

Trustees' Annual Report for the period

From 01 Sept 2021 Period start date To 31 August 2022 Period end date

Charity name: St James Primary School Parent Teacher Association

Charity registration number: 1061151

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	St James' Primary PTA exists to fundraise for the school and to strengthen the school community.
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	This was done through a variety of events and activities such as Popcorn Clubs, Discos, Mufti Days, Sponsored Gallop, Summer and Christmas Fairs, Quiz Night, Bag2School, Easy Fundraising, Amazon Smile, Stampstastic and PTA Events web advertising.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Everything the PTA purchases is at the request of the school. Once a request is made by a member of the teaching team it is approved by the school Head Teacher. The PTA then cast a vote where at least 4 members must agree to the purchase. In general for a request to be approved the PTA must decide that it is beneficial for the school as a whole and not just a particular class/year group.

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	

Other		
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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>Everything the PTA purchase is at the request of the school. During 2021/22 we paid for Arts and Craft Supplies, Corum Life Education Workshops, Library Upgrades, School Trip Subsidies, Y6 Leavers Donation, Whole School Reading Scheme, Diversity Books, Jubilee Clocks and Pins, School Licences and the Christmas Pantomime. These events and items enhance and enrich the children's experience at school and help develop lasting memories of their primary school days. In the wider community our purchases also benefit the school's After School Club, Brownies and other visiting organisations.</p> <p>Our events and activities engage parents, teachers and children of the school in fun activities which strengthen our school community and reinforce the school's excellent reputation in the local community. As a member of the No Child Left Behind project in Cheltenham, we exist to help all young people thrive. Our events are inclusive and through our close relationship with the school's Pastoral Team, every child can attend every event regardless of their circumstances.</p> <p>Our volunteers enjoy supporting our PTA as they get to make a difference to the children and school community, help raise much needed funds, make new friends, get to know the school environment, feel good that they are making a difference, be inspired and be inspiring and learn new skills. In summary, a good PTA can help strengthen the child, parent, school community and can become a huge marketing tool for the school, a way of strengthening their reputation and increasing family engagement. The PTA can help communicate with families more effectively, enhance fundraising efforts and qualify for grants and awards to support the school. All this activity helps enhance a school's</p>

		<p>reputation within the community. The PTA is often referred to as the heart of the school community and in our case it really is.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£35,000 in the bank at the end of the financial period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have commitments to the school of approx. £ 13,000 per school year so like to keep some reserves in the event of an inability to fundraise. We are also planning a big revamp of the outside space in 2023, expected to cost in the region of £ 25,000.
Amount of reserves held	Para 1.22	£ 10,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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 for Parent Teacher Associations
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
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	All parents and teachers at St James Primary School are members of the PTA. Trustees are nominated, and then elected by a majority of votes cast by the PTA members present at the AGM.

