



## Trustees' Annual Report for the period

From: 01/09/2023 Period start date

To: 31/08/2024 Period end date

**Charity name:** BISHOP ROAD PRIMARY SCHOOL PARENTS TEACHERS AND FRIENDS ASSOCIATION

**Charity registration number:** 1013518

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of pupils of the school and in the provision of facilities for education at the school (not normally provided by the Local Authority).</b>
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	<b>Fundraising through the organisation of a variety of events throughout the school academic year, for both children, parents and members of the local community.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have regard to the Charity Commission guidance on public benefit.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>We rely on the generous donation of time by parents/carers with children in the school, and the local community and businesses. We would like to place on record our appreciation to all who continue to assist the PTFA to enrich the school environment.</b>
Other		

## Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>Bishop Road Primary School PTFA runs a large number of events throughout the academic year to raise funds for the school. The events are managed solely by parent/carer volunteers and make a huge contribution by enriching the school environment for the children.</p> <p>A summary of events that were able to proceed and the profit they have made for the PTFA in 2023/24 can be found below:</p> <p><b>Discos</b> The school disco is usually held twice a year and continues to be one of the most popular PTFA events for both children and parents. Disco nights in October and March raised a fantastic <u>£2,952</u> for the PTFA.</p> <p><b>Tea Towels</b> An annual activity which involves children from all classes drawing a picture of themselves which is printed onto a delightful tea towel. These have become very popular as keepsakes and gifts for family members and has become a hugely important fundraiser for the PTFA. This year sales raised an incredible £1,622.</p> <p><b>Christmas Cards</b> Another popular item where children submit Christmas designs which can be printed on Christmas cards and/or other products. A wonderful contribution of £650 was raised for the school.</p> <p><b>Christmas Trees</b> An amazing effort to furnish the local community with beautiful Christmas Trees whilst raising an absolutely incredible £1,850 in the process. Our volunteers brave the cold and rain (usually), to bring a bit of festive cheer to all those collecting their trees. A huge thank you once again to the team.</p> <p><b>Christmas Cracker</b> With the help of some great parent volunteers we were able to run this event alongside the Christmas tree sale. There were fun Christmas-themed activity stalls and mulled wine for sale, allowing the children to enjoy some festive fun and the parent/carer community to socialize, whether or not they were buying/collecting a tree. This event raised an amazing</p>

£1,302.

### **Fireworks**

We have an amazing team of volunteers who organise the most magnificent firework display for the local community and raise funds for the school at the same time. This event raised £4,951 which is an amazing effort.

### **Ice-creams**

During the summer months, when weather is fair, we run a Friday after school ice-cream sale. This continues to be very popular and raised around £2,144.

### **Inflatables**

A great day out for the school community as this team organise giant inflatables for the kids to play on. We were blessed with sunny weather this year so everyone was out enjoying the sun while the kids had a great time on all the inflatables which meant the team were able to raise a magnificent £3,728.

### **Summer Fair**

Family fun day for the local community with music, stalls (such as lucky dip, sweet jars, vegetable creations), refreshments and entertainment provided by the school community. This event was hugely popular, which was why we were able to raise a huge £7,412. It's a large and complicated event to organize, so a massive thank you to the team in charge.

### **Xmas Market**

An over 12s event where we organise stalls from local craftspeople for them to sell their wares, and we raise money for the school at the same time. This event managed to raise £1,643.

### **Race Night**

An adults-only event where the local community can have a fun night out "betting" on pre-recorded horse races. This was another popular event that raised £1,478.

### **Quiz Night**

Is a new event this year for adults only where the local community can enjoy competing against each other in a quiz. This event raised £1,062 and we hope to run it again next year.

### **2<sup>nd</sup> Hand Uniform**

We were able to have pop up stalls to sell the 2nd hand uniform again this year. We also have a Facebook page and sell uniform on an ad hoc basis throughout the year. This raised a huge amount £1,582 showing people are really thinking about the environmental impact and financial savings of buying second hand.

### **Beginners Ball**

We welcomed the return of an event for Reception children and their families. This was a weekend afternoon event with some low key entertainment and a chance for the Reception cohort to get to know each other. This is not designed as a profit-making event, however it did manage to make a small profit of around £529.

### **Donations**

We also received a fantastic total of £7,213 from donations; including direct donations from individuals, contributions from the Easyfundraising scheme, and £2,730 from the Co-op Local Community Fund.

