



Archdeacon Cambridge's PTA Trustee Annual Report Year ended 31 July 2024

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 2024, 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

We have had another successful year 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 and snack shop for pupils.
- 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, The Bearcat Comedy Night and Christmas Wreath making event and trialed a new event, a Spring Fling Ceilidh
- We benefited from international rugby matches but due to the Rugby World Cup many of these were held abroad and so we ran a Rugby World Cup Raffle fundraiser which helped to make up some of these losses, as this is usually the largest collective fundraiser each year

- We held a 'Good Deeds' sponsored event over the Easter holidays, with pupils encouraged to undertake helpful tasks and carry out chores in return for donations to the PTA. This was hugely popular and very successful!
- PTA Xmas activity day took place again in school this year, with pupils able to meet Father Christmas in Santa's Grotto, 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 continued our sponsorship deal with local estate agent, Devenports, who supported our Christmas events and Summer Fair.

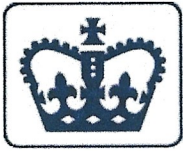
Alongside these events, members of the PTA also fundraised through pop up Friday afternoon sales, direct donations and passive fundraising such as EasyFundraising.

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 undertake refurbishment and redecoration of both the large and small halls, including lighting and electrics upgrades, support for school trips, more Chromebooks, and fund a new play frame in the infants playground.

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 2023/24. We hope that everyone will continue to support the events and enjoy the activities at Archdeacon Cambridge's School in the year ahead.



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 2024

**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 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 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: 20th January 2026

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
Registered charity number: 1028800

Annual accounts
31 July 2024

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2024

Receipts and Payments Account - Summary

| | 2024 | 2023 |
|-----------------------------------|----------------|---------------|
| | £ | £ |
| Receipts (see Page 2) | 34,172 | 60,772 |
| Payments (see Page 3) | 45,864 | 32,748 |
| Loss/ Surplus | -11,692 | 28,024 |
| Bank Balance at beginning of year | 71,090 | 43,066 |
| Bank Balance at end of year | 59,398 | 71,090 |

Statement of Assets and Liabilities as at 31 July 2024

| | 2024 | 2023 |
|----------------------------------|---------------|---------------|
| | £ | £ |
| Monetary Assets | | |
| Bank Accounts: Treasurer Account | 45,258 | 58,376 |
| Money Manager Account | 13,592 | 12,169 |
| PayPal Balance | 308 | 305 |
| Cash in hand | 240 | 240 |
| Total | 59,398 | 71,090 |
| TOTAL ASSETS | 59,398 | 71,090 |

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 2024

Receipts and Payments Account - Receipts

| | 2024 | 2023 |
|-------------------------------------|---------------|---------------|
| Receipts | £ | £ |
| Summer Fair | 10,550 | 14,746 |
| Children's Disco | 6,182 | 13,833 |
| Christmas Week/Programme | 3,978 | 3,386 |
| Quiz Night | 1,192 | 434 |
| Comedy Night | 1,799 | 3,856 |
| Ceilidh Night | 796 | - |
| Total A) | 24,497 | 36,255 |
| Other Fundraising Activities | | |
| Rugby Parking | 2,315 | 7,614 |
| Sponsored Event | 990 | 1,962 |
| Friday Sales (Yr Grp) | - | 1,002 |
| World Cup Raffle | 520 | 1,000 |
| World Cup Screening | - | 333 |
| Cake Sales Infants & Nursery | - | 73 |
| Cake Sales Juniors | 66 | 892 |
| 2nd hand Uniform | 1,797 | 1,429 |
| Bag 2 School | 244 | 266 |
| Y6 Leavers Fund | -359 | 1,444 |
| 100 Club | 1,313 | 1,424 |
| PTA Pop up | 118 | 1,442 |
| Advertising | - | 1,500 |
| Christmas Wreaths | 1,983 | 1,530 |
| Mufti Day/Bright socks | 195 | - |
| Total B) | 9,182 | 21,911 |
| Other Income | | |
| Bank Interest | 111 | 81 |
| Donation | 26 | 1,696 |
| Easy Fundraising | 356 | 674 |
| Amazon Smile | - | 155 |
| HMRC Gift Aid | - | - |
| Total C) | 493 | 2606 |
| TOTAL A+B+C | 34,172 | 60,772 |

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2024

Receipts and Payments Account - Payments

| | 2024 | 2023 |
|--------------------------------------|---------------------|---------------|
| Payments | £ | £ |
| Items purchased for school | | |
| Foundation Stage | - | 4,864 |
| Wildlife Area | 2,758 | - |
| Outside Areas | 1,529 | 1,621 |
| Outdoor Learning | 2,078 | 618 |
| Photocopier/paper | 755 | 857 |
| Living Eggs | 285 | 285 |
| Year 6 Theatre Trip | 340 | - |
| Year 6 Books & Tokens | 427 | 439 |
| Travel - Coaches | 581 | 665 |
| PTA UK Membership | - | 140 |
| Class Refurbishments | 13,171 | - |
| Chrome Books | 5,465 | - |
| IT Equipment | 1,240 | 1,941 |
| PTA Events | - | 505 |
| Books for School | 700 | - |
| Jubilee Week | - | 612 |
| Total | A) 29,329 | 12,547 |
| Fundraising and Social Events | | |
| Summer Fair costs | 4,720 | 5,259 |
| Christmas Wreaths Costs | 1,670 | 642 |
| Christmas Week costs | 3,204 | 778 |
| Quiz night | 46 | 21 |
| Rugby Parking | - | 92 |
| Children's Disco | 3,555 | 6,355 |
| World Cup Costs | 79 | 312 |
| Comedy Night | 1,933 | 2,793 |
| Family Presents costs | - | 381 |
| PTA Pop Up Costs | - | 1,507 |
| Y6 Leavers Fund | - | 1,036 |
| Year Group activities | - | 224 |
| Ceilidh Night Costs | 575 | - |
| Total | B) 15,782 | 19,400 |
| PTA Expenses | 671 | 669 |
| Bank Charges | 82 | 132 |
| Total | C) 753 | 801 |
| Total Payments | A+B+C 45,864 | 32,748 |

Archdeacon Cambridge's Parent Teacher Association

Accounts for the year ended 31 July 2024

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.

| | 2024 | 2023 |
|--|---------------|---------------|
| Net Income | £ | £ |
| Fundraising and Social Events | | |
| Summer Fair | 5,830 | 9,487 |
| Children's Disco | 2,627 | 7,478 |
| Rugby Parking | 2,315 | 7,522 |
| Second hand Uniform Sales | 1,797 | 1,429 |
| 100 Club | 1,313 | 1,424 |
| Quiz Night | 1,146 | 413 |
| Sponsored Event (Pancake Flip/ Bunny Bounce) | 990 | 1,962 |
| Christmas Fair/Week | 774 | 2,608 |
| World Cup Events | 441 | 1,021 |
| Easy Fundraising | 356 | 674 |
| Christmas Wreath Making | 313 | 888 |
| Bags 2 School | 244 | 266 |
| Ceilidh Night | 221 | - |
| Mufti Day/Bright socks | 195 | - |
| PTA Pop ups | 118 | -65 |
| Friday Sales | 66 | 1,743 |
| Donations | 26 | 1,696 |
| Advertising | - | 1,500 |
| Amazon Smile | - | 155 |
| Comedy Night | -134 | 1,063 |
| Year 6 Leavers | -359 | 408 |
| Total | 18,279 | 41,672 |