



## Trustees' annual report for the period

	Period start date				Period end date		
From	01	04	19	To	31	03	20

**Charity name:** Sutton Grammar School Parent Teacher Association

**Charity registration number:** 1168281

**Charity's principal address:** C/O SUTTON GRAMMAR SCHOOL  
MANOR LANE  
SUTTON, SURREY  
SM1 4AS

### 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	Ben Cloves	President	From 23.09.19	Ex-officio
2	Stephen Quayle	Chair		elected
3	Jon Flay	Vice Chair		elected
4	Patrick Jacobs	Treasurer		elected
5	James Humphrey-Evans	Joint Secretary		elected
6	Mike Bosland	Joint Secretary	From 23.09.19	elected
7	Stephan Heitmeyer	Information Coordinator	From 23.09.19	elected
8	Andrew Eldred		From 23.09.19	elected
9	Robert Turner	Staff User Representative		Ex-officio
10				

### Structure, governance and management

**Description of charity's trusts:**

Type of governing document: for example	Constitution (v.1.1 18 July 2016)
How is the charity constituted?	Charitable Incorporated Organisation
Trustee selection methods	Election at AGM, or appointed by Elected Trustees, or ex-officio appointees from SGS

## Additional information (optional)

<p>You may choose to include further statements where relevant about:</p> <ul style="list-style-type: none"> <li>-Policies and procedures adopted for the induction and training of trustees</li> <li>-The charity's organisational structure and any wider network with which the charity works</li> <li>-Relationship with any related parties</li> <li>-Other</li> </ul>	<p>SGSPTA was granted charitable status on 19 July 2016, taking over the assets and activities of the previous Association. This report covers the period 1 April 2019 to 31 March 2020 reflecting the third full year operation under this new charitable status; accounts submitted with this report cover the same period</p> <p>In accordance with the Constitution, the President of SGSPTA is the Headteacher of SGS, appointed ex-officio. The powers of the President are restricted by chairing the elections of Trustees at the AGM, and calling a meeting under certain conditions. As the Chief Executive of the recipient body (Sutton Grammar School Trust, SGST), the constitution removed the influence he/she may have on funding decisions. As a charitable education body, SGST is regularly consulted to ensure no conflict of interest occurs.</p> <p>The Staff User Representative (SUR) is also appointed ex-officio from within the School. Like the President, the roles and responsibilities of the SUR are tightly controlled within the Constitution.</p> <p>All of the other Trustee roles are filled on an annual basis by election of an eligible/guardian of a current pupil at the AGM. In addition, the Constitution allows for the appointment of two additional Trustees, for specific tasks.</p> <p>Decisions on funding, general SGSPTA policies and planning are strongly protected as the sole responsibility of the parents/guardians of pupils at the School.</p>
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## Objectives and activities

<p>Summary of the purposes of the charity as set out in its governing document</p>	<p>To further the educational and other charitable work of Sutton Grammar School (the "School") for the public benefit by such charitable means as the trustees see fit from time to time in particular but not exclusively by:</p> <ol style="list-style-type: none"> <li>1. assisting the School, by enhancing its provisions towards the education of its students</li> <li>2. developing more extended relationships between the staff, parents and others associated with the School</li> <li>3. collaborating with the School in obtaining work experience for current students and employment and placements for former students; and</li> <li>4. acting as a consultative body to the management of the School, without becoming formally involved with the formulation of School policy.</li> </ol>
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<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.</p> <p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>The Trustees complied with their duty to have due regard to the Charity Commission’s Public Benefit guidance when exercising any powers or duties to which the guidance is relevant.</p> <p>Whilst the beneficiary is a single School, its pupils are enrolled from within the London Borough of Sutton, surrounding Boroughs and in exceptional cases, as far as North London. Providing enhancements to the facilities and education of pupils at the School therefore has a significant impact on many diverse families. Entry to the School is by selection purely on ability, but with a percentage reserved from those in the Borough and some surrounding postcodes.</p> <p>As part of its fundraising, SGSPTA, through the efforts of its’ wholly owned trading company, SGSPTA Ltd, provides mock tests for potential applicants of selective entry exams throughout the South East of England. Parents bring their sons and daughters to sit the mock tests from some distance. SGSPTA are proud of the excellent reputation of the service provided, and its’ good value is instrumental in enabling access to a wide audience.</p> <p>By supporting the School, not just financially in the provision of funds, but in volunteer help as well, the impact of the wider community is regularly assessed for its beneficial effects. Examples include our Christmas Fair which is advertised locally and we welcome visitors from the community as well as parents. Another good example is the provision of refreshments to the competitors (and associated Staff and Parents) at the Sutton Borough Cross Country Event held at the School Northey Avenue Sports Ground. Without SGSPTA volunteers it would not be possible.</p> <p>Although the financial support provided to the school is primarily aimed to help buy equipment, books etc, and to help refurbish parts of the school, this can have clear benefits to the wider community. The PTA purchased purpose designed flooring which serves to protect the flooring of the Sports Hall, and add to the flexibility of its use; this includes use by outside agents letting the facility for sporting and other activities.</p>
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**Additional details of objectives and activities (optional)**

