



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/09/2021 - Period start date To 31/08/2022 Period end date

**Charity name:** ST. PETER'S PARENT TEACHER ASSOCIATION

**Charity registration number:** 1067994

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:-</p> <p>(a) Develop more extended relationships between the staff, parents and others associated with the school.</p> <p>(b) Engage in activities which support the school and advance the education of the pupils attending it,</p> <p>(c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine,</p>
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	<p>The main activities of support are as follows:</p> <ul style="list-style-type: none"><li>• purchase of educational books</li><li>• purchase of play equipment and educational resources</li><li>• purchase of shed for equipment storage</li><li>• purchase of event shelter for children's weather protection for outdoor events/activities</li><li>• purchase of medals for pupil recognition</li><li>• purchase of cooking equipment</li><li>• payment for school disco and celebration events</li><li>• payment of theatre event and travel</li></ul> <p>Funding from the PTA for activities of support are governed by the principle that all pupils must benefit from them. The school pupils, in their entirety, must be able to access the activities of support and benefits. No single year group, class or pupil has preference or different treatment.</p>

		<p>These activities of support benefit pupils by:</p> <ul style="list-style-type: none"> <li>• supporting their educational needs with access to learning resources which broaden their experiences</li> <li>• develop self-confidence and social skills through celebration and cultural experiences</li> <li>• protect their wellbeing by giving them an environment that they feel safe within</li> </ul> <p>The activities that raise funding to invest in support are as follows:</p> <ul style="list-style-type: none"> <li>• Annual Christmas and Summer Fayre open to the local community which showcases local youth groups, arts, crafts, and small businesses</li> <li>• Bingo Night open to the local community to promote socialising and community support for the PTA</li> <li>• Film Night open to pupils to provide cultural enrichment</li> <li>• Disco for pupils to promote exercise and cultural enrichment</li> <li>• Present stalls for children to purchase low-cost gifts for Father's Day, Mother's Day and Christmas</li> <li>• Treat Stalls that offer drinks and food at events and after school</li> </ul> <p>St Peter's Parent Teacher Association purchase uniform in bulk from 'Goyals of Maidenhead' which is resold at 'near' cost price to support low-income families access to affordable uniform.</p> <p>St Peter's Parent Teacher Association collaborates with several 3<sup>rd</sup> party organisations to support its' fundraising strategy. These include:</p> <ul style="list-style-type: none"> <li>• 'Easy fundraising' – an online referral platform that generates commission from brands for customer purchases that are made via their platform and subsequently shared.</li> <li>• 'Your School Lottery' – who create and run lotteries for schools across the UK and percentage of ticket sales are shared. A regular return relating to 'Small Society Lottery Gambling Act 2005' is submitted to Chiltern &amp; South Bucks Councils detailing ticket sales, prizes cost and funds.</li> <li>• 'Happy School Bag' – a clothing and accessory collection service who specialise in recycling and reselling</li> </ul>
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		<p>used clothing. Payment is made to the association on weight of bags collected.</p> <ul style="list-style-type: none"> <li>• ‘Stampstastic’ – a name label retailer who provide 15% commission to the PTA on specific products when customers quote the PTA reference.</li> <li>• ‘Theatre Royal Windsor’ – a local regional theatre who provide subsidised tickets for the annual pantomime for sale via the PTA.</li> </ul> <p>Other small local businesses in the Burnham area – offer donations of vouchers, products and services as prizes for fundraising activities at events such as the Christmas and Summer Fair.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year, we kept in mind the Charity Commission’s guidance on public benefit at our trustee meetings.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	All monetary investment from the PTA for support are governed by the principle that all pupils must benefit from them. The school pupils, in their entirety, must be able to access the benefits of support and no single year group, class or pupil has preference or different treatment.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	We are grateful for the many hour’s volunteers have spent supporting fundraising activities and events to underpin opportunities to enhance the community and pupil experience. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.
Other		

