



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	Sept	2024		31	August	2025

Section A Reference and administration details

Charity name	St Michaels School Parent Teachers & Friends Association
Other names charity is known by	St Michaels PTFA
Registered charity number (if any)	1035983
Charity's principal address	St Michael's School
	Ratcliffe Drive
	Stoke Gifford
Postcode	BS34 8SG

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	Gillian Coleman	Chair		AGM
2	Michael Hutton	Treasurer		AGM
3	Kathryn Bridgford	Communications		AGM
4	Michaela Charlesworth	Vice Treasurer		AGM
5	Kirsty Ralls	Secretary	From 17 October 2024	AGM
6	Grant Day	Vice Chair	From 17 October 2024	AGM
7	Caroline Paines	Vice Chair	Until 17 October 2024	AGM
8	Rachel Pheasant	Secretary	Until 17 October 2024	AGM
9	Lori Ramsey		Until 17 October 2024	AGM
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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
Bank	Lloyds Bank	61 Gloucester Road, Bristol, BS34 5JH

### 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 adopted September 1991, last updated 2021
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed (nominated, seconded and voted for) annually at the Annual General Meeting held in October. Between AGM co-opted by committee members at committee meetings.

### 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.

St Michaels PTFA solely supports St Michaels Primary School.

St Michaels PTFA works closely with the school and the Head Teacher, plus at least one member of staff attends all committee meetings.

St Michaels PTFA is a member of Parentkind UK which provides the association's Public Liability and Personal Accident Insurance, and provides helpful advice to UK PTAs.

The charity holds regular committee meetings, as a minimum once a term. Subcommittees may be formed by the committee or volunteers to work on specific events / activities and will report back to the committee.

There is a child protection policy in place. Criminal Records Bureau checks are carried out prior to commencement of employment of trusteeship, via St Michaels Primary School.

All trustees give their time voluntarily and receive no remuneration or other benefits.

## Section C Objectives and activities

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

The objective of the association is to advance the education of pupils in the school. The association may:

- a) Develop more extended relationships between staff, parents and others associated with the school.
- b) Engage in activities which support the school and advance the education of pupils attending it.
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

**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)**

**Develop more extended relationships between the staff, parents and others associated with the school.**

- The PTFA run a Fireworks event, Music Concert and Summer Fair which, as well as raising funds for the school, also increases commitment and familiarity with the school for the whole family. The school staff always plays a key role in supporting these events, volunteering their time alongside that of PTFA parents.
- The committee regularly attend staff meetings to provide an update of PTFA activities; ensuring the staff and engaged with PTFA events and are able to submit requests for support.
- St Michaels PTFA supports new intake meetings/events to serve refreshments, give parents a chance to purchase second hand uniform and provide information on the work that the PTFA does to support the school.
- All families are actively encouraged to take part in these events.

**Engage in activities which support the school and advance education of pupils attending it.**

- St Michaels PTFA contributed £10 per pupil towards the cost of individual Year Group school trips.
- The PTFA purchase the Bristol scrap store membership, which provides a source of materials for staff to conduct creative activities.
- The PTFA fund Year Group food tasting activities to support pupils' social development.

**Provide and assist in the provision of facilities for education at the school.**

In 2024/25 St Michaels PTFA provided to the school and for the use of the whole school:

- Community Garden, which is an on-going project, building some amazing outdoor educational facilities
- Funding the school Community kitchen
- Providing SEN equipment for members of our student population with sensory and additional supported education needs
- Installation of Sound Clouds in the Reception and 1 of the year group class rooms
- Funding new Outdoor Play and Learning (OPAL) resources
- Funding a new school library with a set of 50 books per class

St Michaels PTFA aims to make all of its activities accessible to everyone in the school.

The PTFA issues a termly newsletter to all parents.

**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.

A great contribution is made by member volunteers. We are grateful for the many hours volunteers have spent organising and supporting our fundraising events. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The year began with a literal bang as our annual Fireworks event. Following which, we quickly moved on to our various Christmas Fundraising activities: Christmas Cards and Secret Present Room.

During the Spring Term we held an Easter Raffle and Bake Off, then there were the ever popular Mother's and Father's Day Secret Rooms, in which the children delighted in choosing gifts for family members. For the third time we also hosted a music festival, Party in the Playground, with a teacher-led band entertaining the crowd. Finally, the fundraising culminated with another enormously successful Summer Fair to celebrate the end of the school year.

Finally, dispersed throughout the year, we held uniform and ice cream sales; which have all been well attended.

We were also very grateful to receive some grants to support the installation of sound-clouds in our reception classrooms, this was to benefit a hearing impaired child joining our school community, although they also benefit all children. In addition to these grants, parents from the school also undertook some fundraising challenges, raising more money.

The committee continued to attend several staff meetings this year to advertise all the amazing things the PTFA do, explain how they can help us, and most importantly how we can help them. This has continued to build a good open relationship with the Teachers and Staff of the school.

The fantastic termly PTFA newsletter continues to enable us to also further promote our PTFA activities to all parents and staff.