<p>You may choose to include further statements where relevant about:</p> <ul style="list-style-type: none"> <li>-Policy on grant making</li> <li>-Policy on social investment including program related investment</li> <li>-Contribution made by volunteers</li> <li>-Other</li> </ul>	<p>SGSPTA, in conjunction with the School, operate a formal funding application bidding process for all requests. This helps to ensure that staff consider other sources of funding, declare the benefits expected and timescales, and that it has also been considered in terms of IT and Premises impact, to avoid hidden costs. In accordance with the Constitution, for bids greater than £5,000, all members of SGSPTA must be given advance notice (and summary details) of an application, so that they can plan to attend a meeting to vote on a decision or make further enquiries.</p> <p>Without volunteers, SGSPTA would raise substantially less from the Mock Tests, Christmas and Summer Raffles, Christmas Fair, and all the other events. But it is not just about funds, the same volunteers also enable us to meet our objective of “developing more extended relationships between the staff, parents and others associated with the School”. An event such as the International Evening may not raise money, but the social/bond building benefits are a true reflection of the many hours of hard work put in.</p>
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## Achievements and performance

<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>Events during this period:</p> <p>Autumn (Oct 2019) Quiz Nights  Christmas Fair (Dec 2019)  International Evening (Feb 2020)</p> <p>Helped by providing drinks/snacks  New Yr 7 Welcome Evening (July 2019)  New Yr 7 Sports BBQ (July 2019)  Yr 7 Parents Social Evening (Oct 2019)  Christmas Concert (Dec 2019)</p> <p>Fundraising  Christmas Fair  Christmas and Summer Grand Draws  Easyfundraising  Double 100 Club  Secondhand Uniform Sales</p> <p>Our Trading company – SGSPTA Ltd:  11+ Mock Tests – provided to 22 sessions of 185 children in May/June 2019 and two days in August</p> <p>Open Evening (Sep 2019) – PTA and Mock Test advice room</p> <p>All of the above took place before the lockdown of schools in March 2020</p>
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	<p>because of the pandemic.</p> <p><b>Donations to School listed by meeting</b></p> <p><u>May 2019</u> Sports Dept - Replacement Athletics Vests for School Teams £228.24</p> <p><u>June 2019</u> Sports Dept - Netball Posts £2,554.80</p> <p><u>September 2019</u> Finance - Special Budget Support 2019/2020 £65,000</p> <p><u>November 2019</u> Science Depts - Dataloggers for use by the Science Dept. £9,225.45 Biology Dept -Replacement Greenhouse £5,200</p> <p><u>January 2020</u> Part-Time Library Assistant (new post) - £8,000 (0.5 of £16K) Sports Dept - Radio Microphone for Sports Hall - £265</p> <p><u>March 2020</u> Sports Dept - 2 Video cameras for GCSE/A Level PE £560</p>
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## Financial review

Review of the charity's financial position at the end of the period	At the end of March 2020 our financial reserves were £119,174, with virtually all of this held as bank deposits (see accounts submitted).
Statement explaining the policy for holding reserves stating why they are held	SGSPTA aims to maintain a working reserve of £5,000 at all times. As part of the funding application process, funds are transferred over immediately after approval, to enable a clearer picture of outstanding liabilities v assets.
-Amount of reserves held	£119,174 (per accounts submitted)
-Reasons for holding zero reserves	N/A
Details of fund materially in deficit	None
Explanation of any uncertainties about the charity continuing as a going concern	No uncertainties. The PTA is run by volunteers and only agrees to purchase items for the School from funds it already holds. Any Funding Request agreed by the PTA is based on the premise that sufficient funds must be available before approval is given to proceed with purchase.

