



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	01	August	2017		31	July	2018

## Section A Reference and administration details

**Charity name** Warren Road School Parent Teacher Association

**Other names charity is known by**

**Registered charity number (if any)** 1087164

**Charity's principal address** Warren Road Primary School

Warren Road

Orpington, Kent

**Postcode**

BR6 6JF

### 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	Paul Sebry	Chairperson		
2	Helena Bell	Deputy Chairperson		
3	Amanda Rose	Secretary		
4	Catherine Elsayed	Treasurer		
5	Shirley Adamthwaite			
6	Bianca Haupt-Erasmus			
7	Lisa Tucker			
8	Rachel Bosshard			

### 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
Independent Examiner	Tanel Kagan	

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




## 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)

Elected by Trustees (Proposer and Seconder)

### 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.

Warren Road School Parent Teacher Association ('the PTA') is a member of PTA-UK (membership number 21156). PTA-UK provides advice and best practice on managing a school PTA and provides ideas for fundraising activities. They also provide the PTA insurance cover.

The PTA complies with the Charity Commission rules and regulations and submits an annual Charity Commission Return, as required.

PTA members consist of all parents, guardians or carers of any pupil attending the school as well as teaching and non-teaching staff employed by the school. All members are encouraged to join the working group of members from which the trustees ("the Committee") are elected. The Committee seeks to have fundraising sub-groups made up of both experienced and new members to ensure effective succession planning and sharing of new ideas.

The Committee hold regular meetings to discuss forthcoming events, share successes and improvements from recent events, and agree on both short-term and long-term donations to the school. At these meetings the Head Teacher (also the PTA's President) provides a report discussing wider school issues, successes and useful dates.

In turn the Committee provide feedback to the Head Teacher on matters arising/voiced by parents/children (e.g. school meals, health & safety matters etc).

Health & safety assessments are undertaken prior to all events to ensure the safety of all parties. The assessments are updated after each event and held in the school office for future events.

All PTA matters are updated on the school website.

## Section C

## Objectives and activities

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

The objective of the PTA is to advance the education of the pupils in the school in particular by i) developing effective relationships between the staff, parents and others associated with the school ii) engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

**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)**

When planning activities for the year, the PTA has considered the Charity Commission's guidance on public benefit.

The PTA regularly contributes funds towards the school swimming pool, the 'Listening Ear' counselling service in the school and a fixed amount to each class teacher to enhance the education of all pupils.

The PTA arrange, on average, 6 events per annum in order to raise funds. The main events are a Fireworks display as well as Christmas and Summer Fetes.

The PTA consults with the Head Teacher and Governing Body to help identify longer-term projects it considers appropriate to support.

All feedback/concerns raised by parents and local neighbours are fed back to the Head Teacher to enable such matters to be addressed (e.g. risks associated with parking outside school gates, other health and safety related matters, school dinners etc).

#### **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 PTA has had a successful year both in terms of raising funds (over £35,000 before donations to the school) and funding a major school wide literacy project.

The main achievement for the PTA was being able to completely refresh each classroom library with new books (contributing £1,000 to each year group) and purchasing a brand new reading scheme for Key Stage 1 home readers (£1,500).

The PTA continues to have ongoing commitments to the school to fund the majority of the capital maintenance costs for the swimming pool. This we were able to fund a new pool cover, a replacement external door and the redecoration of the changing rooms (£5,600). All children from Year 2 onwards benefit from swimming lessons.

We also provided £3,000 for a gazebo to enhance the nature area for use as an outdoor classroom.

The PTA continues to provide funding for children in KS1 & KS2 to enjoy a visit to the Life Bus (£3,200), children in KS2 to attend an Anti-Bullying workshop (£700) and for all children to see a Christmas Pantomime performance from a visiting theatre company.

We also fund the Listening Ear counselling service available to all children from Year 1 upwards. The PTA has committed to contribute £3,000 p.a. to this service.

