



Trustees' Annual Report for the period

From 1st January 2024 **Period start date**
To 31st December 2024 **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 (the objects) is to advance the education of pupils in the school in particular by: <ol style="list-style-type: none">1. Developing effective relationships between the staff, parents and others associated with the school2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
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
Policy on social investment including program related investment	Para 1.38	n/a
	Para 1.38	n/a

Contribution made by volunteers		
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>We have strived to ensure good value and inclusivity at school events by keeping prices as low as possible. While small incremental increases were necessary due to rising costs of food, drinks, and event expenses in the current economic climate, we remain committed to affordability for all.</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, Ice Cream Friday, Summer Fair, Mufti days, Circus, Fireworks, Disco's and Christmas refreshments.</p> <p>With the funds, we were able to support school initiatives with significant investment into such as to a new Hall Audio system, Year 1 playground, Reading nooks/sheds, VR workshops for every child in the school, Year 6 yearbooks, Christmas presents for each classrooms providing wet play and other resources, upgrading the nursery sensory room, school's SEN provision, portable sound system for use outdoors and on sports day and school council initiatives.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Our spending in school projects exceeded the funds raised in the period and was partly funded from previous years activities.
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 £20,715 in fundraising event and invested £47,916 in school projects. At year end, the charity had funds of £28,717.
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 £8,717 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	Parentkind Model Constitution adopted 6 th December 2024
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 a minimum of 2 trustees, 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		

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

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	8 th March 2024	

BALANCE SHEET 2024

	Amount
Opening Bank Balance 01.01.24	£32,393.64
Deposits	£47,583.02
Withdrawals	-£75,128.17
Internal movement	£0.00
Balance of current account	£4,848.49
Opening Savings Base rate account 01.01.24	£23,514.65
Internal movement	£0.00
Savings Account interest	£353.74
Balance of base rate account	£23,868.39
CLOSING TOTAL	£28,716.88
INCOME	
<i>Admin</i>	
Float	£0.00
Uniform sales	£620.50
Year 6 Meadowfest Leavers party	£3,694.27
	£4,314.77
<i>Events</i>	
January Disco's	£3,594.30
Break the Rules Mufti Day	£436.00
Hair Cuts by Natalie Mothering March	£255.21
Guess the Eggs Easter Competition	£103.00
Krispy Kreme Doughnuts 05.05.24	£602.00
Krispy Kreme Doughnuts 24.05.24	£978.00
Ice Cream Friday (Sports Days 07.06.24 and 14.06.24)	£638.00
Summer Fair 2024	£8,205.82
Summer Fair Raffle	£2,141.00
Circus	£7,925.70
Fireworks	£11,184.73
Haircuts by Natalie November	£120.94
Carol Concert Refreshments	£273.65
<i>Net Income</i>	£36,458.35
<i>Commissions</i>	
Commissions (Easyfundraising, Stikins)	£262.21
Cauliflower Christmas Cards Commission 2023	£380.70
Uniformerly	£0.00
PTA Party Pack Rental	£10.00
Bank Account interest	£353.74
<i>Net Commission Income</i>	£1,006.65
Total Income	£41,779.77

EXPENSE		
Admin		
Uniform		-£142.97
Memberships & Licences		-£187.39
Miscellaneous spend/PTA investment		-£262.52
Year 6 Meadowfest Leavers party		-£3,694.27
Net PTA costs		-£4,287.15
Events		
January Disco's		-£1,209.06
Guess the Eggs Easter Competition		-£19.55
Krispy Kreme Doughnuts 05.05.24		-£386.99
Krispy Kreme Doughnuts 24.05.24		-£650.00
Ice Cream Friday (Sports Day)		-£214.67
Summer Fair 2024		-£2,582.61
Summer Fair Raffle		-£369.87
Circus		-£5,468.95
Fireworks		-£5,762.69
Carol Concert Refreshments		-£112.96
Net expenses		-£16,777.35
Donations		
Playground banners x 4		-£1,120.00
Outdoor classroom		-£3,800.00
Outdoor storage unit		-£1,520.95
Long planters x 4		-£258.99
Fun/Active playground markings		-£2,390.00
VR Workshops KS2		-£1,520.00
VR Workshops KS1		-£799.00
Books for book nooks		-£2,669.50
Bunting, fairy lights, decorations for book nook		-£74.30
Reception VR workshop		-£582.00
Choir beanies for O2 Young Voices		-£156.54
Portable PA Sound system for sports day + insurance		-£308.98
Harry Potter books for Reading pods		-£67.98
Nursery - sensory room purchases		-1,271.91
SEN room - sensory room items		-309.95
Reading book nook items		-2,720.00
Inv 773 Main hall new audio and visual system		-16,350.00
Inv 790 Y1 playground		-2,437.51
Christmas hoop competition prizes		-39.96
MPSI 825 - Ceramics workshops 20,21,22 January 2025		-2,747.00
MPSI 826 - Scholastic, Pandora & Heath AR books		-312.13
MPSI 827 - Y1 Playground		-3,341.43
Christmas Presents 2024		-1,385.53
Y6 Yearbooks		-£1,723.02
Net Donations		-£47,906.68
Total Expense		-£68,971.18

NET FUNDRAISING

-£27,191.41



**Independent examiner's report on
the accounts**

Section A

Independent Examiner's Report

Report to the trustees

Meadow Primary School PTA

**On accounts for the year
ended**

31/12/2024

**Charity no
(if any)**

1006153

Set out on pages

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Date:

Name:

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

Address:

Section B Disclosure

Only complete if the examiner needs to highlight material 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.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide details of items for disclosure as instructed in the text above.