## Additional information (optional)

<p>You may choose to include further statements where relevant about:</p> <ul style="list-style-type: none"> <li>-The charity's principal sources of funds (including any fundraising)</li> <li>-Investment policy and objectives including any social investment policy adopted</li> <li>-A description of the principal risks facing the charity</li> </ul>	<p>See Achievements and Performance above</p> <p>All expenditure was in line with the key objectives of the Charity. SGSPTA does not aim to hold on to substantial funds over a long-term period. All available funds are held in easy access accounts at a High Street bank. Whenever possible, funds are transferred to the School at the earliest opportunity, once a genuine funding request has been identified and approved.</p> <p>The principal risk is that some of our fundraising activities may not bring in the same level of funding they currently provide, which would then mean that the financial support we provide the school would reduce. This will be a significant risk for FY 20/21 following the lockdown caused by the pandemic. Our funding of future purchases for the school may be curtailed in the short term.</p>
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### **Funds held as custodian trustees on behalf of others**

<p>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)</p>	<p>No assets are held in this capacity</p>
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### **Exemptions from disclosure**

<p>Reason for non-disclosure of key personnel details</p>	<p>There are no non-disclosures of key personnel details</p>
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### **Declarations**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	
<b>Full name(s)</b>	Stephen Quayle
<b>Position (for example Secretary, Chair, etc)</b>	SGSPTA Chair 2019/20
<b>Date</b>	

**SUTTON GRAMMAR SCHOOL FOR BOYS  
PARENT TEACHER ASSOCIATION**

Income & Expenditure Account  
for the 12 months ended 31st March 2020

<b>INCOME</b>	<b>2019/20</b>			<b>2018/19</b>	
<b>Fund Raising Activities</b>	<b>Income</b>	<b>Expenses</b>	<b>Surplus</b>		
	£	£	£	£	£
200 Club	490	120	370		310
Christmas Fair	3,255	1,077	2,178		2,633
Summer Raffle	1,600	442	1,159		831
Christmas Raffle	2,229	681	1,548		1,695
	<u>7,574</u>	<u>2,319</u>		<u>5,255</u>	<u>5,469</u>
<b>Social Events</b>					
Quiz Evenings	986	399	587		514
Spring Concert	234	}		}	
Christmas Concert	398	}	744	}	
International Evening	159	}		}	
Other Socials	725	}	771	}	180
	<u>2,501</u>	-	<u>1,143</u>	<u>1,358</u>	<u>694</u>
<b>Other Income</b>					
Donations (including Uniform Sales)			699		2,283
Easy Fundraising (including Gift Aid)			1,234		2,029
Amazon Commission			16		
Gifted from SGSPTA Ltd			167,040		113,507
Tax Rebate					-
Interest Received			18		8
				<u>169,007</u>	<u>117,827</u>
				<u>175,619</u>	<u>123,990</u>
<b>EXPENDITURE</b>					
<b>Donations to School for :-</b>					
2019/20 Budgetary Support Provision			65,000		
Data Loggers for Science Dept			9,225		
50% funding of Library Assistant post			8,000		
Replacement Greenhouse for Biology Dept			5,200		
Removable Netball Posts for gym			2,555		
2 Video Cameras (GCSE & A level) PE Dept			560		
Sixth Form Induction Barbecue			500		
Radio Microphone for Sports Hall			265		
School Athletics Team vests			228		



		<u>114,487</u>
	<b>91,533</b>	<b>114,487</b>
Miscellaneous costs	<b>316</b>	<b>184</b>
<b>Surplus (Deficit) for the year</b>	<u><b>83,770</b></u>	<u><b>9,319</b></u>
Balance brought forward	<b>35,404</b>	<b>26,085</b>
<b>Balance carried forward</b>	<b>119,175</b>	<b>35,404</b>

**SUTTON GRAMMAR SCHOOL FOR BOYS  
PARENT TEACHER ASSOCIATION**

Balance Sheet  
as at 31st March 2020

	<b>2019/20</b>	<b>2018/19</b>
	£	£
<b>Bank Balances</b>		
Business Premium Saver Account (1)	5,061	10,033
Business Premium Saver Account (2)		-
Community Current Account	1,655	1,480
Cash in hand	60	60
	<u>6,776</u>	<u>11,573</u>
<b>Current Assets</b>		
Debtors (inc Gift Aid Tax rebate)		-
SGSPTA Ltd	111,991	23,520
Stock of drinks		-
Easyfundraising/Gift Aid	406	406
	<u>112,397</u>	<u>23,926</u>
	<u>119,174</u>	<u>35,499</u>
<b>Less Current Liabilities</b>		
Income in Advance		-
Sundry Creditors		95
	<u>119,174</u>	<u>35,404</u>
<b>Represented By:-</b>		
<b>Reserves</b>		
Income and Expenditure Account balance	119,174	35,404

119,174

35,404

I confirm that I have prepared the Accounts of SGS PTA for the period stated.

**Patrick Jacobs (SGSPTA Treasurer)**

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My examination included a review of the accounting records kept by the association and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from you as members concerning any such matters. The procedures undertaken do not provide all evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to the statement below.

In connection with my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Kulsoom Sayed ACMA (Independent Examiner)**

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03-Oct-20