, usually once or twice a term, which everyone is welcome to attend. Smaller sub-committees also meet as and when necessary, usually to help plan the larger events. Every effort is made to vary the timings of the main PA meetings to enable everyone to attend at least once during the year. Evening meetings aim to appeal to working parents, and morning meetings provide childcare to encourage those with pre-school children to attend. Babies in arms are of course welcome at any time. We will also aim to have a remote meeting via Zoom for those who could not attend otherwise, if there is demand.

### Annual General Meeting (AGM)

Our Annual General Meeting is held in the second half term of the academic year and provides an opportunity for parents to come along and hear in more detail about the work of the PA over the past year, the events we have run, the funds we have raised and how the money has been spent, plus the fundraising goals for the current year. It is also the meeting when we elect our new committee members.

### Coffee Mornings

In addition to the official PA meetings, we also try to run coffee mornings at the school with the aim to provide a chance for parents to get to know other parents, ask questions about the PA events or get guidance if they are new to the school.

In the appendix you will find all the meeting dates planned for this academic year in the PA calendar for 2021-2022.

## HOW WE RAISE MONEY

### Events

Like most PAs, the majority of our funds are raised through the events that we run. In the past, pre-COVID, the PA had four very popular main events:

**International Evening** – This is the first fundraising event in our annual calendar and often coincides with International Week, which the children celebrate within school. This is a fun family evening where we celebrate the fantastic diversity at our school and everyone is encouraged to bring a traditional dish from their country of origin. Starters, salads, mains or desserts are all welcome (although we tend to have too many desserts, so a savoury dish is preferred). If you bring a dish entry is free, otherwise an entrance fee is charged. There is a bar for the adults, and stalls selling fresh popcorn, sweets, soft drinks and glow sticks for the children. There is entertainment for both parents and children, which has varied over the years from children's disco, Mr Marvel, live music, dance lessons, giant bubbles and drumming, to name but a few. If you are able to offer your talents for any events please do not hesitate to contact us!

**Quiz night** – This is the only event we organise where the children are not invited – mainly as they do not need to see how competitive their parents actually are! Teams of 8 have their wits

pitted against each other in a quiz renowned for tough questions and ruthless markers. A fish and chip supper is included in the ticket price, and there is a bar available. There is also a raffle on the evening and a rousing game of Heads n Tails. This event always sells out quickly so keep your ear to the ground as to when tickets go on sale in the playground.

**Barbeque and Auction** – A family event with a barbeque grill, drinks stalls, a raffle, a silent auction and a live auction.

**Summer Fête** – This is the grandest event of the year, when the school opens the doors to the surrounding community and offers a wild variety of activities, games and stalls, including barbeque, drinks, sweets, arts and crafts, jumble sale, bookshop, raffle and many more. Children delight in seeing the school playground turned into a fair and a healthy sum is raised as well.

Due to the pandemic, none of these events could happen in person for a year and a half, but we were able to move some of them online and we also supported the school with their very first Readathon over the Easter term:

**Online Quiz Night** – We ran an online quiz night over Zoom, using Kahoot and featuring additional challenges that the teams could participate in from home to get extra points. The feedback we received was great and we are thinking of incorporating Kahoot into future quiz nights at the school.

**Online Silent Auction** – The annual SJA Auction was moved online last year and was such a success, it will continue as an online event in 2022. Auction lots range from coveted Arsenal shirts to used book sets to everything in between! All donations (new and used) are welcome from parents, carers, friends, neighbours, local businesses and more. The teacher lots always prove to be popular – especially the 'Be a Headteacher for the Day'!

**SJA Readathon** – In the Easter 2021 term, towards the end of the last lockdown, SJA launched its first Readathon, which was a roaring success. The Readathon reignited the love for reading in the children that had naturally somewhat diminished after 2 months at home (in spite of parents' best efforts!). Moreover, thanks to donations in cash and via the online platform the PA set up, the Readathon alone raised nearly £10k!

This year we hope to be able to run all of these events again, bigger than ever, and, in addition, we are looking at organising a new event to replace the Barbecue and Auction, such as a green event for the environment or a sporting event, if there is interest. These events cannot happen without your help, so please contact us ASAP if you would like to help out, have some exciting ideas and would like to be part of any of the event sub-committees!

### Additional fundraising Initiatives

In addition to the main social fundraising events, the PA also raises money in the following ways:

**Recycled Uniform Stall** – held once a month, at pick up and drop off, the Uniform Stall sells second hand uniform items in great condition at deeply discounted prices, ranging from 50p to £2-£3. It is also the best way to dispose of your children's outgrown uniforms, with a guilt free conscience knowing that they will be reused. The Uniform Stall provides a great service for the community and it is great for the environment too, but in order to keep it running, we constantly need help from parent volunteers, firstly to sort and wash the donations, and secondly, to run the stall. Also, it is very important that you donate school uniform items (and house colour tops for Sports Day) ONLY, and that you do not send it anything that is damaged or stained, as this generates extra work for the volunteers.

