



Trustees' Annual Report for the period

From 1st January 2023 **Period start date**
To 31st December 2023 **Period end date**

Charity name: MEADOW PRIMARY SCHOOL PTA

Charity registration number: 1006153

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the Association is to solely raise funds to enhance the education of pupils in the school under direct guidance of the Head Teacher. In furtherance of this object the Association may: a) Develop more extended relationships between the staff, parents and governors associated with the school. b) Engage in activities which support the school and all proceeds from such are to be used solely for the children of the school, under direct guidance of the Head Teacher. c) Provide and assist in the provision of facilities or items for education at the school (not provided from statutory funds) as the Committee, in consultation with the Head Teacher, shall from time to time determine.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Our main fundraisers continue to be the annual summer fair, children's discos, circus and fireworks events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees of Meadow Primary School PTA are aware of the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
		n/a

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	n/a
Other		n/a

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Despite spiralling costs of the economic environment, our aim was to bring good value and inclusivity to school events by maintaining prices were possible.</p> <p>The PTA achieved another successful year by the many hours put in by the committee members and wider parents. We raised money for Macmillan Cancer at a coffee morning and held 12 events this year, and a raffles – including, Krispy Kreme sales, Hair cuts for children, Easter Tombola, Pizza kit sales, Ice Cream Friday, Summer Fair, Mufti days, Circus, Fireworks, Disco's and Christmas cards.</p> <p>With the funds, we were able to support school initiatives such as the Ecobrick competitions, coronation bookmarks, a significant upgrade to the stock of reading books in the school, new playground reading pods, reception parent packs, Year 6 yearbooks and class Christmas presents for wet play.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We raised an additional £12,185 for new projects this year. At year end, the charity had funds of £55,908
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We keep enough funds to cover the pledges made to school projects, emergency requests for funds from the school and additional funds to support projects where no fundraising can be held (such as in covid years) to ensure consistent benefit to our school.
Amount of reserves held	Para 1.22	£20,000 (with £35,908 available for spending on school projects in the upcoming year)
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted March 2012
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	An Association consisting of all parents/carers and teachers involved with the school, lead by a committee of 7 - 9 elected annually.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are nominated prior to the Annual General Meeting and elected through a voting process held at the meeting in January each year.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	All trustees give their time voluntarily and receive no remuneration or other benefits. All trustees follow all school policies and procedures.
Relationship with any related parties	Para 1.51	We are members of Parentkind which provides helpful advice and fundraising ideas and also provides our Public Liability insurance
Other		We are seeking approval from the Charities Commission to replace our current constitution (March 2012) with the Parentkind Model Constitution. This constitution has been adopted by many parent and teacher charities such as ours.

Reference and Administrative details

Charity name	Meadow Primary School PTA
Other name the charity uses	n/a
Registered charity number	1006153
Charity's principal address	Meadow Primary School Sparrow Farm Road Stoneleigh Surrey KT17 2LW

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	Clare Todd	Co-Chair	1 st January 2023 - 31 st December 2023	
2	Rebecca Learmont	Co-Chair	1 st January 2023 - 31 st December 2023	
3	Abigail Hope	Secretary	1 st January 2023 - 31 st December 2023	
4	Bernice Hickman	Treasurer	1 st January 2023 - 31 st December 2023	
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Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Clare Todd</i>	<i>Bernice Hickman</i>
Full name(s)	Clare Todd	Bernice Hickman
Position (eg Secretary, Chair, etc)	Co-Chair	Treasurer
Date	27 th September 2024	

MEADOW PRIMARY SCHOOL PTA
BALANCE SHEET 2023

	Amount
Opening Bank Balance 01.01.23	£43,723.66
Deposits	£47,047.76
Withdrawals	-£34,863.13
Total movement	£12,184.63
INCOME	
Bank Account interest	£221.75
Events	
Doughies Pizza	£257.00
Spring Disco's	£3,424.84
Hair cuts - March	£353.22
Krispy Kreme	£610.00
Ice Cream Friday (Sports Day)	£709.22
Summer Fair 2023	£10,403.37
Summer Fair Raffle	£2,056.00
Hair cuts - July	£272.16
Circus	£7,569.41
Fireworks	£10,801.92
Haircuts - November	£154.55
Year 6 Leavers party	£3,689.33
Event Income	£40,301.02
Commissions	
Commissions (Amazon Smile, Uniformerly, Easyfundraising)	£722.55
Cauliflower Christmas Cards Commission 2022	£513.50
Cauliflower Christmas Cards Commission 2023	£0.00
Uniform sales & Uniformerly	£274.26
PTA Party Pack Rental	£0.00
Commission Income	£1,510.31
Total Income	£42,033.08
EXPENSE	
Admin	
Memberships & Licences	-£140.00
Miscellaneous spend/PTA investment	-£986.89
Year 6 Leavers party	-£3,689.33
Net PTA costs	-£4,816.22

Events	
Spring Disco's	-£948.60
Krispy Kreme	-£375.00
Ice Cream Friday (Sports Day)	-£264.00
Summer Fair 2023	-£3,511.65
Summer Fair Raffle	-£372.89
Macmillan coffee morning	£0.00
Circus	-£5,527.79
Fireworks	-£6,280.43
Event expenses	-£17,280.36
Donations	
Ecobrick Prize	-£47.97
Coronation Bookmarks for children and staff	-£388.56
Book Donations	-£1,726.75
Reading Pod, cushions and outdoor mat	-£869.94
Maypole Workshop	-£1,797.00
Year 6 Yearbooks	-£1,693.09
New Starter Parent packs	-£166.79
Class Christmas presents	-£1,061.77
Donations	-£7,751.87
Total expenses	-£29,848.45
NET FUNDRAISING	£12,184.63
CLOSING BANK BALANCE as at 31.12.23	£55,908.29



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Meadow Primary School PTFA

**On accounts for the year
ended**

31/12/2023

**Charity no
(if any)**

1006153

Set out on pages

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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

J Huitson

Date:

28/01/2024

Name:

Jacqueline Huitson

**Relevant professional
qualification(s) or body
(if any):**

N/A

Address: 207 London Road

KT17 2BU

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

(This area is intentionally left blank for the examiner to provide details of any items of concern.)

Independent
examiner's statement

Name: *(Signature)*
Date: 18/01/2014

Relevant professional body
(if any)