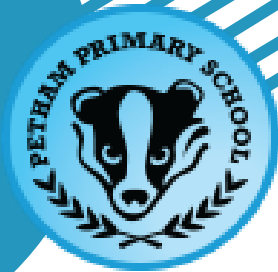


# PARENT TEACHER FUNDRAISING ASSOCIATION



## Trustee Report Sept 2023-2024

**Charity name :** PETHAM PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

**Charity number:** 1024515

**Charity Aims:** To advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

### Trustees:

Claire Delaney-Pope	Chair
Vicky Gillane	Vice Chair
Anabel Squires	Secretary
Sharminda Lockwood	Treasurer
Belinda Metcalf	School liaison

The charity is managed by elected officials, namely: Chair, Vice-Chair, Treasurer and Secretary. The PTFA is an inclusive group welcoming staff, parents, carers and friends of Petham Primary School to join the wider committee which meets on a monthly basis.

### Committee Objectives:

Elected officials liaise with the school's Senior Leadership Team at the start of each academic year to identify the fundraising priorities throughout the year and suggest the long- and short-term goals. This discussion is communicated back to the committee where the priorities for the year are discussed and approved.

In addition to this, ad hoc requests are welcomed throughout the year and are discussed at the first PTFA meeting after the request was made. Requests can be made via a staff request form which is made available to all staff at the start of the academic year. All requests must be supported by the Head of School and the Executive Headteacher.

### Role of Committee:

The role of the committee is to organise inclusive fundraisers to raise money to fund the objectives agreed between the school and committee. All objectives agreed must benefit the children that attend the school and be in line with our constitution.

Information about the impact of PTFA support is shared via Newsletter, Arbor, School Website and Facebook page.

### **How Students have benefited this year:**

In the last academic year one of the long-term fundraising goals was to raise £40k for a school minibus. The PTFA hosted 2 events exclusive to this cause and with the addition of a generous grant from the Swire Foundation, we had raised the required money to not only fund the minibus but to donate money for maintenance for the next 5 years.

In addition to this, within the last academic year, the committee raised over £6,000. Below is a list of PTFA run events in the last academic year (please refer to the Treasurer Report for a breakdown of how much these events raised)

- Halloween Trail
- Christmas Social
- Elves Workshop
- Christmas Raffle
- Family Quiz Night
- Easter Egg Hunt
- Summer Fayre
- Inflatable Fun Day

The money from these fundraisers were able to support the following:

- As is tradition, the PTFA contributed Christmas crackers and chocolate lollies (catering for allergies and intolerances) to the student's school Christmas Lunch
- With thanks to the Gillane family for their generous donation, the PTFA were able to support the purchase of new sports equipment.
- Purchase of the school minibus and donation for maintenance.
- Each class was provided with £250 towards school trips
- Inflatables were hired on the last week of term, this was also used by the Year 6 leavers.
- Ad hoc requests throughout the year included:
  - o Lego, for the Lego Club
  - o Library Books
  - o Sensory Garden equipment
  - o Outdoor Games
  - o Contribution to Leavers hoodies
  - o Pantomime trip

### **Notable Event of the Past Year:**

This academic year we retired the facilitation of the school disco due to the lack of volunteers available during the school day. This was replaced by a Family Quiz which received very good feedback. The Christmas Fayre was also changed to focus on a carol service lead by the School Choir. This again received good feedback.

The Summer Social was very much the highlight of the PTFA year. It was great to hold such a community event. This event raised over £2,000 for the school and we thank the local community for all the support received that contributed to such a successful event. All money raised at this event was donated to the installation of the new school library.

### **Acknowledgements:**

The PFTA would like to thank:

- School staff, with special mention to Mr Higgins and Mr Guy for being supportive and engaging of PTFA business. This has contributed to the success of the events.
- A special mention to Emma Miller, Office Manager who is always on hand to help.
- The elected officials and committee members who give up free time, often taking leave from work to support and facilitate events
- to parents and carers who are on hand to help at events and with clean up. The teamwork and support at all events demonstrate the excellent community spirit that Petham Primary School contribute to the village.

PETHAM PRIMARY SCHOOL PTA For The Year End 31st August 2024

INCOME		EXPENDITURE	
School Lottery	£688.50	Gambling licence	£20.00
Easy Fundraising	£147.26	Parent Kind insurance	£153.00
Donations	£35,510.00	Donations to school	£42,204.07
Bags 2 School	£40.00	Event expenses	£1,959.44
Income from events	£6,838.57		

TOTAL	43,224.33	TOTAL	44,336.51
		Income Over expenditure	-1,112.18
2023		2024	
Cash in hand	£112.25	Cash in hand	£62.20
Current Account Balance	5,385.96	Current Account Balance	4,273.78
Savings Account Balance	4,549.63	Savings Account Balance	4,599.68
TOTAL	10,047.84	TOTAL	8,935.66

Closing Balances Held Less Opening Balance -1,112.18

Signed by Chair Deborah Dated 29/15/2025

Independent Examination Checked by (initials) AB

**Independent Examiner's Report to the trustees of  
Petham Primary School PTA**

I report on the accounts for the year ended 31st August 2024

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the Charities Act. To follow the procedures laid down by the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters. The procedures undertaken do not provide all the 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 those matters set out in the statement below.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in, any material respect the requirements to keep accounting records in accordance with section 130 of the Charities Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charity Act; have not been met or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

signed:



Mrs Lesley Grove FMAAT  
Accuracy Accounts  
Sunnyside Church Lane  
Petham, Canterbury  
Kent CT4 5RD

dated:

31<sup>st</sup> May 2025