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	St James Primary School Parent Teacher Association
Other name the charity uses	
Registered charity number	1061151
Charity's principal address	St James Primary School Merestones Road Cheltenham GL50 2RS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Amie Gilbertson	Treasurer	Dec 20 – Present	
2	Nathalie Dawson	Joint Secretary	Nov 17 – Present	
3	Stephanie Leach	Chair	Dec 22 – Present	
4	Helen Hardy	Joint Secretary	Dec 22 – Present	
5	Joanne Kitching		Sept 18 – Present	
6	Bronwen Flury		May 18 – Present	
7	Rachel Arthur		Nov 17 – Present	
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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
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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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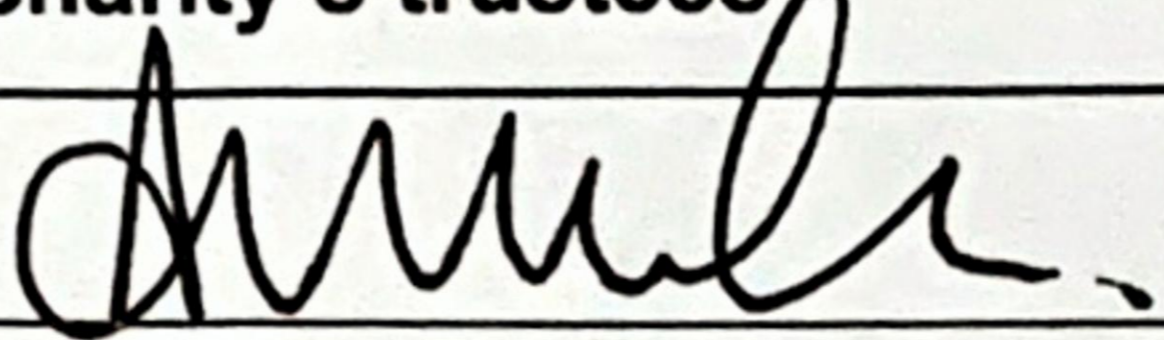
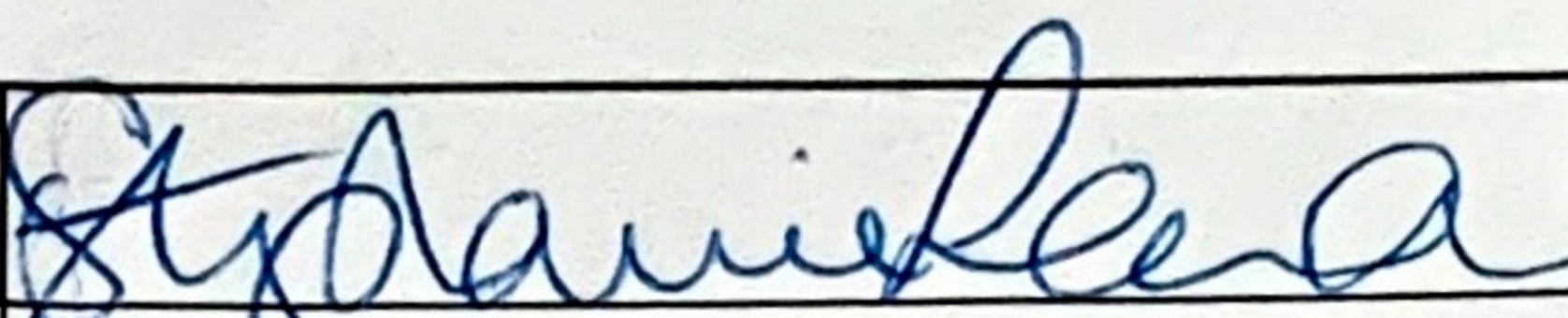
Other optional information

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Declarations

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

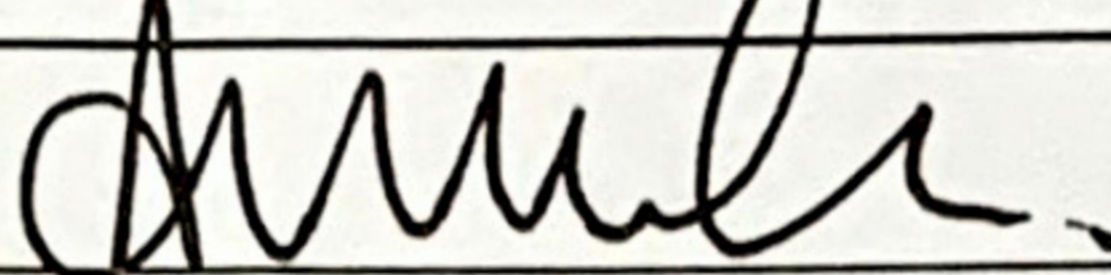
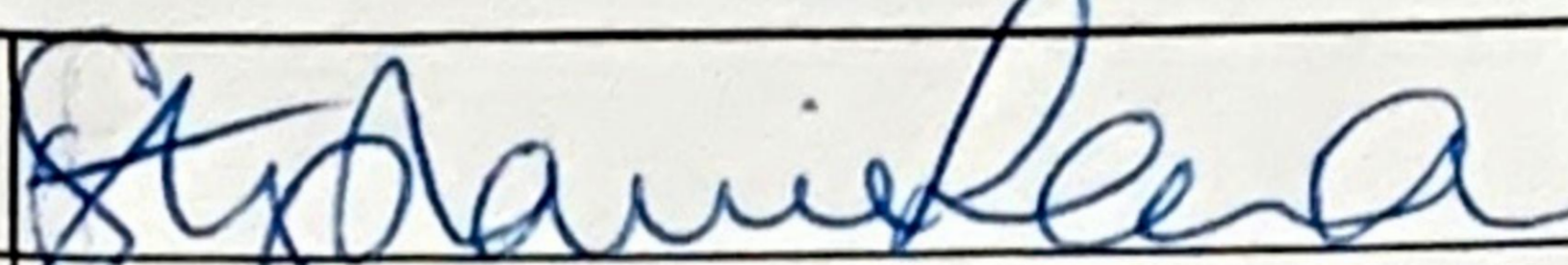
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Amie Gilbertson	Stephanie Leach
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	19/06/23	