The PTA also provides each class teacher with a sum of money (£150 per class) to purchase special resources of their choosing.

The PTA continues to contribute to the cost of a crossing patrol person. The contribution within the current financial year was £1,800.

We also continue to provide the Year 6 children with hats for their Isle of Wight trip (£350).

This year we also contributed £200 towards resources for the sensory room for the SEND department.

The PTA continues to hold some reserves accumulated in previous years which are greater than needed for ongoing activities and will discuss, with the school, other projects to fund.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The PTA aims to raise sufficient funds each year to cover annual commitments and sundry requests. Any deficit will be covered by reserves.

Reserves of £10,000 will be maintained to ensure adequate working capital for fundraising events.

Any excess funds will be held towards funding of major financial projects agreed with the Head Teacher and Governing Body

### 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.

The charity's principal sources of funds are from fundraising events such as the Christmas and Summer fairs, Fireworks event, discos and similar events. We also run various activities such as the sale of nearly new uniform and calendars. We sometimes receive donations and match funding from employers.

The key objective of the charity is to provide Warren Road Primary School with funding to enhance the education of the children.

The main expenditure is the donation of funds to the school. Other expenditure relates to the cost of the events described above in order to raise the funds required.

## Section F

## Other optional information

A total of £31,400 was committed in donations to the school for the 2017/18 academic year. An initial bank transfer of £500 was made before the end of the financial year with the remainder £30,900 being transferred on the 25<sup>th</sup> September 2018 once the staff were back at school following their summer holidays.

## 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)

Paul Sebry

Rachel Bosshard

Position (eg Secretary, Chair, etc)

Chair

Trustee

Date

02/07/2019





Charity Name	Number
Warren Road School Parent Teacher Association	1087164

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01 August 2017		31 July 2018

### 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>					
	0	0	0	0	0
Voluntary income	4,288	0	0	4,288	1,847
	0	0	0	0	0
Activities for generating funds	49,149	0	0	49,149	47,500
Other income		0	0	0	
Investment income	16	0	0	16	8
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total (Gross income for AR)</b>	<b>53,453</b>	<b>0</b>	<b>0</b>	<b>53,453</b>	<b>49,354</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>53,453</b>	<b>0</b>	<b>0</b>	<b>53,453</b>	<b>49,354</b>
<b>A3 Payments</b>					
	0	0	0	0	0
Fundraising trading costs	15,688	0	0	15,688	19,346
	0	0	0	0	0
Charitable activities	500	0	0	500	28,183
	0	0	0	0	0
	0	0	0	0	0
Governance costs	117	0	0	117	113
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>16,305</b>	<b>0</b>	<b>0</b>	<b>16,305</b>	<b>47,642</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>16,305</b>	<b>0</b>	<b>0</b>	<b>16,305</b>	<b>47,642</b>
<b>Net of receipts/(payments)</b>	<b>37,148</b>	<b>0</b>	<b>0</b>	<b>37,148</b>	<b>1,712</b>
<b>A5 Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>A6 Cash funds last year end</b>	<b>25,797</b>	<b>0</b>	<b>0</b>	<b>25,797</b>	<b>24,085</b>
<b>Cash funds this year end</b>	<b>62,944</b>	<b>0</b>	<b>0</b>	<b>62,944</b>	<b>25,797</b>

## 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 £
B1 Cash funds	Cash at bank and in hand	62,944	0	0
		0	0	0
		0	0	0
		0	0	0
	<b>Total cash funds</b>	62,944	0	0
(agree balances with receipts and payments account(s))		OK	OK	OK

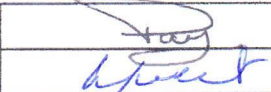
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
			0	0
			0	0
			0	0
			0	0

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Donation committed to Warren Road Primary School - transferred 25/09/18	Unrestricted	32,400	
			0	
			0	
			0	
			0	

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

Signature	Print Name	Date of approval
	PAUL SEABEY	25/9/19
	LAURA WEST	25/9/19