### Achievements and Performance

	SORP reference	
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<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>Sep'21 – Dec'21</p> <ul style="list-style-type: none"> <li>• Subsidised uniform costs were provided to the entire school community for the new year – allowing for support to low-income families.</li> <li>• Film Night ran for more than 30 children who were able to enjoy new films which broadened their cultural experience and was in high demand for more.</li> <li>• Over 120 Pantomime tickets were sold in partnership with Theatre Royal Windsor at a discounted price allowing for greater access for families to engage with the arts.</li> <li>• The Christmas Fayre took phenomenal effort in organising and showcased local arts, crafts and local businesses. With over 300 people in attendance across the day and 40+ business supporting with prizes or present on the day.</li> <li>• Multiple treat stalls after school provided joy and excitement when held.</li> <li>• Funding raised via our 3<sup>rd</sup> party collaborations such as 'Your School Lotter', 'Easy fundraising' and 'Happy Bags' meaning money available to support pupils.</li> <li>• Disco funded for pupils to enjoy exercise, socialising and cultural engagement.</li> <li>• Small purchases made for cooking equipment to aid pupil's bakery.</li> <li>• Whole school funded to attend a theatre trip with travel to experience live art and enhance their cultural learning and appreciation.</li> </ul> <p>Jan'22 – Mar'22</p> <ul style="list-style-type: none"> <li>• After success of Pantomime ticket sale in 2021, the 2022 tickets for Winter'22 were offered and generated a lot of interest. Nearly 180 tickets sold by end of the year (60 more than 2021) and driving more families to enjoy the arts.</li> <li>• Mother's Day present stall set up to provide low-cost gifts from children. Nice to see children's excitement and indeed the appreciation expressed by parents.</li> <li>• Continued subsidised uniform costs were provided to the entire school community for the new year – allowing for support to low-income families.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Another Film Night was well received and popular for more than 30 children who were able to enjoy new films.</li> <li>• Multiple treat stalls after school provided joy and excitement when held.</li> <li>• Further funding raised via our 3<sup>rd</sup> party collaborations such as 'Your School Lottery', 'Easy fundraising' and 'Happy Bags' meaning money available to support pupils.</li> <li>• Administrative costs made for membership to 'Parentkind' securing specialist support to fundraise for PTAs and insurance cover.</li> <li>• Large funding contribution to procure books, learning resources &amp; equipment for all pupils use to enhance their learning experiences.</li> <li>• Funding for medals for celebration and recognition of pupil achievements helping promote celebration and shared joy.</li> </ul> <p>Apr'22 – Jun'22</p> <ul style="list-style-type: none"> <li>• Repetition of all the same activities and the benefits as mentioned from Sep'21 – Mar'22.</li> <li>• Father's Day present Stall ran and provided low-cost gifts from children. Continued excitement and appreciation expressed by parents.</li> <li>• Bingo Night held for community and promoted socialising and community support for the PTA.</li> </ul> <p>Jul'22 – Sep'22</p> <ul style="list-style-type: none"> <li>• Repetition of same activities mentioned from Sep'21.</li> <li>• Procured portable event shelters to protect children from weather for sports days, jubilee celebrations and any future outdoor activities. Keeping them safe and protected.</li> <li>• Supporting school community with jubilee celebration event. A once in lifetime experience to celebrate success of the monarch's lifetime achievements which the whole community could enjoy.</li> <li>• Purchased more cooking equipment to aid the pupils' cooking skills and experiences. Helping them learn about nutrition and giving them valuable life skills.</li> </ul>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Cash at bank at 31/08/2022 was £8450 in unrestricted funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The cash in the bank at the end of Aug'22 was a result of a successful year of fundraising and will be used to purchase the subsequent year's products to resell such as uniform, treat stall stock and present stall gifts.
Amount of reserves held	Para 1.22	Cash at bank at 31/08/2022 was £8450 in unrestricted funds.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
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	Our main source of funds this year has been a hugely successful Christmas Fair, Uniform sales, and the collective fundraising amount achieved via the 3 <sup>rd</sup> party collaborations such as the 'Your School Lottery' and 'Happy Bags'. Whilst not as large as the main sources, the treat stalls, present stalls, Film Night, Bingo Night, Pantomime and Disco events also raised an admirable contribution individually a collectively were a big contribution towards fundraising.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The majority of cost is to support fundraising activities and any margin after is invested towards supporting activities that benefits the pupils. There are small overheads costs with membership and insurances for the running of the association.
A description of the principal risks facing the charity	Para 1.46	The main financial risk to the charity is loss of volunteer support in running the association and driving fundraising activity.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CONSTITUTION ADOPTED 30TH JANUARY 1995
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	Trustees are appointed or reappointed annually at the Annual General Meeting held in September