Our fundraising efforts this year have enabled us to pay to continue funding our community garden and to support our school community kitchen. We also subsidised class trips and events for Years Reception-6 and funded the Year 6 year-book, plus food tasting across all year groups.

## Section E

## Financial review

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

The charity does not have a policy on reserves, but the Treasurer looks to maintain enough cash in the bank account to fund all forthcoming expenses, such as floats and expenses for events, and any commitments to donations to the school. At no point in the year was the bank account overdrawn.

### 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.

Our main source of funds this year has been fundraising activities and the receipt of a charitable donations and grants.

The majority of income is applied to purchasing items for the school or funding class activities for the students.

We have also held some cash funds in an interest-bearing account during the year, this is due to the school awaiting quotes and planning on significant facility improvement works, to which the PTFA will contribute funding.

## Section F

## Other optional information

### Future Plans

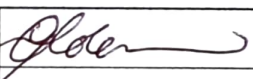
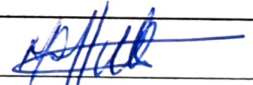
The coming year will see a continued emphasis to fundraise and apply to local / business community awards and grants schemes to raise funds. All income will be used to support St Michaels Primary school.

## 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)	Gillian Coleman	Michael Hutton
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	15/10/2025.	

ST MICHAELS C of E VC PRIMARY SCHOOL

MAIN INCOME AND EXPENDITURE ACCOUNT 2024/25

BALANCES BROUGHT FORWARD FROM 23/24	
PETTY CASH FLOAT	40.00
CURRENT ACCOUNT	755.85
DEPOSIT ACCOUNTS	48,245.23
TOTAL	49,041.08

STOCK	OPEN	MVT	CLOSE
ACCRUALS & PREPAYMENTS	1,039.50	51.00	(1,090.50)
SECRET ROOMS	1,163.00	(408.75)	(754.25)
FAMILY SUPPORT	(1,622.89)	354.92	1,267.97
TOTAL	579.61	(2.83)	(576.78)

ACCOUNTS 2024/25	TRANSACTIONS THROUGH CASHBOOK				NON-CASH ADJUSTMENTS					TOTAL	
	INCOME	EXPENDITURE THROUGH CASHBOOK	TRANSACTION FEES	CASH MOVEMENT IN YEAR	B/F FROM PREVIOUS YEAR	BALANCE TRANSFER	BALANCE ADJUSTMENT (DONATIONS)	C/F TO FOLLOWING YEAR	RELEVANT EXPENDITURE	PROFIT	CHECK
Christmas Secret room	1,612.50	-	48.53	1,563.97		576.00			624.53	987.97	-
Easter	489.50	-	5.09	484.41					5.09	484.41	-
Summer Fair	7,701.38	1,166.09	85.71	6,449.58		114.18			1,365.98	6,335.40	-
Fireworks	9,828.40	4,112.77	227.22	5,488.41		1,039.50			5,379.49	4,448.91	-
Christmas Events	999.00	36.46	30.39	932.15					66.85	932.15	-
Christmas Cards	612.75	-	-	612.75					-	612.75	-
Uniform Sales	468.70	-	0.51	468.19					0.51	468.19	-
Tea Towels	480.00	279.00	23.82	177.18					302.82	177.18	-
Ice Cream Sales	-	-	-	-					-	-	-
Fathers Day	812.50	-	38.97	773.53		298.82			337.79	474.71	-
Mothers Day	990.00	-	43.38	946.62		342.72			386.10	603.90	-
Small Fundraising	2,671.98	70.97	1.35	2,599.66					72.32	2,599.66	-
Secret room purchases	-	1,118.51	-	(1,118.51)	1,163.00	(1,217.54)	(309.72)	(754.25)	-	-	-
Fundraising Challenges	-	-	-	-					-	-	-
Party in the Playground	5,266.95	1,439.72	89.62	3,737.61		(114.18)			1,415.16	3,851.79	-
Miscellaneous, Grants and Donations	19,104.01	1,281.83	-	17,822.18	(1,622.89)			1,267.97	926.91	18,177.10	-
Licenses/ Memberships/ Subscriptions		637.00		(637.00)					637.00	(637.00)	-
Accruals/ Prepayments		1,090.50		(1,090.50)	1,039.50	(1,039.50)		(1,090.50)	-	-	-
TOTAL	51,037.67	11,232.85	594.59	39,210.23	579.61	-	(309.72)	(576.78)	11,520.55	39,517.12	-

24/25 FUNDS AVAILABLE FOR DISPERSAL	
BALANCES BROUGHT FORWARD FROM 23/24	49,041.08
NET SURPLUS FROM 24/25 ACCOUNTS	39,210.23
	88,251.31
PURCHASES FOR SCHOOL	43,076.20
OTHER CHARITABLE GRANTS (incl. in Surplus)	294.00
24/25 FUNDS AFTER DISPERSAL	45,175.11

- check

BALANCES CARRIED FORWARD TO 25/26	
CASH FLOAT	40.00
CURRENT ACCOUNT	654.02
DEPOSIT ACCOUNTS	44,481.09
TOTAL BALANCE CARRIED FORWARD	45,175.11

