



WELCOME TO YOUR PFA.

Ms Jo Pomeroy
Headteacher & President

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Registered Charity number: 1103422

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Message from the Headteacher

Woodford is a vibrant, happy school with a very distinctive ethos. Girls emerge from the school with outstanding qualifications, a wide range of skills, and the confidence to put them to good use in the service of wider community. Girls leaving this particular school do so with very positive memories and a sense of having belonged to a very cohesive community. The Parents and Friends Association plays a vital role in making the school what it is, and in supporting the vision for its future development. Members support or organise many of the events which form the fabric of the school year and the Association, through its fundraising, makes an enormous contribution to the betterment of the environment in which we work and the resources that support what we do. The PFA here has a diverse, creative and very friendly membership. It is able to draw on the wide-ranging skills, experience and enthusiasms of its members in its work and it enriches the school community enormously. The Woodford PFA has outstanding achievements to its credit and I look forward to building on this valuable partnership in the coming years.

Ms Jo Pomeroy
Headteacher

Welcome to our school.

This booklet has been compiled by our PARENTS & FRIENDS ASSOCIATION (PFA) especially for you, as a new family joining our school community. We realise it can be strange and a little nerve-racking starting at a new school and there always seems to be so many questions to ask. This booklet aims to provide you with information about our *Parents & Friends Association* which forms a major part of school life.

Why do we have a PFA?

We are fortunate at our school to have a *PFA* that has been an integral part of the school community for many years. In its time the *PFA* has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities.

Our PFA is about much more than simply fundraising.

The *PFA* exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It is fun too - just ask any of the Committee members or *PFA* helpers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our *PFA* 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 PARENTS & FRIENDS ASSOCIATION OF WOODFORD COUNTY HIGH SCHOOL** when their child joins our school.

The *PFA* is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this.

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 *PFA* 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 *PFA* 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

Role of the Committee

Our *PFA* committee has four Trustees who hold the office of Chair, Vice Chair, Treasurer and Secretary. We also have between 10 and 15 ordinary committee members to make up the full committee.

The Committee meet on a regular basis *usually twice per term*, with smaller working groups meeting as necessary when we are planning larger events.

Annual General Meeting (AGM)

Our Annual General Meeting is held at *the beginning of the academic year* and provides an opportunity for all parents to come along and hear in more detail about the work of the *PFA*, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect our Trustees.

Support from NCPTA (National Confederation of Parent Teacher Associations)

Our *PFA* is a member of the NCPTA, which is a national charity and membership organisation providing support and guidance for all home school associations in England, Wales and Northern Ireland. Our association is one of over 13,000 members in current membership of the NCPTA. We pay an annual membership fee to the NCPTA which gives us lots of member benefits including comprehensive insurance cover for all *PFA* events, support and advice on running the *PFA* plus fundraising ideas and good practice hints and tips. NCPTA also provides us with the opportunity to meet and communicate with other PTAs to discuss and share experiences.

How we raise money

Like most *PFA*s, our funds are raised in a number of ways.

Events

We have our annual summer and winter Fairs which are our biggest events. Also throughout the year (with the feedback from pupils and parents) we organise smaller events such as Quiz nights, fashion shows, talent competitions, discos.

We also run a very successful Indoor Boot sale from October to April.

One unique and very popular fundraising opportunity is provided by our Theatre Club. Theatre tickets are available at very affordable prices.

Donations

Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

Gift Aid

In the past Gift Aid has boosted our funds considerably. It is tax claimed back from the Inland Revenue from donations made to us out of your earned income.

If you are a UK tax payer, we are able to claim 25P in every pound that you donate to our *PFA*. The procedure for this is very simple. We ask our parents to sign the declaration 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 *PFA* with a cash donation or if you support a sponsored event, the *PFA* can claim the Gift Aid on your contribution.

There is nothing further for you to do and we need no other information from you. The issue of Gift Aid is taken on trust and you can support more than one charity in this way. We are not required to divulge any personal information to the HMRC from your completed forms and we will not do so..

If you are a UK taxpayer, please complete the declaration form at the back of this booklet. If both parents are taxpayers, please request another Gift Aid form from our *PFA* Treasurer or copy the one you have.

Company matched giving

Company matched giving is a very simple. Companies or businesses pledge to donate to a charity such as ourselves an amount of money relating to the amount that an employee(s) donates or fundraises for us. We have been helped enormously in the past by this type of donation, and there are several benefits to both ourselves and the company involved:

- employees' morale is boosted by having their efforts supported by their employer
- the company benefits from having charitable donations written off against taxable profits
- the company can endeavour to get publicity for their giving
- our *PFA* benefits from receiving perhaps double what we have raised at an event

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace, please talk to one of the *PFA* officers.

Jubilee Fund Draw

This is one of our main sources of income. A minimum monthly contribution of £1.00 will get you involved. There is no maximum. Draws are made monthly by Ms Jo Pomeroy at our committee meetings. Half of the money raised in the fund goes to the school and half is paid out in prizes. 30% for first prize & two second prizes of 10% each. The more families that join the fund mean more money for the school and more money for prizes.

Please join by completing the standing order form at the back of this booklet.

How we spend the money we raise

Following a fundraising event the money is banked straight away. It is at our *PFA* Committee meetings, that the decisions on how to spend the money are agreed. Usually, Ms Jo Pomeroy will have a 'wish list' of items that the school would like the *PFA* to consider funding.

The *PFA* funds are spent on the 'extras' that are not provided by the school's budget, that will benefit the children directly, thus making our children's learning experiences so much more fulfilling and exciting. Over the years we have raised over £80,000 towards refurbishment of the science lab, purchase of whiteboards, replacement of chairs in main hall, new ICT suite.

How we get information to you and you to us

We will inform you about forthcoming events and any assistance that we need by sending letters home with your children, by the Tuesday bulletin on *ParentMail*, and by personal emails. All our details are available on the school website under the parents section.

We are always looking for new ideas and suggestions. You are able to contact us via our email address "pfwchs@yahoo.co.uk", our PA BOX outside the school office.

How you can get involved

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

Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis, or even if you can not come into school. There are always jobs that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive.

You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us.

And finally, we are always extremely grateful to receive donations. By completing the Gift Aid declaration form, your donations will be worth even more to us.

There is brief questionnaire at the back of the booklet to complete and return if you are able to help in any way, no matter how small. Don't forget to include an email address if possible.

Thank you for taking the time to read our booklet. We hope you now know a little more about YOUR Parents & Friends Association. On behalf of all the students we would like to thank you for your valuable support which enriches their learning experience and makes their time in school so enjoyable.

FROM ALL THE PFA COMMITTEE.