At the moment, donations are temporarily paused until we can tackle the backlog of past donations. Once they resume, please bring your donations to the school office, or even better, bring your clean and ironed donations straight to the Uniform Stall when it is open. This will save a lot of work and avoid unnecessary washing. Lastly, if you are able to help by taking home a bag to sort and wash, please contact the Uniform Stall Coordinators Leslie and Chiara by Whatsapp or SMS at 07930 421961.

**Cake Sales** – The PA used to hold monthly cake sales together with the Uniform Stall, but during the pandemic the cake sales were taken over by the school due to Covid. In the current format, parents drop off individually portioned cakes in the morning, and at the end of the day, all children bring £1 and get to “buy” a cake from the class shop. This serves as an educational opportunity for the children, who don’t have many chances to handle money these days. The role of the PA in the cake sale now is just to advertise it and to count and deposit the cash afterwards.

**Christmas Cards** – this is a long-standing fundraiser that is back this year after a pause. With the help of their teachers, the children in all year groups make a lovely Christmas design on a special form, which parents can use to order Christmas cards and other printed items to give as Christmas gifts. This year we have used IQ cards ([iqcards.co.uk](http://iqcards.co.uk)) and the expected delivery of the order is the 10<sup>th</sup> of December.



**Christmas Tree Sale** – in 2020 we partnered with an online Christmas tree company who offers good quality trees delivered straight to your home at competitive prices, and they donated to the school a portion of the proceeds. This year, we have continued this partnership and expanded it into a tree sale at the school, selling Nordmann Fir trees in a range of sizes at a competitive price that parents can pick up from the school parking lot on the weekend. And you can grab a mince pie and mulled wine cup as well!

**Christmas Children's Gift Sale (Tea towels)** – Last year a Y2 parent lead a fantastic initiative with the help of the PA Committee to produce custom made tea towels with the children's self portraits. The tea towels turned out beautifully and they raised over £4k!

**The Big PTA Christmas Raffle** – This year we are taking part in the inter-PA Christmas raffle organised by ParentKind. Tickets are only £3 for 12 chances to win £5,000, and 50% of the proceeds will go directly to the PA. Get your tickets before the 13<sup>th</sup> of December at [www.bigptaraffle.co.uk/support/st-joan-of-arc-rc-primary-school-n5](http://www.bigptaraffle.co.uk/support/st-joan-of-arc-rc-primary-school-n5).



**SJA Cookbook** – A few years ago the PA produced an international cookbook with recipes provided by children, and this is an initiative that many parents would like to see again. This is a really fun project and there are many possibilities, such as a baking book, cooking with fruit and vegetables, Christmas cooking, etc.

**Stamptastic** - Stamptastic is the fastest way to name your kids belongings, and the most eco-friendly too. No more iron-on or sew on labels. Stamptastic's magic ink withstands 50 washes on care labels without fading. You can customise your personalised name stamps online and the school will get 15% of your purchase as long as you use the PA code N52UX or the PA's link [bit.ly/STAMPN52UX](http://bit.ly/STAMPN52UX)



**Easyfundraising** – This is a platform that allows you to raise money for the school when you shop online at no extra cost to you. What's not to like? All you have to do is sign up at





[www.easyfundraising.org.uk/causes/stjoapan5](http://www.easyfundraising.org.uk/causes/stjoapan5)

and remember to start your shopping at their website (on a computer, you can get a "donation reminder" that will warn you when a website participates in the scheme, and on a phone, you can download their app). There are hundreds of participating retailers, such as Ebay, Amazon, Marks&Spencer, Clarks, John Lewis... and you can even raise money when you do your grocery shopping online with Sainsbury's, Ocado, Waitrose and others. Over the past couple of years the school has already received over £2,500 from Easyfundraising with only 150 members. Imagine how much we could raise if everyone at the school participates! So please sign up and use it, you will be making a big difference. In addition, Easyfundraising will donate an additional £15 for everyone who signs up during November, so please do not miss that offer!

### GoFundMe, PA Subscriptions and Gift Aid

We raise money in other ways too, and direct donations from parents in the form of a PA subscription ("PA Subs" – see form in appendix A7) and through our online fundraising page at GoFundMe (<https://www.gofundme.com/f/SJAcommunityfund>) are extremely important. As a Voluntary Aided school, the state only funds 90% of the costs of running the school facilities and St Joan of Arc is required to raise the remaining 10% from donations. In the past, there was a separate request and a suggested donation of £30 per family to the Building Fund, but this has been replaced with GoFundMe and the PA subscriptions.



In addition, these are currently the only donations we receive for which we can reclaim the tax via Gift Aid. As our PA is a registered charity we are able to claim back tax from the Inland Revenue from donations made to us out of your earned income. In the past this Gift Aid has boosted our funds considerably.

If you are a UK taxpayer, we are able to claim an additional 25p for every pound that you donate to our PA. The procedure for this is very simple. If you are donating via GoFundMe, please make sure you tick the two boxes confirming that you want us to claim gift aid and you are an UK taxpayer. If you make a direct donation to the PA account or via PA subs, you can sign the PA Subscription Donations form attached (this only has to be done once whilst you are at school) to confirm you are a UK taxpayer. The declaration can be cancelled at any time. Following this, every time you support the PA with a cash donation or if you support a sponsored event, the PA can claim the Gift Aid on your contribution.

