

**BARNSBURY SCHOOL PTA – APPLICATION FOR FINANCIAL ASSISTANCE**

<b>Executive Summary</b>	
<p>Barnsbury Primary School and Nursery is located in Almond Avenue, Woking Barnsbury. The School collaborates in partnership with networks of schools, locally and across Surrey to bring benefits to its own and each others' pupils and schools.</p> <p>The PTA for Barnsbury Primary School has applied to Woking Borough Council for the funds necessary to purchase a minibus for the School. The PTA has already raised a substantial amount towards the costs of the minibus (£17,000) and is seeking a capital grant of £7,000 to meet the remaining costs. The minibus will greatly assist the School which currently has no means of transporting children to and from events.</p> <p>In view of the benefits that the purchase of a minibus would bring and the extensive fundraising undertaken to-date, it is recommended that the application is supported and that a grant up to a maximum of £7,000 be awarded towards to costs of the minibus. In doing so, it is noted that a condition of the grant is that the vehicle is made available (subject to terms to be agreed between the council and the school) to the Council's Leisure Operator / nominated agent for the facilitating of the Travel Plan at Woking Sportsbox when major events are due to take place as well as to the Council generally in the event transport is needed as part of a response to a local incident such as flooding.</p>	

<b>Recommendations</b>	
Reasons for Decision	To enable the School to purchase a minibus which will assist significantly in school activities which rely on transport.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	<b>RESOLVE That</b> a one-off capital grant of £7,000 be awarded to Barnsbury School PTA from the Community Fund towards the costs of purchasing a minibus in 2018/19.
Conditions	<p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Woking Sportsbox Travel Plan.</b> The vehicle to be made available for use by the Council's Leisure Operator under terms to be agreed, to</p>

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	<p>support the delivery of the Travel Plan when large scale events take place at Woking Sportsbox.</p> <p><b>Emergency Need.</b> The vehicle to be made available for use by the Council in emergency situations.</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2018/19 Application Form.

### Reporting Person:

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### Portfolio Holder:

Cllr Ayesha Azad

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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood

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<b>1.0 Summary of Application</b>	
1.1 Status and Aims	The PTA (formerly known as Barnsbury School Association) has been running since 1999. The aim of the Parent Teacher Association (PTA) is to provide social events and activities for the Barnsbury School children, parents & teachers and to raise funds for specific projects in the school. The Group's main activities are summer and Christmas fairs, quiz nights, school discos, cake sales, second hand uniform sales and many other smaller events.
1.2 Employees	None.
1.3 Volunteers	30. The Group is supported by over 30 volunteers including 28 class representatives who help to communicate to the parents in each class. The volunteers help to organise events, together with other parents.
1.4 Clients/Users	The school has 450 pupils all of whom will benefit at some point from the new minibus.
1.5 Members	None.
1.6 Sum Requested	£7,000 (Capital)
1.7 Project	To buy the school its first minibus.
1.8 Cost breakdown:	<p>The minibus will cost in the region of £25,000 and the PTA has so far raised £17,000. The Group has applied to the Council for the remaining £7,000 but has indicated that they would be very grateful to receive any amount towards the total.</p> <p>The Group has provided two quotes for the purchase of a 17 seat minibus.</p>
1.9 Community Benefit	<p>The applicant has advised that the School currently has to turn down many opportunities because it does not have the facilities to transport people to and from events. A minibus will open many windows for the School children and help all the children at some point in their time at Barnsbury. The School will be able to take children to sporting events, trips and hopefully loan this to other schools within the Swan Trust in Woking.</p> <p>The PTA hopes that this opportunity will raise the profile of Barnsbury School and allow it to grow within the Swan Trust. The Association hopes that this will provide opportunities to develop, including participating in a variety of events outside of the school. The PTA makes a point of stating that they hope that the Borough Council will help the School develop links with the wider community as well.</p>
<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £24,000 in the bank. The sum of £17,000 has been reserved for the minibus. £750 is allocated to school equipment in December.</p> <p>The Group has submitted a budget for 2018/19 which shows an</p>

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	<p>anticipated income of £10,201. The budget covers a range of fundraising events, set out below:</p> <ul style="list-style-type: none"> <li>Xmas Fair &amp; Silent Auction</li> <li>2 x quiz nights</li> <li>3 x school discos</li> <li>3 x cake sales</li> <li>3 x charity clothes donations</li> <li>3 x mufti days</li> <li>1 x wreath making evening</li> <li>1 x Xmas card selling</li> <li>Second hand uniform sales throughout the year</li> <li>Selling freeze pops throughout the year</li> <li>1 x sports day refreshments</li> <li>Summer Fair &amp; Silent Auction</li> </ul>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £22,769 (£10,838 in 2015/16) against expenditure of £334 (£128 in 2015/16), resulting in a surplus of £22,435 (a surplus of £10,710 in 2015/16).</p>
2.3 Support over the past five years	<p>New Application.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>N/A</li> </ul>
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would be supportive of this request, subject to the vehicle being made available to the Council's Leisure Operator or nominated agent, for the purpose of assisting in meeting the Travel Plan requirements relating to the facilitating of large scale events at Woking Sportsbox (Egley Road leisure facilities).</p> <p>Additionally, the Council would wish to engage positively with the School on potential opportunities to access school parking facilities at weekends for the purpose of managing parking for when large scale events are due to take place at Woking Sportsbox.</p>	

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### 3.3 Assessment

The PTA for Barnsbury Primary School has applied to Woking Borough Council for the funds necessary to purchase a minibus for the School. The PTA has already raised a substantial amount towards the costs of the minibus (£17,000) and is seeking a capital grant of £7,000 to meet the shortfall. The minibus will greatly assist the School which currently has no means of transporting children to and from events. The mini bus will be stored on the School grounds. The caretaker's house is on the side of the School and there is an area towards the rear of the land that will be converted into a storage area for the minibus. The School would be responsible for all ongoing costs of the minibus.

The minibus will be used during school hours and outside of school hours in term time to accommodate the School's growing extended services and enhancement of sports provision. The School, for example, has links with other local schools in the area for academic and curriculum based events such as maths challenges and science quizzes. The School will also arrange afternoon sporting fixtures with other schools where there is a mixture of home and away games in various sports. The minibus will enable the School to increase the number of events it participates in around the Borough.

During the month of June the School runs a residential week for year 6 pupils. Not all pupils are able to go and for those remaining in Woking the School runs DOTs (day out trips). The minibus will be used for this week to its full capacity.

The School will also use the minibus for those children with mobility difficulties when walking visits are undertaken to the local garden centre, museum, church and walks to swimming lessons in line with curriculum.

Members will be aware that the Council can only fund up to 50% of any capital costs unless exceptional circumstances exist. The funding requested is less than 50% of the overall cost and accordingly is not affected by the condition.

In view of the benefits that the purchase of a minibus would bring and the extensive fundraising undertaken to-date, it is recommended that the application is supported and that a grant up to a maximum of £7,000 be awarded towards to remaining costs of the minibus. In doing so, it is noted that the Council has funded minibuses for several groups in the past and has added a condition of the grant that the vehicle is made available in the event transport is needed as part of a response to a local incident such as flooding.

REPORT ENDS