- check

654.02 input bank balance here for checks

**St Michaels School PTFA - 2024/25**

	Float £	Deposit accounts £	Current account £	Summary Total £	Summary Cumulative Total £	Sheet Cumulative Total £	Difference £
Balance Bfwd	40.00	48,245.23	755.85				
Receipts	-	3,969.81	4,233.70	263.89	263.89	263.89	-
Payments	-	-	3,941.46	3,941.46	3,941.46	3,941.46	-
Balance Sept 24	40.00	44,275.42	1,048.09				
Receipts	210.78	19,962.87	24,280.76	4,528.67	4,792.56	4,792.56	-
Payments	-	-	22,104.54	22,104.54	26,046.00	22,104.54	-
Balance Oct 24	250.78	24,312.55	3,224.31				
Receipts	-	210.78	10,026.36	8,619.61	13,412.17	13,412.17	-
Payments	-	-	1,009.95	1,009.95	27,055.95	27,055.95	-
Balance Nov 24	40.00	34,338.91	1,018.39				
Receipts	-	1,055.90	964.03	2,019.93	15,432.10	15,432.10	-
Payments	-	-	482.64	482.64	27,538.59	27,538.59	-
Balance Dec 24	40.00	35,394.81	1,499.78				
Receipts	-	358.62	3,266.93	2,908.31	18,340.41	18,340.41	-
Payments	-	-	1,620.15	1,620.15	29,158.74	29,158.74	-
Balance Jan 25	40.00	35,036.19	3,146.56				
Receipts	-	3,027.24	1,500.41	1,526.83	19,867.24	19,867.24	-
Payments	-	-	444.36	444.36	29,603.10	29,603.10	-
Balance Feb 25	40.00	38,063.43	1,201.79				
Receipts	-	11,899.51	57.37	11,956.88	31,824.12	31,824.12	-
Payments	-	-	939.74	939.74	30,542.84	30,542.84	-
Balance Mar 25	40.00	49,962.94	319.42				
Receipts	-	536.94	339.21	876.15	32,700.27	32,700.27	-
Payments	-	-	426.00	426.00	30,968.84	30,968.84	-
Balance Apr 25	40.00	50,499.88	232.63				
Receipts	680.50	405.29	6,338.62	6,613.83	39,314.10	39,314.10	-
Payments	-	-	4,931.90	4,931.90	35,900.74	35,900.74	-
Balance May 25	720.50	50,094.59	1,639.35				
Receipts	-	5,719.12	12,994.49	6,594.87	45,908.97	45,908.97	-
Payments	-	-	13,702.88	13,702.88	49,603.62	49,603.62	-
Balance Jun 25	40.00	44,375.47	930.96				
Receipts	-	77.62	4,251.57	4,329.19	50,238.16	50,238.16	-
Payments	-	-	4,671.43	4,671.43	54,275.05	54,275.05	-
Balance Jul 25	40.00	44,453.09	511.10				
Receipts	-	28.00	176.92	204.92	50,443.08	50,443.08	-
Payments	-	-	34.00	34.00	54,309.05	54,309.05	-
Balance Aug 25	40.00	44,481.09	654.02				
Opening Balance	40.00	48,245.23	755.85				
Receipts	-	3,764.14	54,207.22				
Payments	-	-	54,309.05				
TOTAL	40.00	44,481.09	654.02				
Check	-	-	-				



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
St Michael's School PTFA

On accounts for the year  
ended

31 August 2025

Charity no  
(if any)

1035983

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2024**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

18 September 2025

Name:

Rebecca Rogers

Relevant professional  
qualification(s) or body  
(if any):

ICAS

Address:

8 Buckingham Drive, Stoke Gifford, Bristol, BS34 8LN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

## **Report of Independent Examination of the Accounts of St Michael's School (Stoke Gifford) PTFA**

### **Basis of Report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Purpose of Examination**

- As St Michael's PTFA usually generates an annual income of over £25,0000 (but less than £250,000) there is a requirement for an independent examination of the accounts and record keeping to be undertaken annually.
- The examination is required to consider whether there are matters of material significance which give rise to a legal duty to report to the Charity Commission.
- This report is based on the examination of the accounts and records presented to me.

### **Background**

St Michael's PTFA provides social enhancement activities for the wider St Michael's school community. It makes financial contributions towards activities for children at the school and for the purchase of resources to support pupil development and enrichment.

Income is generated from donations and through an annual programme of fundraising events such as a fireworks display and summer fair.

### **Independent examiner's statement**

I have completed my examination of the accounting records and find they have been kept to the required standard. All material transactions were reconciled with physical copies of the bank statements of the charity's account with Lloyds (no. 01807286) and (no. 67593260).

I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act: or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I also believe the charity to be viable (a going concern) for the next financial year on the basis of the cash reserves £45,135.11 held at 31 August 2025 and the immaterial liabilities and commitments of the charity at that time.

Signed: 

Name: Rebecca Rogers

Address: 8 Buckingham Drive, Stoke Gifford, Bristol, BS34 8LN

Date: 18 September 2025