**Corporate Matching** – Many companies offer their employers a donation matching program. Our PA is a registered charity (registration number 1107718), and we are eligible for corporate matching so please check with your employer to see what they can offer and you might be able to double the impact of your donation!

### Links with local businesses

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. Many of our local shops are very generous providing donations for raffle prizes, auction items, etc. and some have taken part in our Christmas and summer fairs. However, the pandemic was a very difficult time for businesses as well and some of them have temporarily paused their contributions. We hope that we will be able to resume some of these collaborations, such as Portico who donated an Ipad to the school raffles and Knight Frank estate agents who sponsored our Summer Fête in the past – both with advertising boards distributed around Highbury before the event and with their presence on the day.

As you can see, the PA has always something going on. We have something for everyone and we try to respond to the children's and parent's requests. Therefore, we always welcome ideas and suggestions, but more than anything, we need a strong team to be able to deliver on our initiatives. Only with your contribution, big or small, can we make all of this happen. It is so heart-warming to see the children having fun at the events, or enjoying using a piece of new equipment that the PA has donated. So do not hesitate and come to one of our meetings, sign up at <https://signup.com/go/DbngjSV> or email us at [sjoacommitee@gmail.com](mailto:sjoacommitee@gmail.com) to see what we need help with at the moment.

## HOW THE MONEY RAISED IS SPENT

Following a fundraising event the money is banked straight away. Ms Campbell, the Headteacher, will have a 'wish list' of items that the school would like the PA to consider funding depending on the current needs. Sometimes this will be as a result of the children asking for something, for example the updated playground equipment a few years ago, which the children were involved in choosing.

At other times it will be for resources to improve a particular area of the curriculum or school environment. In recent years, the PA funds paid for the canopy above the Reception classes outdoor space, to allow them to use it in all weathers, and last year, it allowed the purchase of nearly £30k worth of new, high quality reading scheme books that the school needed to update their reading program and due to the loss of books during the pandemic.



"Tube car" in the playground



School trips paid for the PA

The PA funds are also spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting. Examples of this include the subsidising of the tickets and transport for class school trips, the Y6 leaver's disco and gifts.

The money we raise is usually spent fairly quickly, and always within a year of being donated to the school. That way, you can be sure that in supporting our school, your child(ren) will feel the benefit, along with everybody else.

At the back of this booklet is a list of items donated to the school during the past couple of years and the amounts raised from various events – we think you will be impressed.

This year, the current funding goals include:

- Extending the music provision with a fantastic new external music teacher who will provide recorder lessons for Y2, ukulele lessons for Y4 and music lessons for all year groups, plus a lunch time extra curricular choir. Currently the teacher is coming once a week on Fridays, but hopefully we can raise enough funds to allow him to come twice a week after Christmas.
- Completing the two-year book overhaul at the school with new classroom libraries in each classroom. Each classroom needs new bookcases and a new set of modern books reflecting the diversity of the community which the children will be able to take home to read for pleasure, in addition to their reading scheme books.
- As always, paying for any school trips which will hopefully begin to take place again soon, and the leavers gifts and disco.
- And as a long-term goal, completing the new space at the back of the school, which may become a training kitchen or a new library, this is still being assessed.

## PA COMMUNICATIONS

PA letters and announcements are sent by email and via the Class Reps. They include information on forthcoming events and dates, PA meeting minutes and requests for assistance when we are planning large events. We try to keep our communications concise so please make sure you read them.

Following a PA event, we aim to let you know how much was raised in the next PA meeting and also via Facebook and Class Reps.

We are currently in the process of updating the PA's website, and you will soon find there all the information you need <https://st-joanofarc.islington.sch.uk/pa/>

If you use Facebook, join our Facebook group at: [www.facebook.com/groups/stjofapa](http://www.facebook.com/groups/stjofapa)

For alumni, we also have a mailing list for those who would like to stay in touch, and we invite them to selected events such as the Online Auction and the Summer Fête:

<https://mailchi.mp/e9ed817a4ed7/sja-pa-leavers-mailing-list> (or [rb.gy/mb04i2](http://rb.gy/mb04i2) for short)

Lastly, we would love to produce a periodic PA newsletter, perhaps once per term, so please let us know if you have relevant experience in publishing, copywriting, etc and would like to join the communications team to make this a reality.

### How to reach us

To contact a member of the committee directly please either use the email addresses listed in the appendices, approach one of us in the playground, or email [sjoacommitee@gmail.com](mailto:sjoacommitee@gmail.com). We are always keen to hear from parents, especially those who are not always able to attend the PA meetings. You can also speak to your class rep, who is your first point of contact with the PA.

## HOW YOU CAN GET INVOLVED

There are lots of ways you can help and support your child through the PA.

- Come to a PA coffee morning! Check the calendar in the appendix for the next PA meeting date.
- Sign up for an informal PA role that only requires a couple of hours of your time <https://signup.com/go/DbngjSV>
- Do you have any contacts (e.g. Arsenal or any company that may be interested in sponsoring events at the school) or skills we could use? Everything is potentially valuable.