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)	Amie Gilbertson	Stephanie Leach
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	19/06/23	



Section A Independent Examiner's Report

Report to the trustees

Charity Name St James Primary School Parent Teacher Association

On accounts for the year ended

31 August 2022 Charity no (if any) 1061151

Set out on pages

4 (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 DD / MM / YYYY.

Responsibilities and basis of report

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

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:
- 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: Louise Baldwin

Date: 01/06/2023

Name: Louise Baldwin

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

FCCA

Address:

1 Llandudno Villas, Lypiatt Street, Cheltenham, GL50 2TZ

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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.

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**St James Primary School PTA
Income & Expenditure Account
Year ended 31 August 2022**

Income

Amazon Core/Easy Fundraising	£410.20
Bags 2 Schools	£1,315.00
Cake Sale	£715.70
Christmas Cards	£2,574.00
Christmas Decorations	£152.00
Christmas Quiz	£168.00
Christmas Raffle	£1,987.10
Enterprise 5	£404.00
Facebook Selling	£171.43
Gift Aid	£752.00
Grants	£300.00
Jubilee Pins	£200.70
Discos	£7,150.70
Mufti Day	£1,914.86
Popcorn Club	£1,646.12
Quiz Night	£1,740.75
Sponsored Gallop	£2,430.25
Stampastic	£23.03
Summer Fair	£10,045.65
Summer splash	£1,858.74
Uniform Sales	£651.20
Web Advertising	£665.00
Payment for surplus bar stock	£170.00
Donation for surplus coffee cup lids	£10.00
B&Q refund (Shelves and Brackets -BE)	£23.50
Dunelm refund (Jubilee Clocks -BF 1)	£20.00
One-off donation	£5.31
Donation to be used for music provision	£500.00
Sale of Old PTA Gazebos	£60.00
Total Income	£38,065.24

Expenditure

Cake Sale	£109.20
Christmas Cards	£1,833.15
Christmas Decorations	£122.47
Christmas Quiz	£9.16
Christmas Raffle	£107.60
Facebook Selling	£6.50
Jubilee Pins	£79.79
Discos	£2,688.94
Mufti Day	£48.94
Popcorn Club	£207.47
Quiz Night	£957.73
Sponsored Gallop	£41.19
Summer Fair	£2,233.66
Summer Splash	£896.24
Web Advertising	£15.63
Arts and Crafts	£178.30
Donation to Ukranian refugees - clothing	£59.00
Donation to Charity - DEC Ukraine appeal	£360.00
Donation to year group - workshops, trips and leavers	£2,105.00
Eco Hub	£326.99
General PTA Expenses	£1,331.49
Library	£466.74
Physical Teaching Resources	£3,196.29
Service Charge - bank account and PTA resources subscription	£544.84
Software Licenses / Subscriptions	£3,498.00
Special Events - workshops, pins, snacks	£1,360.73
Teaching Event	£1,460.00
Total Expenditure	£24,245.05

Surplus of Income over Expenditure **£13,820.19**

Funds movement:

Funds brought forward	£21,267.11
Surplus of Income over Expenditure	£13,820.19
Funds carried forward	£35,087.30

Funds composed of:

Bank Account	£35,057.86
Unpresented cheques	£0.00
Uncleared banking	£0.00
Petty Cash	£29.44
Total	£35,087.30

Commitments made:

Funds available before commitments	£35,087.30
Commitments 22-23	£13,427.38
Funds available after commitments	£21,659.92



Section A Independent Examiner's Report

Report to the trustees

Charity Name
St James Primary School Parent Teacher Association

On accounts for the year ended

31 August 2022

Charity no
(if any)

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Signed:

L Baldwin

Date:

01/06/2023

Name:

Louise Baldwin

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

FCCA

Address:

1 Llandudno Villas, Lypiatt Street, Cheltenham, GL50 2TZ

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