### **Pledges**

The PTFA continued to pledge the majority of funds raised to support Bishop Road Primary School.

Each year the PTFA commit to the ongoing enrichment fund, which funds a large number of exciting and enhancing activities and experiences for all the students throughout the school. The school curate a diverse programme, including; author visits, science shows, architecture workshops, and even pirates that can do maths! This year we pledged £8k for enrichment activities.

We also pledged £8k for the central and class room libraries; these books making a critical contribution to the children's learning and enjoyment at school.

This year we also pledged £10k for outdoor learning so every class in the school was able to have six outdoor learning sessions this academic year, which have been shown to provide the children with countless benefits.

We pledged an additional £16.5k to improve the Trim Trail in the Year 5 and 6 playground. The initial work was undertaken in the summer holidays with the final work being undertaken in October over half term. The area was deemed unsafe so

		the older kids are looking forward to their newly refurbished playground.
--	--	---

### 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	<p>The financial position is very healthy, with retained cash funds of £25,444 at the end of the year. Therefore uncommitted cash balance stands at £14,889. We have a £10k contingency.</p> <p>The committee continues to commit additional resources to the school through the established enrichment programs to support the varied activities the school continue to arrange.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held in cash across 1 deposit accounts. We always operate a contingency of £10,000.
Amount of reserves held	Para 1.22	£25,444.30
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### 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	Para 1.46	

risks facing the charity		
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Association</b>
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	<b>Elected by committee</b>

### 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	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	<b>BISHOP ROAD PRIMARY SCHOOL PARENTS TEACHERS AND FRIENDS ASSOCIATION</b>
Other name the charity uses	
Registered charity number	<b>1013518</b>
Charity's principal address	C/O Bishop Road Primary School Bishop Road Bishopston Bristol BS7 8LS



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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)

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

## Other optional information


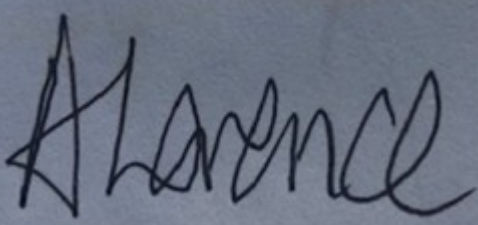
--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
---	---

Full name(s)

Ruth Colson	Anna Lawrence
-------------	---------------

Position (eg  
Secretary, Chair,  
etc)

Joint Treasurer	Joint Treasurer
-----------------	-----------------

Date

11/11/2024
------------



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Bishop Road Primary School Parents Teachers and  
Friends Association

1013518

## Receipts and payments accounts

CC16a

For the period  
from

9/1/2023

To

8/31/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fund raising and other income	76,115	-	-	76,115	72,865
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>76,115</b>	<b>-</b>	<b>-</b>	<b>76,115</b>	<b>72,865</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>76,115</b>	<b>-</b>	<b>-</b>	<b>76,115</b>	<b>72,865</b>
<b>A3 Payments</b>					
All payments (including pledges & expenses)	80,195	190.92	-	80,386	92,146
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>80,195</b>	<b>191</b>	<b>-</b>	<b>80,386</b>	<b>92,146</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>80,195</b>	<b>191</b>	<b>-</b>	<b>80,386</b>	<b>92,146</b>
<b>Net of receipts/(payments)</b>	<b>- 4,080</b>	<b>- 191</b>	<b>-</b>	<b>- 4,271</b>	<b>- 19,281</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,310	406	-	29,715	48,996
<b>Cash funds this year end</b>	<b>25,229</b>	<b>215</b>	<b>-</b>	<b>25,444</b>	<b>29,715</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Natwest Treasurer	25,229	215	-
			-	-
			-	-
	<b>Total cash funds</b>	25,229	215	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

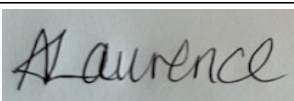
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Anna Lawrence	10/14/2024



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Bishop Road Primary School PTFA

**On accounts for the year  
ended**

31<sup>st</sup> August 2024

**Charity no  
(if any)**

1013518

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

**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:**

*Lauren Hodgkinson*

**Date:**

05/01/2025

**Name:**

Lauren Hodgkinson

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

ICAEW

**Address:**

32 Henbury Road

Westbury-on-Trym

Bristol, BS9 3NQ

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.**