- Help out at an event, or during the planning process if you're not available on the actual day; this is vital. We are not able to run events unless everyone does their bit. Plus we always need people to help set up and clear up if you'd prefer to join in the event itself, so there's no need to feel that you are missing out.
- If you would like to be more involved on a regular basis you can volunteer to be a Class Representative, take on one of the volunteer ongoing roles, or even stand for nomination as a Committee Member. We understand that the volunteer and committee roles can sound daunting when you first join the PA, but you will be fully supported by the parents who held that role before you.
- Do you feel like you can't help on a regular basis, or you cannot even come into school? There are many ways that you can still help if you have half an hour to spare e.g. washing used uniform, looking up Christmas Card or Cookbook printing companies, calling up/emailing businesses to ask for donations for the auction... We really cannot achieve what we do without this type of behind the scenes help.
- And finally, make a donation (with corporate matching by your employer if available) or share the GoFundMe and Easyfundraising links with your friends and family:

Direct donation: see PA subs form in appendix A7.

GoFundMe: <https://www.gofundme.com/f/SJAcommunityfund>

Easyfundraising: [www.easyfundraising.org.uk/causes/stjoapan5](http://www.easyfundraising.org.uk/causes/stjoapan5)

Please contact us at [sjoacommittee@gmail.com](mailto:sjoacommittee@gmail.com) if you are able to help in any way, no matter how small.

## CHARITABLE STATUS

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as a PA and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Committee members.

Being a registered charity enables the PA to:

- receive charitable donations from local and national companies,
- apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities,
- receive donations made through payroll giving and company matched giving schemes,
- apply for Gift Aid.

### Support from ParentKind

Our PA is a member of ParentKind (formerly PTA-UK), which is a national charity and membership organisation providing support and guidance for all parent associations in England, Wales and Northern Ireland. Our association is one of over 13,000 members in current membership of ParentKind. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all PA run events, support and advice on running the PA plus fundraising ideas and good practice hints and tips. ParentKind also provides us with the opportunity to meet and communicate with other PAs to discuss and share experiences. We receive termly publications and we receive guidance to ensure our events are legal and safe. In addition, we have a valuable resource at our fingertips – [www.parentkind.org.uk](http://www.parentkind.org.uk)



## WHAT THE PA MEANS TO OUR SCHOOL

Since our PA involves the whole school community, we thought you would like to know what others think about our PA.

### From the Governing Body

*"The Parents Association is an essential part of our school, and allows all parents and carers to be actively involved and to contribute to its work. The school governors regularly receive updates on the work of the PA, and how it supports the school in so many different ways, both in terms of enriching the sense of school community, for example by family social events, as well as the enormous impact of fundraising initiatives on curriculum resources. It is very clear from these updates that the work of the PA contributes hugely to the lively and welcoming learning environment that the school provides for children and families."* – The School Governors



### From the children

*"I love it because we can pretend we're on a train" (the underground car on the playground) — Esther, Reception*

*"I think it's a good thing for the school to have a PA as it raises loads of money. I love the school fête as it brings all the school together and I can win prizes and it is great fun too. I really love the Ipads in class as you get to play educational games and practice your phonics" — Cara, Y1*

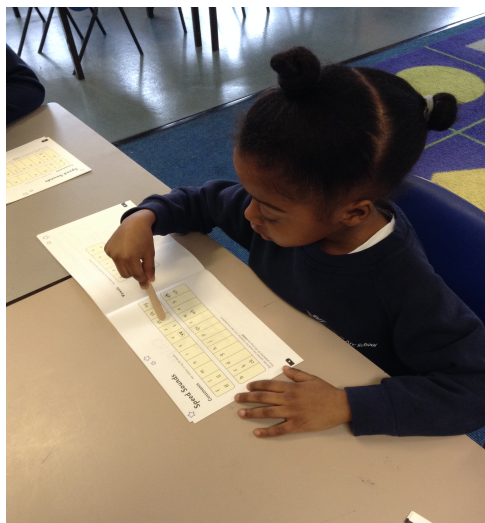
*"The PA is such a good thing because they organise fun events and they bought Ipads that I love to use and lovely fresh and new books." — Cecilia, Y2*

*"I loved the International Evening, it was so much fun, my favourite part was all of the lovely food." — Haven, Y2*

*"International Night was the best! I liked finding a recipe online to make a dish from California, and going on the bouncy castle with my friends! ....I like all the new books we now have to choose from at school" — Mae, Y2*

*"I like the trips like the transport museum and zoo best because then I can explore new places" — Joseph, Y2*

*Should the PA pay for school trips? "Yes, because the whole class will get to enjoy a fun experience together" — Ava, Y4*



### From our Headteacher

And last, but by no means least, our Headteacher, Ms Campbell:

*"I first came to work at St Joan of Arc as a Deputy Headteacher in September 2002 and began my Headship in September 2005. St Joan of Arc is a wonderful place to work and I am fortunate to be surrounded by such a dedicated team of staff, parents, governing body and parishes. Together, we make educating the children an enjoyable and rewarding experience.*

*I have always been impressed with the high level of support and commitment from parents at St Joan of Arc. We are fortunate to have a highly organised committee and parents who volunteer their time so freely to organise events which everyone can enjoy, as well as raise much needed funds for the school. A fantastic amount of money has been raised over the years which has ensured we always have all the resources we need to help the children learn.*

