

ANNUAL REPORT

PREPARED BY

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a year's overview

WHERE WE ARE NOW

Overview

Friends of Poplar was established in 2018, with the objective of raising funds to support the experiences and objectives of Poplar Farm School and its pupils.

At the point of this report, Friends of Poplar is comprised of a Chairperson (Gemma Bryant), Secretary (Kelly Blake), Treasurer (Arete Sakellariou) and a number of Committee Members. We operate in line with our PTA Constitution, as provided by Parent Kind, of which we are members

**Late Summer Fair
Christmas Cards & Gifts
Pumpkin Carving
Sleigh Bells
Christmas Raffle
Rainbow Raffle
Friendship Disco
The Bunny Hop
Ice Cream Van
Sports Day Ice Poles**

A Year in Review

2021/22 saw fewer covid restrictions than the previous year, and had been a relatively 'clear' year in terms of obstacles. As such, we have explored new and exciting 'in-person' fundraising events, highlights would certainly be The Christmas Fair and the Late Summer Fair.

All 'in-person' events have been well supported by both staff and parents, and we are further developing our standing within the school community.

As we move out of our formative years and our group becomes more established, the delivery of events is becoming cleaner and clear roles are being identified within our group.

We still need to put energy into our infrastructure, with the continued acquisition of materials to support future events. Items such as gazebos, games, and marketing banners, are all still required and this coming year we will look to build up these items for the benefit of fundraising events in years to come.

last year's

FUNDRAISING SUMMARY

A total of £4618.73 has been raised over the course of this academic year. The treasurers report will detail more about how this has been raised and where funds have been spent

We have experimented with a few new fundraising 'types' and found that our first sponsored style event, The Bunny Hop, was very well received.

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| £184.40 | Pumpkin Carving |
| £1,081.00 | Christmas Raffle |
| £471.61 | Christmas Fair |
| £117.00 | Christmas Carols |
| £234.40 | Christmas Cards |
| £653.86 | Rainbow Raffle |
| £464.56 | Friendship Disco |
| £1,210.90 | The Bunny Hop |
| £111.50 | Easter Mini Fair |
| £89.50 | Sports Day Ice Poles |

In total we have contributed £692.50 funds back into school projects, including the Jubilee celebrations, the celebratory ice-creams at the end of the school year, Christmas bells from Santa, plus our biggest donation to date; £3,000 towards the building of the outdoor classroom. This donation is comprised of £500 donated at Gardening Week 2020 and a further £2500 donated as a lump sum, this academic year. We are really excited to see the build progress and will continue to support the development of the outdoor space.

Events Analysis

We can take plenty of learnings from the last 12 months of fundraising and events efforts. We duplicated a number of successful events from previous years, whilst trialling some new approaches. Whilst we are keen to bring an element of tradition to our events calendar through the annual repeat of some events, as a new fundraising group we are still trialling the most successful fundraising methods.

- Our first sponsored event was held this year in the form of The Bunny Hop. The response to this was incredible, with lots of money raised in sponsorship. The funds from this directly funded the ice cream van and jubilee celebrations.

- Spending money on experiences has been well received, the ice cream man and the jubilee celebrations brought the children a lot of joy and parents could see where their funds were being spent.

- There is a clear buy-in for 'in person' events, the summer fair attracted a large turnout and a lot of positive feedback. Suggestions were made off the back of the christmas fair, particularly in terms of space. This is something we need to look into further for the upcoming market.

- Christmas Cards are a staple in any PTA calendar, but are very labour intensive for the money raised. This year we have switched companies and are exploring a more 'online' approach in order to minimise impact.

The Year Ahead ...

As the school grows in number, we expect our fundraising totals to grow alongside. As such, this year will likely see us take steps to become a registered charity, as we exceed the £5000 amount. With charitable status, we hope to maximise opportunities available to us, but as a group we need to consider the seriousness of this step and ensure the infrastructure within the committee is appropriate.

This coming year will see the addition of 2 new 'specific' committee roles. We have identified the need for 2 research and relationship roles, in order to maximise our fundraising efforts and best support our group. The first role focuses on the research and application of external fundraising, by way of grants and community fundraising. The second role is in regards to relationship management, in order to maximise the output of our existing relationships with organisations such as Parent Kind. These roles will become more defined as the year progresses and we hope that putting more specific roles within our group will further support our overall infrastructure.

Our overall structure is to be refined, as per the below model, this will create a more defined committee and volunteer structure and ultimately bring a cleaner delivery of events and distribution of resource.

A full calendar of events will bring further engagement with the school, children and families, and raise the profile of FOP further.

Plans to pull together a new logo and branding for FOP will further support our engagement and allow us to present ourselves more professionally.

2022 / 2023 Events

Below is a list of events we have scheduled or are exploring for delivery in the current academic year.

Halloween Fancy Dress
Pumpkin Carving Parade
Christmas Card Project
Christmas Fair
Christmas Bells
Santa Fun Run
Touring Pantomime

Friendship Disco
Easter Fair
End of Term Ice Creams
Late Summer Fair
Sports Day Refreshments

... More yet to be discussed / decided

A note to parents & carers...

A huge thank you to all the parents and carers who support these events, without your participation we wouldn't be able to provide such wonderful experiences to the children. Whilst FOP are recognised for fundraising efforts, it is through the generous support of parent and carers, that these events are so successful.

Friends of Poplar - Committee Structure

Chairperson

To lead the committee, ensuring the PTFA is run in line with its constitution and according to the wishes of all members.

Secretary

To ensure the PTFA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.

Treasurer

To manage and control PTFA funds according to the wishes of the committee.

Fundraising & Donations Lead

To take the lead on the research of grants and initiatives that will support the PTFA and their objectives. Gathering evidence and writing applications and building relationships.

Projects & Relationships Lead

To manage existing relationships such as Parent Kind, in support of the PTFA.

Committee Member x2

To ensure the smooth running of the PTFA in line with the constitution through voting to pass or reject motions put to the committee, typically in regards to spending

Volunteer - Unlimited

To support the PTFA through the dedication of time and resources. Putting into fruition plans and providing feedback on plans and ideas.

This year will see a slight adjustment of our committee structure. Our committee will now consist of a total of 7 'formal' committee members, as outlined, alongside unlimited PTFA volunteers