



## Trustees' annual report for the period

	Period start date				Period end date		
From	01	04	21	To	31	03	22

**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		Ex-officio
2	Andrew Eldred	Chair		elected
3	Jon Flay	Vice Chair	To 6.10.2021	elected
4	Patrick Jacobs	Treasurer		elected
5	James Humphrey-Evans	Joint Secretary	To 6.10.2021	elected
6	Mike Bosland	Joint Secretary		elected
7	Stephan Heitmeyer	Information Coordinator	To 6.10.2021	elected
8	Ramachandran Mathanmohan	Information Coordinator		elected
9	Robert Turner	Staff User Representative		Ex-officio
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### 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 <b>1 April 2021 to 31 March 2022</b>. Accounts submitted with this report cover the same period</p> <p>In accordance with the Constitution, the President of SGSPTA is the Head Teacher 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 parent/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 &amp; the south coast. 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’ linked 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, and nationwide for the online tests. 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’s 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 to add to the flexibility of its use; this includes use by outside agents hiring 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, operates 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 (to 31.3.22) were severely restricted due to the impact of Covid-19 &amp; lockdowns. The following is a list of the usual events, some of which, we had to cancel</p> <p>Autumn (Oct 2021) Quiz Night postponed          Christmas Fair (Dec 2021) Cancelled          International Evening (Feb 2022) held</p> <p>Helped by providing drinks/snacks          New Yr 7 Welcome Evening (July 2021) Cancelled          New Yr 7 Sports BBQ (July 2021) Cancelled          Yr 7 Parents Social Evening (Oct 2021) Cancelled          Christmas Concert (Dec 2021) Cancelled</p> <p>Fundraising          Christmas Fair Cancelled          Christmas and Summer Grand Draws          Easyfundraising          Double 100 Club Cancelled          Secondhand Uniform Sales</p> <p>Our Trading company – SGSPTA Ltd:          11+ Mock Tests – provided online &amp; hall-based tests.</p>
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	<p>Open Evening (Sep 2021) – PTA and Mock Test advice room</p> <p>All of the above routinely took place before the lockdown of schools in March 2020 because of the pandemic but we are hopeful of re-scheduling them all in future.</p> <p><b>Financial donations to the School during the period of this Report:</b></p> <p>£65,000 2021/2 Budgetary Support Provision (to cover Part-funding of STEM Technician, coach-hire, &amp; minibus fleet running costs)</p> <p>£16,000 Part funding for Library Assistant post</p> <p>£13,259 Part funding for External Relations Co-ordinator post</p> <p>£3,500 Basketball stands for Sport/ PE Dept</p> <p>£5,015 Mac Books x4 for Music Dept</p> <p><b>Total donations £102,774</b></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 2022 our financial reserves were £207,242, 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	£207,242 (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 financially to support /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.</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>	Andrew Eldred
<b>Position (for example Secretary, Chair, etc)</b>	SGSPTA Chair
<b>Date</b>	8 <sup>th</sup> January 2023

## SUTTON GRAMMAR SCHOOL FOR BOYS

### PARENT TEACHER ASSOCIATION

#### Income & Expenditure Account for the 12 months ended 31st March 2022

INCOME		2021/22		
Fund Raising Activities	Income	Expenses	Surplus	
	£	£	£	£
200 Club	-	-	-	
Summer Fair			-	
Christmas Fair	-	-	-	
Mock Tests 2007			-	
Summer Raffle	2,641	456	2,185	
Christmas Raffle	3,336	484	2,852	
	5,977	939		5,037
<b>Social Events</b>				
Quiz Evenings	835	492	343	
Spring Concert	-	}		
Christmas Concert	-	}		
Internation Evening	450	}	391	
Other Socials	404	}	463	
	1,689	-	883	806
<b>Other Income</b>				
Donations (including Uniform Sales)			691	
Easy Fundraising (including Gift Aid)			472	
Amazon Commission			410	
Gifted from SGSPTA Ltd			153,362	
Tax Rebate				
Interest Received			1	
				154,935
				160,779
<b>EXPENDITURE</b>				
<b>Donations to School for :-</b>				
	<i>2021/2 Budgetary Support Provision</i>		65,000	
	<i>Part funding for Library Assistant</i>		16,000	
	<i>Part funding for External Relations Co-ordinator</i>		13,259	
	<i>Basketball stands for Sport/ PE Dept</i>		3,500	
	<i>Mac Books x4 for Music Dept</i>		5,015	
				102,774
Miscellaneous costs				364
				57,641
<b>Surplus (Deficit) for the year</b>				
Balance brought forward				149,601
<b>Balance carried forward</b>				<b>207,242</b>



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

Balance Sheet

as at 31st March 2022

		2021/22		
		£		
<b>Bank Balances</b>				
	Business Premium Saver Account (1)	5,064		
	Business Premium Saver Account (2)			
	Community Current Account	35,560		
	Cash in hand	-		
		<u>40,624</u>		
<b>Current Assets</b>				
<b>Debtors</b>				
	SGSPTA Ltd	166,439		
	Gift Aid (claim outstanding)	406	166,845	
			<u>207,470</u>	
<b>Less Current Liabilities</b>				
	Income in Advance			
	Sundry Creditors	-	228	
			<u>207,242</u>	
<b>Represented By:-</b>				
<b>Reserves</b>				
	Income and Expenditure Account balance	57,642		
	Balance brought forward	149,600		
			<u>207,242</u>	

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)

22-Dec-22