*In these times of austerity, we need the financial support of parents more than ever. In years gone by the Parents Association were involved in grand projects like the instillation of the football pitch and flood lights, the school garden, the new computers in the IT suite, the sound and lighting systems in the school halls, completely upgrading the school playgrounds to include the tree and hobbit houses, and last year the purchase of new reading books for home and school. Now we are relying on the Parents Association to buy the most basic of school resources as our school budget, provided by the Department of Education, has been heavily cut.*



*The Governing Body is responsible for the financial management of the school and are very conscious that we are expected to do more with less funds. The Governors meet every half term as a group and discuss the strategic leadership of the school. They are delighted with the continual financial support provided by the Parents Association and hope that this will continue.*

*The Parents Association are always in need of more volunteers, so if you can spare the time, please let them know.*

*Also, if you have any ideas for fundraising projects please pass these on.*

*I wish the Parents Association continued success with their fund-raising endeavours and thank them from the bottom of my heart for all the work they do."*

— Ms Clare Campbell, Headteacher



Thank you for taking the time to read this booklet. We hope it has been helpful and, now that you know a little more about **your** Parents Association, you will see how rewarding it is to participate and how much it benefits the children at St Joan of Arc. On behalf of all the pupils and the PA Trustees I would like to thank you for your very valuable support, which enriches their learning experience and makes their time in school so enjoyable, and I trust I will see you at a PA meeting or event very soon!

— Pilar Gomez-Alcala, PA Chair

#### ACKNOWLEDGEMENTS

We would like to thank a previous PA committee who worked on the first draft of this document back in 2017, which we completed and updated. We would like to thank Ms Campbell for her support and her contribution to this booklet, the school for printing and distributing this document, David Lake and Teresa Pereira for their contributions and for proofreading, and the parents who provided their children's quotes.

#### DISCLAIMER

This booklet has been compiled carefully and to the best of our knowledge. However, we are human and we cannot guarantee that it is completely free of errors.

#### VERSION

01 December 2021



# APPENDIX

## A1. PA Calendar 2021-2022

### OCTOBER

Fri 1<sup>st</sup> – International Evening

Fri 22<sup>nd</sup> – parents deadline to return Christmas card forms and payments

### NOVEMBER

Fri 5<sup>th</sup> – Uniform Stall (drop off and pick up) and Cake Sale

Fri 12<sup>th</sup> – Annual General Meeting, 8:45AM in the school small hall (enter through reception)

### DECEMBER

Fri 3<sup>rd</sup> – Uniform Stall (drop off and pick up)

Fri 3<sup>rd</sup> – PA meeting 8:30am staff room (Quiz night kick-off)

Sat 4<sup>th</sup> – Tree sale 2-3pm in the school parking lot

Sun 5<sup>th</sup> – Tree sale 12-1pm in the school parking lot

Fri 10<sup>th</sup> – Christmas cards arrive and are distributed to parents

Fri 10<sup>th</sup> – Christmas Cake Sale

### JANUARY

Fri 7<sup>th</sup> – Uniform Stall (drop off and pick up)

Fri 14<sup>th</sup> – PA meeting 8:30 staff room (Quiz night update, Readathon and Auction kick-off)

### FEBRUARY

Fri 4<sup>th</sup> – Uniform Stall (drop off and pick up)

Fri 4<sup>th</sup> – Quiz night 7pm

Fri 11<sup>th</sup> – Cake Sale

Fri 25<sup>th</sup> – PA meeting 8:30am staff room (Readathon and Auction update, new event kick-off)

### MARCH

Fri 4<sup>th</sup> – Uniform Stall (drop off and pick up)

Thu 3<sup>rd</sup> – Readathon kick off on World book day

Fri 18<sup>th</sup> – Cake Sale

Tue 29<sup>th</sup> – PA meeting 8:30am staff room (Auction and new event update)

### APRIL

Fri 1<sup>st</sup> – Uniform Stall (drop off and pick up)

Tue 19<sup>th</sup> – Readathon deadline

Fri 22<sup>nd</sup> – Readathon awards ceremony

Fri 22<sup>nd</sup> – PA meeting 8:30am staff room (Auction and new event update and Summer Fête kick-off)

### MAY

Fri 6<sup>th</sup> – Uniform Stall (drop off and pick up)

Fri 6<sup>th</sup> to Thu 12<sup>th</sup> – Online Auction

Thu 19<sup>th</sup> – PA meeting 8:15pm zoom (Summer Fête and new event update)

Fri 20<sup>th</sup> – Cake Sale

## JUNE

Fri 10<sup>th</sup> – Uniform Stall (drop off and pick up)

Fri 10<sup>th</sup> – Possible date for Auction&BBQ substitute event 6:30pm

Tue 14<sup>th</sup> – PA meeting 8:30am staff room (Summer Fête update)

## JULY

Sat 2<sup>nd</sup> – Summer Fête

Fri 7<sup>th</sup> – Uniform Stall (drop off and pick up)

## A2. Description of PA roles

### CHAIR

The chair's role is to lead the PA in fulfilling it's dual brief of fostering the school community and fundraising for the school, ensuring the PA is run in line with its constitution and according to the wishes of all members.

