



Archdeacon Cambridge's PTA Trustee Annual Report Year ended 31 July 2022

Legal and Administrative Info

Charity Principle Address: The Green
Twickenham
TW2 5TU

Registered Charity No: 1028800

Every parent /carer who has a child at Archdeacon is automatically considered to be a valuable member of the PTA family. Each class is asked to select a representative (Class Rep) at the start of the year. Their job is to be their class voice at the PTA meetings, and to help spread news from the PTA back to their class

The PTA is a registered charity and the Head Teacher, Co-Chairs and Treasurer are trustees of the charity; they have a legal duty to ensure that the PTA acts lawfully and is managed properly.

A core committee manages the PTA; doing all the admin, financial and legal work, as well running or supporting events. All members of the committee (apart from the Head Teacher and staff representatives) are elected annually at the AGM.

During the year ended 31 July 2022, the officers were:

Emma Smith	Chair
Laura Jefferies	Co-Chair
Claire Wightman	Secretary
Lucy Coleman	Events
Sakshi Verma	Treasurer (supported by Kirsty Aljewicz)
Jennifer Brown	Inclusion
James Simms	Support Officer

The PTA meets at least once each term. All parents/carers are welcome to attend the PTA meetings. The Head Teacher or a representative member(s) of staff, along with class reps are expected to attend and meeting invites are issued via Classlist (school networking app) and the school newsletter.

For some of our major events we have sub-committees such as The Christmas Fair, Quiz Night and Archdeacon Rocks! Disco

As a charity we are governed by our registered constitution that was adopted at the AGM on 29th September 2010.

It states the objective of the PTA is to support the advancement of education of the pupils at the school by

- a) Developing effective relationships between the staff, parents and others associated with the school
- b) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Our PTA is a member of Parentkind and benefits from their insurance scheme and advice on relevant matters.

Our PTA

*The PTA provides the **glitter**
that makes our kids' school journey
sparkle*



The PTA is...

- **The school community** – It's what makes Archdeacon special
- **Fun** - It's all the bits our children will remember
- **Friendship and collaboration** – Pulling together, making new friends and finding support
- **Budget busting extras** – We pay for things that school can't afford
- **Role models** – We show our kids how to make a difference, give back and teach them how to build a community

The Past School Year

Despite being a Covid 'hangover' year, which saw some continued restrictions and hesitation from participants, we have had a very successful year, with our fundraising total back up to pre-Covid levels.

It has been a tough couple of years for new starters, and their families, who have missed out on forming the usual friendships and support networks through school events. We have worked hard to be agile and flexible in the face of changing regulations, explore new revenue streams, and bring back activities that bring the school community together and facilitate those bonds. The school, and our community, have continued to be amazingly supportive and have helped us create and deliver some fantastic events.

Highlights include:

- AutumnFest kicked off a great start to the academic year (Originally planned as a Summer Fair from the previous year that had to be postponed due to Covid restriction). It was a wonderful event that helped to welcome new starters and their families into the school and set the tone for the year ahead
- Two 'Archdeacon Rocks!' discos went ahead, with the summer one being held outside with a BBQ and bar for the parents. These 2 events were our biggest fundraisers of the

year. It was wonderful to be able to welcome the children and families back into the school rather than hold them virtually or in class bubbles as we did the previous year.

- Our usual Bag2School collections and second-hand uniform sales took place each term, helping raise funds, reuse and recycle unwanted clothes
- It was great to welcome the return of our adult socials: The Quiz Night and The Bearcat Comedy Night
- We benefited from more international rugby matches at Twickenham Stadium as we were able to offer paid for parking on the school grounds
- We held an in school sponsored bunny bounce and a fund-raisin challenge with the support of the teachers
- Christmas Week once again took the place of a Christmas Fair and we were able to offer the children an opportunity to visit Santa's Grotto (in classes and with a virtual Santa), choose and wrap a present for a loved one at our Family Present shop and enjoy a Christmas film in their classrooms.
- A parent helped the PTA claim our gift aid for the last 5 years which gave our fundraising efforts a big boost. This process is now set in place so an annual claim can be made
- The Jubilee Summer Fair wrapped up the school year and was enjoyed by the school community (most of the profits from this event fall into 2022-23 due to timings of the card transactions on Sum Up reaching the PTA bank account)

