



Archdeacon Cambridge's PTA Trustee Annual Report Year ended 31 July 2023

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 2023, the officers were:

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/admin
James Simms	Admin

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 for Rugby Parking, Quiz Night, the 100 Club and Summer Fair.

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

The past year was a great success for bringing our school community together, both in terms of fundraising and for the PTA to give something back to create lasting memories for the pupils at our school. The school, and our community, have continued to be strong supporters of the PTA and have helped us create and deliver some fantastic events.

Highlights include:

- Two 'Archdeacon Rocks!' discos went ahead, with the summer one being held outside with a bar for the parents.
- The Summer Fair - our biggest individual fundraiser of the year.
- Our usual Bag2School collections and second-hand uniform sales took place each term, helping raise funds, reuse and recycle unwanted clothes
- We held our long running adult socials: The Quiz Night and The Bearcat Comedy Night as well as introducing a new Christmas Wreath making event which sold out within hours of ticket sales opening online!
- We benefited from more international rugby matches at Twickenham Stadium, which collectively earned more than £7,000. This is a huge fundraiser for our school, made possible by support from our school and committed volunteers to run these at weekends.
- We held an in school sponsored pancake flip with the support of the teachers

- PTA Xmas activity day took place again this year, with pupils able to visit Santa's Grotto (and meet our first in-person Father Christmas since pre-Covid), choose and wrap a present for a loved one at our Family Present shop and make a Christmas craft in their classrooms.
- We also hosted a Christmas movie night which was a great success.
- This year we also managed to arrange a sponsorship deal with a local estate agent, Devenports, who supported our Christmas events and Summer Fair.

Alongside these events, members of the PTA also fundraised through pop up Friday afternoon sales, direct donations and passive fundraising such as EasyFundraising, AmazonSmile and other cashback schemes.

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 has used funds to build a new bike track in our Nursery and Reception play area, playground and outside space improvements, new signage at the front of the school, more Chromebooks, a large projector screen and audio equipment for the Large Hall. We also provided souvenir bookmarks to mark the Queens 70th anniversary of her coronation - a keepsake we hope they will hold on to for many years to come.

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 2022/23. We hope that everyone will continue to support the events and enjoy the activities at Archdeacon Cambridge's School in the year ahead.

2023/24 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 2023

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 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 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:

11 May 2025

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 2023

Receipts and Payments Account - Summary

	2023	2022
	£	£
Receipts (see Page 2)	60,772	49,444
Payments (see Page 3)	32,748	58,164
Surplus/Loss	28,024	-8,720
Bank Balance at beginning of year	43,066	51,786
Bank Balance at end of year	71,090	43,066

Statement of Assets and Liabilities as 31 July 2023

	2023	2022
	£	£
Monetary Assets		
Bank Accounts: Treasurer Account	58,376	31,856
Money Manager Account	12,169	10,664
PayPal Balance	305	306
Cash in hand	240	240
Total	71,090	43,066
TOTAL ASSETS	71,090	43,066

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 2023

Receipts and Payments Account - Receipts

	2023	2022
Receipts	£	£
Summer Fair*	14,746	4,365
Children's Disco*	13,833	10,199
Christmas Week/Programme	3,386	1,624
Quiz Night	434	1,544
Comedy Night*	3,856	1,694
Autumn Trail/Autumn Fest	0	6,129
Total A)	36,255	25,555
Other Fundraising Activities		
Rugby Parking	7,614	4,686
Sponsored Event	1,962	2,503
Friday Sales (Yr Grp)	1,002	922
Christmas Decorations	0	523
Christmas Panto	0	3,320
World Cup Raffle	1,000	0
World Cup Screening	333	0
Cake Sales Infants & Nursery	73	0
Cake Sales Juniors	892	0
2nd hand Uniform	1,429	1,170
Bag 2 School	266	292
Y6 Leavers Fund	1,444	923
100 Club	1,424	1,573
PTA Pop up	1,442	1,410
Advertising	1,500	0
Christmas Wreaths	1,530	0
Mufti Day/Bright socks	0	258
Fund Raisin	0	1,718
Total B)	21,911	19,298
Other Income		
Bank Interest	81	1
Donation	1,696	67
Easy Fundraising	674	416
Amazon Smile	155	126
HMRC Gift Aid	-	3981
Total C)	2,606	4591
TOTAL A+B+C	60,772	49,444

* £4,881.94 Summer Fair 2022 takings not transferred from SumUp in time for 31 July cut off so included in 2023 figures

* £827.65 Disco 2022 takings not transferred from SumUp in time for 31 July cut off so included in 2023 figures

* £1,000 Comedy Night 2022 tkts sales not transferred in time for 31 July cut off so appear in 2023 figures

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2023

Receipts and Payments Account - Payments

	2023	2022
Payments	£	£
Items purchased for school		
Foundation Stage	4,864	0
Wildlife Area	0	642
Outside Areas	1,621	4,589
Outdoor Learning	618	3,355
Photocopier/paper	857	0
Living Eggs	285	285
Sports week	0	1,600
Swimming Pool Liner	0	14,500
Year 6 Theatre Trip	0	250
Year 6 Books & Tokens	439	787
Travel - Coaches	665	665
PTA UK Membership	140	128
Class Refurbishments	0	2,245
Chrome Books	0	1,154
IT Equipment	1,941	5,996
PTA Events	505	0
Books for School	0	2
Junior & Infant school council	0	912
Jubilee Week	612	0
Total	12,547	37,110
	A)	
Fundraising and Social Events		
Summer Fair costs	5,259	3,936
Autumn Trail/Fest	0	1,954
Christmas Wreaths Costs	642	0
Christmas Week costs	778	800
Quiz night	21	729
Rugby Parking	92	0
Children's Disco	6,355	2,775
Christmas Decorations	0	350
World Cup Costs	312	0
Comedy Night	2,793	2,246
100 Club	0	878
Family Presents costs	381	0
PTA Pop Up Costs	1,507	992
Y6 Leavers Fund	1,036	923
Year Group activities	224	0
Xmas Panto	0	2,540
Total	19,400	18,123
	B)	
PTA Expenses	669	2,861
Bank Charges	132	70
Total	801	2,931
	C)	
Total Payments	32,748	58,164
	A+B+C	

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2023

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.

	2023	2022
Net Income	£	£
Fundraising and Social Events		
Autumn Trail/Fest	0	4,175
Summer Fair	9,487	429
Rugby Parking	7,522	4,686
Christmas Fair/Week	2,608	824
Christmas Decorations	0	173
World Cup Events	1,021	0
Children's Disco	7,478	7,424
Christmas Panto	0	780
Advertising	1,500	0
Sponsored Event (Bunny Bounce)	1,962	2,503
Fund Raisin	0	1,718
Mufti Day/Bright socks	0	258
Quiz Night	413	815
Second hand Uniform Sales	1,429	1,170
Friday Sales/ Year Group Activities	1,743	922
Easy Fundraising	674	416
PTA Pop ups	(65)	418
Comedy Night	1,063	(552)
100 Club	1,424	695
Bags 2 School	266	292
Christmas Wreath Making	888	0
Donations	1,696	67
Year 6 Leavers	408	0
Amazon Smile	155	126
Total	41,672	27,339