Responsibilities:

- Setting the dates and agenda for meetings
- Managing meetings according to the agenda and remaining impartial while doing so
- Ensuring meetings are held fairly and contributions from everyone are welcomed
- Writing the annual presentation for the AGM
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively
- Getting to know PA members and welcoming and encouraging new volunteers
- Drawing up the annual PA calendar of events
- Being the PA's primary link to the school, which includes agreeing on a wish list with the school leadership team
- Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary

Skills required:

- Strong leadership
- Enthusiastic
- Good mediator
- Organised

With the generous time and support from the wider school community carrying out the roles listed elsewhere here, the role of PA chair is enjoyable, fulfilling and very much doable. Many hands make light fun work! New volunteers transition into this role with help of outgoing Chair(s) beginning in November each year.

### VICE-CHAIR

The main objective of the Vice-Chair(s) is to support and shadow the Chair(s) in carrying out their duties listed below, with a view to becoming Chair (or Co-Chairs) the following year. New volunteers transition into this role with help of outgoing Vice-Chair(s) beginning in November each year.

### TREASURER

Probably the most important role in the PA: supporting the PA committee in all accounting and financial transactions.

Responsibilities:

- Reporting finances at PA meetings in a clear, concise way that all members can understand
- Preparing a simple financial report for the AGM
- Maintaining up-to-date records of all the PA's financial activity
- Organising floats for fundraising events
- Supporting volunteers to manage floats and cash at events
- Ensuring money is kept safely before and during events, and counting and depositing the takings afterwards
- Reporting income and expenditure information after events
- Managing Gift Aid claims
- Completing the Charity Commission annual return (if registered) and getting accounts audited where necessary
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- Ensuring PA bank cards and cheque books are safely stored
- Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members
- Managing the GoFundMe and EasyFundraising accounts
- Managing the iZettle card payment machine and Stripe account

Skills required:

- Organised
- Good with numbers
- Confident handling money

## SECRETARY

The Secretary's role is to ensure the PA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork.

Responsibilities:

- Working with the chair to prepare for and run meetings
- Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings
- Managing PA correspondence
- Helping the chair in planning the AGM and preparing the annual report
- Taking minutes during PA meetings, typing them up and distributing them to committee members once approved by the chair
- Maintaining the PA's records, including minutes, member contact details and legal documents
- Manage the PA's Charity Commission account.
- Note: new PA committee to decide when committee meetings take place (AM or PM), so there's flexibility here to shape this role.

Skills required:

- Motivated
- Strong communicator
- Fast and accurate note-taker

## NOMINATION PROCESS FOR THE FORMAL ROLES

Up until the November AGM, you may nominate yourself or someone else to be chair, vice-chair, secretary or co-treasurer by sending an email to [sjoacommittee@gmail.com](mailto:sjoacommittee@gmail.com). Two people can share the load of the roles. At the 12th November 2021 AGM, nominations will be confirmed and voted on. Hand-over will start after AGM, with the first event run by the new PA

committee being the Quiz Night in February 2022. **UPDATE: Unfortunately, we didn't receive any nominations by the deadline but any nominations received will be confirmed in the next PA meeting on December 3<sup>rd</sup>.**

A3. PA Committee Members – contact list

Chair - Pilar (Y2 Parent) [sjoacommittee@gmail.com](mailto:sjoacommittee@gmail.com)

Vice Chair – position vacant

Co-Treasurer – Aine (Y4 and Y1 parent) [sjoatreasurers@gmail.com](mailto:sjoatreasurers@gmail.com)

Co-Treasurer – Lauren (Y1 parent) [sjoatreasurers@gmail.com](mailto:sjoatreasurers@gmail.com)

Secretary – position vacant

A4. Class Representatives – contact list

NURSERY

Angela        [sanchez\\_angela10@hotmail.com](mailto:sanchez_angela10@hotmail.com)    7930635764

RECEPTION

Timnit (RA & RB)    [togbaghiorghis@gmail.com](mailto:togbaghiorghis@gmail.com) 7738308233

Courtney (RA & RB)

YEAR 1

Chiara (1C)

Dora (1D)    [dora.k@windowslive.com](mailto:dora.k@windowslive.com)    7597705456

YEAR 2

Sophie (2E)    [sophiewwhitehouse@gmail.com](mailto:sophiewwhitehouse@gmail.com)    7541355213

Teresa (2E)    [tkpereira@yahoo.com](mailto:tkpereira@yahoo.com)        7585125429

Niki (2F)        [nikibarnett@yahoo.ca](mailto:nikibarnett@yahoo.ca)        7957642290

YEAR 3

Bridget (3G) [bridgetkane.uk@gmail.com](mailto:bridgetkane.uk@gmail.com)    7702862535

Mizan (3G & 3H)

Sam (3H)

YEAR 4

Christina (4I & 4J)    [christinaluke@hotmail.co.uk](mailto:christinaluke@hotmail.co.uk)

Aine (4I & 4J)

YEAR 5

Shannon (5K & 5L)    [shannon.cozzolino@gmail.com](mailto:shannon.cozzolino@gmail.com)

YEAR 6

Gloria (6M & 6N)    [gloriavalerio@hotmail.co.uk](mailto:gloriavalerio@hotmail.co.uk)

## A5. PA volunteers

Note: to sign up for any of the roles below, go to <https://signup.com/go/DbngjSV>

### ALCOHOL LICENSE – Gloria

Organise the alcohol licence for the 4 annual school events

### ART WEEK VOLUNTEERS

Are you artistic? Help to organise activities with teachers to raise awareness about art among children on a week chosen during the school year.