Alongside these events, members of the PTA also fundraised through pop up sales, passive fundraising such as EasyFundraising, AmazonSmile and other cashback schemes, and the re-sell of theatre tickets (for Christmas we worked with the theatre and bought a whole night of the local pantomime at group discount cost and then re-sold the tickets at a profit)

The PTA pays for a wide range of activities and experiences each year within the school, including a regular budget for outdoor areas, Sports Week, Living Eggs, photocopier maintenance and coaches for choir trips. The school was finally able to replace the swimming pool liner this year which was paid for by the PTA. We also funded playground improvements, Chromebooks, a new entertainment system for the Large Hall, a large interactive board for the Small Hall and a wonderful Jubilee celebration that included the children's art exhibition, a school wide afternoon tea party and the planting of a tree with a commemorative plaque. In addition, the PTA bought items that will make future fundraising easier. Such as new card machines (3 x Sum Up), 5 new gazebos plus additional, and improved storage in the oil room.

The support provided by the PTA is not just financial, and last year parents volunteered to help the school on a regular basis in a variety of ways:

- Providing a creche for pre-school siblings at year group assemblies
- Upkeep of the wildlife area and playground planters
- Being officials and helpers at Sports day
- Listening to children read and helping in class
- Organising year group socials
- Helping on outings and trips
- Making costumes and props for drama productions and assemblies

Thank you to everyone who has contributed in so many different ways to the activities of the PTA in 2021/22, which has produced outstanding results and a really good year of spending

despite the challenges of Covid. We hope that everyone will continue to support the events and enjoy the activities at Archdeacon Cambridge's School in the year ahead.

A number of the PTA Committee stood down at the end of this year, and the incoming members would like to thank them for their incredible hard work, perseverance and dedication to improve things for our school.

2022/23 PTA committee

The new trustees were voted in at an EGM in July 22 and the rest of the committee were voted in at the AGM in Sept 22

Lucy Coleman	Co-Chair (Trustee)
Jamie Coleshill	Co-Chair (Trustee)
Mike Cole	Treasurer (Trustee)
Lume Redepi	Deputy Treasurer
Claire Wightman	Secretary
Jennifer Brown	Inclusion
Alison Purves	Communications
James Simms	Member



Independent Examiner's Report

**Report to the trustees/
members of**

**ARCHDEACON CAMBRIDGE'S SCHOOL PARENT TEACHER
ASSOCIATION**

**On accounts for the year
ended**

31st July 2022

**Charity no
(if any)**

1028800

Set out on pages

1 to 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st July 2022.

**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 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.

Signed:

Date:

19.2.2023

Name:

Robin Wooldridge

**Relevant professional
qualification or body:**

ACA – Chartered Accountant (ICAEW)

Address:

32 Seymour Road, Kingston upon Thames KT1 4HW

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2022

Receipts and Payments Account - Summary

	2022	2021
	£	£
Receipts (see Page 2)	49,444	18,734
Payments (see Page 3)	58,164	9,015
Surplus/ -Loss	-8,720	9,719
Bank Balance at beginning of year	51,786	42,067
Bank Balance at end of year	43,066	51,786

Statement of Assets and Liabilities as 31 July 2022

	2022	2021
	£	£
Monetary Assets		
Bank Accounts: Treasurer Account	31,856	42,150
Money Manager Account	10,664	9,090
PayPal Balance	306	206
Cash in hand	240	340
Total	43,066	51,786
TOTAL ASSETS	43,066	51,786

These accounts were approved by the committee of Archdeacon Cambridges School

Parent Teacher Association on

the and signed on its behalf by:

