



Trustees' Annual Report for the period

Period start date		Period end date	
From	1 September 2018	To	31 August 2019

Section A

Reference and administration details

Charity name St James School Parent Teacher Association

Other names charity is known by

Registered charity number (if any) 1057497

16 West Way

Petts Wood

Orpington

Postcode

BR5 1LW

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	Katie Evans	Chair	1/9/18 to 1/10/19	
2	Natasha Mirrington	Treasurer		
3	Fiona Boyle	Co Chair	1/10/19	
4	Richard Boyle	Co Chair	1/10/19	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	By election at the annual general meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The charity exists to raise money for the wellbeing, education and benefit of the pupils of St James' RC Primary School in Petts Wood, Kent. Specifically, the objects of the charity are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the local education authority) and in furtherance of this object may: (a) foster more extended relationships between the staff, parents and others associated with the school, and (b) engage in activities which support the school and advance the education of the pupils attending it.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

During the year the charity carried out various fundraising activities such as a fashion show £700, Christmas fair £6,304, family disco £707, theatre trips £1,043, summer ball £5,082 and a summer fair £4,767 (all numbers are profit amounts for each event), to raise funds to support the school in its education of the pupils. In addition to the amounts received from raising activities, a total of £1,711 was received through matched funding programmes of parents' workplaces.

During the year the charity awarded grants for theatre trips, additional sports coaching, and classroom allowances for the teachers. In addition, the charity gave £7,479 for a new playground equipment in the key stage one playground.

When making these decisions on awarding grants the trustees and the committee confirm that they have had complied with their duty to have regard to the guidance on public benefit published by the Charity Commission for England and Wales in exercising their powers and duties.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The main achievements of the charity during the year was provide funds to provide playground equipment for the key stage one playground and offer additional funding towards the external sports coach to increase the number of sports classes for the children.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity operates on a receipts and payments basis without reference to a balance sheet. The association does not have any liabilities or financial commitments at the end of the year and so there is no requirement for reserves to be held.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

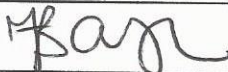
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Fiona Boyle

Position (eg Secretary, Chair, etc)

Co Chair

Date

29/6/2020



Section A

Independent Examiner's Report

Report to the trustees/
members of

St James School Parent Teacher Association

On accounts for the year
ended

31 August 2019

Charity no
(if any)

1057497

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 31/08/2019.

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:

Date:

05/06/2020

Name:

Laura Caldwell

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

FCA ICAEW

Address:

6 Acacia Close

Petts Wood, Orpington

BR5 1LL

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.