### BEER AND WINE – **VACANT**

Purchase beer and wine for some or all of the school events. May be combined with the Makro/ Booker run.

### CASH AND CARRY SHOPPER (Markro/Booker) – Jana, **3 spots VACANT**

If you have a car and can spare time on 1 to 4 days of the year, this is a straightforward role. M You will be given a shopping list including quantities (sweets, drinks, napkins, crisps etc) to purchase from Makro/Booker ahead of the three or four main events each year, listed below. Load up the car then unload into the PA cupboard and shed in the week of the event:

- International Evening in October,
- Quiz in February,
- Possible new event in May/June,
- Summer Fête in July

### CHRISTMAS CARDS/GIFTS ORGANISER – **VACANT**

Organise Christmas cards and/or Christmas gifts order with an online company. (this year we used [www.iqcards.co.uk](http://www.iqcards.co.uk)) Liaise with the school PA contact to distribute forms to classes and collect children's drawings and completed forms. Collect payment (online) from parents, place the order with the company and coordinate with the school to distribute the items once they arrive.

### CO-LEADS FOR USED UNIFORM STALL – Leslie and Chiara

A wonderful stall for the school community that is great for the environment too! Set the dates for the Uniform Stall together with the PA Committee. Organise and filter donated uniforms ahead of the stall date. Make parents aware of upcoming stall dates via class reps, Facebook and SMS. Round up volunteers via class reps, Facebook and the Uniform Stall Whatsapp group. Lead the volunteer team in setting up, pricing and selling uniforms on the day.

### COFFEE MORNING LEAD – **VACANT**

Organising coffee, tea and biscuits for the PA meetings/coffee mornings.

### COMMUNICATIONS TEAM – Pilar, **2 spots VACANT**

Check the PA Dropbox for past email communications to parents, for events, etc. & update them as needed to pass on to various event co-ordinators. Write brief PA announcements for school newsletter. Work closely with volunteer co-ordinator to communicate recruitment needs. Co-ordinate with Social Media and PA Website volunteers.

#### EVENT POSTERS – **VACANT**

Design posters for the PA events, or amend details of existing posters. Organise to print them and coordinate with Mr Campana, the school caretaker, to laminate and hang them. Useful skills: Artistic inclination, graphic design or art background would be ideal.

#### EVENT SHOPPING LISTS – **VACANT**

To update and maintain shopping lists ahead of the 3-4 PA events, which takes between 3-5 hours per event. Shopping requirements for each PA event are already known, so it is a simple spreadsheet update before the event. After the event, the shopping list volunteer will update the list with the inventory leftover from the event and make note of any shortfalls (i.e. not enough plates). This volunteer will communicate directly with the Inventory volunteer and the Makro Shopper volunteers. By splitting the process into 3 roles, it makes getting inventory quick and easy for everyone.

#### FOOD COORDINATOR FOR QUIZ NIGHT – Tizziano, **1 spot VACANT**

Book and manage food delivery for February's School Quiz. Traditionally fish & chips.

#### INVENTORY OF CUPBOARD & SHED LEAD – **VACANT**

If you can spare an hour or so on 4 days per year, this is a straightforward role. Ahead of each of the main PA events, we need to take an inventory of our PA cupboard and shed in order to inform the shopping list needs (carried out by another volunteer). Make a note of what we have in the cupboard and pass it onto the person updating the list et voila! Bring a friend for some company and a speedy finish!

#### ONLINE AUCTION SUB-COMMITTEE – **VACANT**

Organise the Online Silent Auction, which will take place in Spring 2022. Send requests for pledges from businesses and families, gather auction lots, prepare the website and process the winners. You will be supported throughout by the PA Committee.

#### PA SUBS AND GoFundMe ORGANISER – **VACANT**

Update subs letter and GoFundMe each year, gather PA subs from office to submit to PA Treasurers.

#### PA WEBSITE UPDATING/PLANNING – **VACANT**

Liaise with the school's IT company to update the PA website periodically.

#### QUIZ WRITER – Jana

Do you love a pub quiz? Be our resident quiz writer for the February school quiz.

#### RAFFLE COORDINATOR – **VACANT**

Source 10 raffle prizes for each of the 4 main school events, coordinate selling tickets and calling the raffle at the events (or source someone who can in your absence).

#### SCIENCE WEEK VOLUNTEERS – **VACANT**

Do you work in a science field? Help organise activities with teachers to raise awareness about science among children on a week chosen during the school year. Up to 1 volunteer per year group.