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2022

Receipts and Payments Account - Receipts

	2022	2021
Receipts	£	£
Summer Fair*	4,365	0
Children's Disco*	10,199	896
Christmas Week/Programme	1,624	4,013
Quiz Night	1,544	102
Comedy Night*	1,694	0
Autumn Trail/Autumn Fest	6,129	2,029
Total A)	25,555	7,040
Other Fundraising Activities		
Rugby Parking	4,686	0
Sponsored Event	2,503	4,019
Friday Sales (Yr Grp)	922	1,383
Christmas Decorations	523	0
Christmas Panto	3,320	0
Raffle	0	1,302
2nd hand Uniform	1,170	744
Bag 2 School	292	510
Y6 Leavers Fund	923	0
100 Club	1,573	1,450
PTA Pop up	1,410	323
Bonfire Night	0	535
Mufti Day/Bright Socks Day	258	296
Fund Raisin	1,718	0
Book Sale	0	122
Sponsored Walk	0	120
Total B)	19,298	10,804
Other Income		
Bank Interest	1	3
Donation	67	404
Easy Fundraising	416	416
Amazon Smile	126	67
HMRC Gift Aid	3,981	0
Total C)	4,591	890
TOTAL A+B+C	49,444	18,734

* £4,881.94 Summer Fair takings not transferred from SumUp in time for 31 July cut off so excluded from these figures

* £827.65 Disco takings not transferred from SumUp in time for 31 July cut off so excluded from these figures

* £1,000 Comedy Night tkts sales not transferred in time for 31 July cut off

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2022

Receipts and Payments Account - Payments

	2022	2021
Payments	£	£
Items purchased for school		
Foundation Stage	0	406
Wildlife Area	642	0
Outside Areas	4,589	744
Outdoor Learning	3,355	0
Living Eggs	285	0
Sports week	1,600	0
Swimming Pool Liner	14,500	0
Year 6 Theatre Trip	250	0
Year 6 Books & Tokens	787	0
Travel - Coaches	665	0
PTA UK Membership	128	123
Class Refurbishments	2,245	0
Chrome Books	1,154	0
IT Equipment	5,996	0
Books for School	2	3,267
Junior & Infant school council	912	0
Total	37,110	4,540
	A)	
Fundraising and Social Events		
Summer Fair costs	3,936	0
Autumn Fest/Trail	1,954	225
Christmas Week costs	800	1,701
Quiz night	729	0
Children's Disco	2,775	835
Christmas decorations	350	0
Comedy Night	2,246	0
100 Club	878	1,320
PTA Pop Up Costs	992	0
Y6 Leavers Fund	923	0
Year Group activities	0	151
Xmas Panto	2,540	0
Total	18,123	4,230
	B)	
PTA Expenses (sundries)	2,861	245
Bank Charges	70	0
Total	2,931	245
	C)	
Total Payments	58,164	9,015
	A+B+C	

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2022

Notes to the Accounts

1. Accounting Basis

The accounts have been prepared on a receipts and payments basis and in accordance with Section 42(3) of the Charities Act 1993.

2. Fundraising and Social Events

In accordance with 1. the income and costs for each major event are listed separately. For convenience, the net income raised for all major events is shown below.

	2022	2021
Net Income	£	£
Fundraising and Social Events		
Autumn Trail/Fest	4,175	1,804
Summer Fair	429	0
Rugby Parking	4,686	0
Christmas Fair/Week	824	2,312
Christmas Decorations	173	0
Children's Disco	7,424	62
Christmas Panto	780	0
Sponsored Event (Bunny Bounce / Egg & Spoon & Walk)	2,503	4,139
Fund Raisin	1,718	0
Mufti Day/Bright socks	258	296
Quiz Night	815	102
Second hand Uniform Sales	1,170	744
Year Group Activities	922	1,233
Easy Fundraising	416	416
PTA Pop ups	418	323
Comedy Night	(552)	0
100 Club	695	130
Bags 2 School	292	510
Bonfire Night	0	535
Donations	67	404
Year 6 Leavers	0	0
Amazon Smile	126	67
Raffle Tkts	0	1,302
Book Sale	0	122
Total	27,339	14,501



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