### 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	<p>Beneficiaries of the association are school pupils aged between 4 and 12 in attendance at St Peter's Church of England Primary School in Burnham.</p> <p>The trustees oversee the day to day running of the association. The trustees seek the views of St Peter's School pupils, their parents or guardians, volunteers of the association and teaching staff in deciding the activities to be run and support towards pupil development. St Peter's Parent Teacher Association consults with St Peter's School management to determine how funds raised are invested in enhancing all pupil experience and learning at the school. St Peter's school allows the school facilities to be used by the Association to enable fund raising activities.</p> <p>All trustees give their time voluntarily and received no remuneration or other benefit.</p>
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	<p>St Peter's Parent Teacher Association consults with St Peter's Church of England Primary School to determine how funds are invested to support all pupils with the school. The school also supports fundraising activities with teacher volunteers and usage of space and equipment within the school.</p> <p>St Peter's Parent Teacher Association pay membership to 'ParentKind' who provide</p>



		<p>insurance cover and are a national charity who provide specialist fundraising support to PTAs.</p> <p>St Peter's Parent Teacher Association purchase uniform in bulk from 'Goyals of Maidenhead' which is resold at 'near' cost price to support low-income families access to affordable uniform.</p> <p>St Peter's Parent Teacher Association collaborates with several 3<sup>rd</sup> party organisations to support its' fundraising strategy. These include:</p> <ul style="list-style-type: none"> <li>• 'Easy fundraising' – an online referral platform that generates commission from brands for customer purchases that are made via their platform and subsequently shared.</li> <li>• 'Your School Lottery' – who create and run lotteries for schools across the UK and percentage of ticket sales are shared. A regular return relating to 'Small Society Lottery Gambling Act 2005' is submitted to Chiltern &amp; South Bucks Councils detailing ticket sales, prizes cost and funds.</li> <li>• 'Happy School Bag' – a clothing and accessory collection service who specialise in recycling and reselling used clothing. Payment is made to the association on weight of bags collected.</li> <li>• 'Stampastic' – a name label retailer who provide 15% commission to the PTA on specific products when customers quote the PTA reference.</li> <li>• 'Theatre Royal Windsor' – a local regional theatre who provide subsidised tickets for the annual pantomime for sale via the PTA.</li> <li>• Other small local businesses in the Burnham area – offer donations of vouchers, products and services as prizes for fundraising activities at events such as the Christmas and Summer Fayre.</li> </ul>
Other		

## Reference and Administrative details

Charity name	ST. PETER'S PARENT TEACHER ASSOCIATION
Other name the charity uses	

Registered charity number	1067994
Charity's principal address	St. Peters C Of E Primary School Minniecroft Road Burnham SLOUGH SL1 7DE

### **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	Sara Dennis	Chair		
2	Kevin Condcliffe	Treasurer		
3	Lisa Church	Secretary		
4	Clare Wragg	Vice Chair		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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

#### 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)	<i>S Dennis</i>	<i>K. Condliffe</i>
Full name(s)	SARA DENNIS	KEVIN CONDLIFFE
Position (eg Secretary, Chair, etc)	CHAIR	Treasurer -
Date	8/2/2023.	



## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2021		31/08/2022

### Section A Receipts and payments

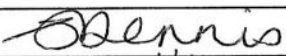
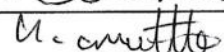
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising - Bingo Night	440	-	-	440	-
Fundraising - Christmas Fayre	4,459	-	-	4,459	-
Fundraising - Disco	439	-	-	439	-
Fundraising - Easyfundraising	272	-	-	272	-
Fundraising - Fathers Day	866	-	-	866	-
Fundraising - Film Night	447	-	-	447	-
Fundraising - Hoodie	168	-	-	168	-
Fundraising - Hot Dog Stall	381	-	-	381	-
Fundraising - Mother's Day	5	-	-	5	-
Fundraising - Panto 21	2,390	-	-	2,390	-
Fundraising - Panto 22	3,117	-	-	3,117	-
Fundraising - Penny Wars	688	-	-	688	-
Fundraising - Silent Auction	183	-	-	183	-
Fundraising - Sweet Box	40	-	-	40	-
Fundraising - Treat Stall	1,037	-	-	1,037	-
Fundraising - Uniform	5,724	-	-	5,724	-
Fundraising - Your School Lottery	1,698	-	-	1,698	-
Fundraising - Xmas Turkey	5	-	-	5	-
Fundraising - Happy Bags	739	-	-	739	-
Fundraising - Raffle	305	-	-	305	-
Fundraising - Stampstastic	3	-	-	3	-
Fundraising - Play Drinks	46	-	-	46	-
School support - Payment Error	5,653	-	-	5,653	-
<b>Sub total (Gross income for AR)</b>	<b>29,106</b>	<b>-</b>	<b>-</b>	<b>29,106</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,106</b>	<b>-</b>	<b>-</b>	<b>29,106</b>	<b>-</b>
<b>A3 Payments</b>					
Parentkind Membership & Insurance	116	-	-	116	-
Lotteries Registration	20	-	-	20	-
Medals	110	-	-	110	-
Books & Equipment	6,624	-	-	6,624	-
Disco	144	-	-	144	-
Event Shelter	1,732	-	-	1,732	-
Jubilee Celebrations	948	-	-	948	-
BBQ	555	-	-	555	-
Fundraising Expenses & Stock	18,803	-	-	18,803	-
School Support - Payment Error Reconciled	5,653	-	-	5,653	-
<b>Sub total</b>	<b>34,705</b>	<b>-</b>	<b>-</b>	<b>34,705</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>34,705</b>	<b>-</b>	<b>-</b>	<b>34,705</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 5,598</b>	<b>-</b>	<b>-</b>	<b>- 5,598</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>14,048</b>	<b>1</b>	<b>-</b>	<b>14,048</b>	<b>28/06/2023</b>

<i>Cash funds this year end</i>	8,450	-	-	8,450	-
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## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in bank	8,450	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>8,450</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	N/A		-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	N/A		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	N/A		-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sara Dennis	8/2/23
	Kevin Condliffe	8/2/23



# Charity Commission Annual Return 2022

**ST. PETER'S PARENT TEACHER ASSOCIATION**

Charity registration number: 1067994

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2022.**

## Financial period

**Financial period start date**

01/09/2021

**Financial period end date**

31/08/2022

## Income and spending

**Income £**

£29,106

**Spending £**

£34,706

## Serious Incidents

**For the period of this return, were there any serious incidents in your charity that have not been reported to the Charity Commission?**

No

## **Fundraising - professional fundraiser**

**Did your charity raise funds from the public?**

No

## **Government contracts**

**During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?**

No

## **Government grants**

**During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?**

No

## **Income from outside the UK**

**Did your charity receive income from outside the UK ?**

No

## **Spending outside England & Wales**

**Did your charity operate outside England and Wales?**

No

## Trading subsidiaries

Did the charity have any subsidiaries?

No

## Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?

No

Did any of the trustees resign and then take up employment with the charity?

No

## Employees' salaries

Did any of your charity's staff receive total employee benefits of £60,000 or more?  
Select No if your charity does not have any staff , or does not pay any staff.

No

For your highest paid member of staff only, what was the total value of their employee benefits?

(For example if your highest paid member of staff received £35,000 enter 35000). If you do not have any staff or did not pay any staff, enter 0 (zero)

£0

## Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial period?

25

## Financial controls

**Did your charity review its internal financial controls?**

No

## **Safeguarding**

**Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks?**

**Select Yes if there are no trustees, employees or volunteers in roles that are eligible for these types of DBS checks.**

Yes

## **Privacy statement**

**Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:**

- you have consented to their release; or**
- we are legally obliged to disclose them; or**
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- we can lawfully do so; and**
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**

## **Declaration**

**Your role at the charity (select one):**

☒ Trustee

**Given names**

Kevin Mark Condcliffe

**Family name**

Condcliffe

**Telephone  
number**

07715527111

**Email**

kevincondcliffe@hotmail.co.uk

**Date submitted**

10/02/2023

**It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.**