### SOCIAL MEDIA LEAD – Lauren, **1 spot VACANT**

List PA news & events on the PA Facebook, create FB events & invite people – have fun with it! Also, we are looking for someone to manage a new Instagram PA account, coordinating it with the Facebook account, and perhaps also run a Whatsapp Broadcast for alumni.

### SPONSORSHIP LIAISON – **VACANT**

Liaise with companies who may wish to sponsor school events, for example by donating a prize for the raffle in exchange for advertisement.

### SUMMER FÊTE SUB-COMMITTEE – **VACANT**

Help organise the PA's biggest event of the year! The planning for the event begins in February, when the inflatables and entertainer need to be booked, but it takes off in earnest in April. You will be thoroughly guided and supported by the PA committee.

### VOLUNTEER COORDINATORS – **VACANT**

Get to know your school community and help to bring parents together for our school events! This role involves recruiting volunteers for the 4 main school events and periodic recruitment drives for the informal PA roles.

The coordinator manages volunteers on the day as needed. Volunteer requirements are already known so it is simply a matter of filling the roles via signup.com and visible recruitment drives. Currently volunteer management is done using Signup.com - making all roles visible to school community and volunteers receive automatic email reminders of their commitment. Takeover from Ehryn.

### A6. List of PA donations and past fundraising outcomes

The funds raised by the PA have been used in recent years, among other things, for the following:

- The Astro-turf pitch
- The climbing frames
- The “Tree House”
- The “Hobbit House” and equipment in it
- The outdoor classroom
- The “tube car”
- The canopy above reception classrooms outdoor space
- Ipad for Early Years
- The new extension for the after-school provision
- 2020-2021 New reading scheme books (approx. £30k)
- 2021 Y6 Disco and leavers gifts
- All school trips in recent years (theatre, zoo, museums...)

Last year, during the pandemic, the PA had to rethink how to fundraise and by moving events online, when possible, and adding several new initiatives, we actually raised a **record amount of over £57,000!** This was a testament to the generosity and strength of the St Joan of Arc community, as well as the hard work of the PA. The funds were urgently needed to cover the £30k expense of replacing the reading scheme books that were outdated or lost during the pandemic, and the surplus is being used this year to continue to update the books at the school with new classroom libraries with modern books for all year-groups.

Here is a breakdown of the amounts raised by each initiative last year:

GoFundme donations (including gift aid recovered)	£20,973
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Cash donations ( incl. sales of beer and wine leftover from pre-pandemic events)	£7,256
Cake Sales and Uniform Stand	£ 4,137
Subscriptions to PA (monthly)	£1,045
EasyFundraising	£1,157
Quiz night (net of expenses)	£1,554
Readathon (including gift aid)	£11,483
Online Auction (net of fees)	£9,525
Teatowels designed by the children (net profit)	£3,124

#### A7. PA Subscriptions Donation Form



## PA Subscriptions Donation Form

	Name of Child(ren)	Class(es)
1		
2		
3		

Name of Parents/Carers*	Email or Phone Number

**Address, including postcode\***  
(required for Gift Aid donations)

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\*These contact details will only be used for donation queries.

**Donation Amount**    £

### Payment Method – please tick one of these options:

<input type="checkbox"/> Bank Transfer	<b>Account Name:</b> St Joan of Arc School Assn <b>Account Number:</b> 80820377 <b>Sort Code:</b> 20 44 86 <b>Reference:</b> 'Subs' + as much of your child's name as will fit
<input type="checkbox"/> Cheque	Cheques should be made payable to <b>St Joan of Arc School Association</b>
<input type="checkbox"/> Cash	

**Submission** – If paying by cash or check, please place this completed form together with the cash or cheque in an envelope marked "PA Subs" and hand it in at the school office. If paying by bank transfer, email this signed form to [sjoacommitttee@gmail.com](mailto:sjoacommitttee@gmail.com)

**Gift Aid** - The Gift Aid scheme is for gifts of money by individuals who pay UK tax. Gift Aid donations are regarded as having basic rate tax deducted by the donor. Charities take your donation - which is money you've already paid tax on - and reclaim the basic rate tax from HM Revenue & Customs (HMRC) on its 'gross' equivalent - the amount before basic rate tax was deducted. To qualify for Gift Aid, what you pay in income or capital gains tax must at least equal the amount we will claim in the tax year. Please notify us if your tax status has changed.

**Gift Aid Declaration** - I am a UK tax payer and I want all donations that I make from 01 November 2021, until I notify you otherwise, to be Gift Aid.

Signed Name	Date
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# **URGENT APPEAL**

What does the PA need RIGHT NOW?

## **PA COMMITTEE NOMINATIONS**

we need at least two more people in the team: a Secretary and a Vice-Chair, or the PA may have to dissolve

## **VOLUNTEER COORDINATOR**

We urgently need someone in this crucial role, to help us with the recruiting of volunteers for the events and on an ongoing basis. This is a very sociable role, so if you'd like to get to know people at the school, this is for you!

## **QUIZ NIGHT SUBCOMMITTEE**

The next event coming up is the Quiz Night on February 4<sup>th</sup>. We have already a couple of volunteers (Quiz Writer, one Food coordinator and the M.C.) but we need one or two more people on the team to help organise it



**KEEP  
CALM  
AND  
JOIN THE  
PA**