



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1 Sept 2019** start date To **31 Aug 2020** end date

Charity name: **Grange Primary School Staff and Parent Teachers Association**

Charity registration number: **1038715**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To support and advance the education of pupils of Grange Primary School, Ealing</b>
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.	Para 1.17 and 1.19	<b>Main activities include:</b> <ul style="list-style-type: none"><li>- Raising funds for facilities and items for the school and pupils</li><li>- Developing relationships between school stakeholders</li><li>- Holding events that achieve both of the above</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Charity Commission website has been consulted with regards to any queries</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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## Achievements and Performance

	SORP reference	
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.	Para 1.20	<b>The PTA put on 4 main fundraising events pre-Covid, supported by smaller events such as bake sales and second hand uniform sales. Since Covid, we have run several online initiatives including a balloon race and online raffle, as well as asking parents for direct donations to the school whilst our fundraising events couldn't take place due to Covid. During the year we raised £28,000 for the school. This enabled the purchase of essential items for pupils such as guided reading and phonics books and play/physical activity equipment for the playground.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Reviewed at a minimum of once per school term.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	<b>NA</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>NA</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Parent Teacher Association Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected in person at either an EGM or AGM with relevant quorum present as stipulated by our PTA constitution.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Grange Primary School Staff and Parent Teachers Association
Other name the charity uses	Grange PTA
Registered charity number	1038715
Charity's principal address	C/O Grange Primary School Church Gardens Ealing W5 4HN

## 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	Helen Green	Chair	since 14/11/19	PTA members plus established nominated committee members
2	Tessa Moulton	Treasurer	Since 14/11/19	as above
3	Jo Wiltshire	Vice-Chair	since 9/10/19	as above
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## Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

### Signed on behalf of the charity's trustees

**Signature(s)**

Electronically signed

Electronically signed

Electronically signed

**Full name(s)**

Helen Green

Tessa Moulton

Jo Wiltshire

**Position (eg  
Secretary, Chair,  
etc)**

Chair

Treasurer

Vice Chair

**Date**

11/09/2021



Grange Primary School Staff and Parent Teachers Association			
Charity No. 1038715			
Treasurer's Report - School Year 2019-2020			
			2019/2020
<b>Date</b>	<b>Description</b>	<b>Category</b>	<b>Amount</b>
01-Sep-19	Bank Balance		24,183
01-Sep-19	Balance in Safe / PayPal		249
01-Sep-19	*Projected Balance (Including amounts outstanding)		2,309
	<b>Gross Fundraising</b>		
	<b>Gross Fundraising Total</b>		27,228
	<b>Fundraising Expenses</b>		6,420
	<b>Net Fundraising Total</b>		20,808
	<b>Net Fundraising</b>		
	Deposits into bank (related to this year)		19,488
	Other (not in bank)		1,321
	<b>Net Fundraising Total</b>		20,808
	<b>Net Expenditure</b>		
	Paid from bank (related to this year)		1,293
	Other (not yet paid)		15,763
	<b>Expenditure Total</b>		17,056
			3,752
	<b>Payments related to prior years</b>		
	Paid into/from bank (related to prior years)		21,403
31-Aug-20	Bank Balance		20,975
31-Aug-20	Balance in Safe / PayPal		1,788
31-Aug-20	**Projected Balance (Including amounts outstanding)		6,061
	<b>Net Funds PTA Raised During 2019-2020 School Year</b>		20,808

<b>Breakdown of Fundraising (Fundraising Year 2019-2020)</b>			
	Events Fundraising Total	14,429	
	Sponsorships Fundraising Total	2,500	
	Other (Donations, Amazon Smile, etc.)	3,879	
	<b>Total</b>	<b>20,808</b>	
<b>Breakdown of Expenditure (Funding Year 2019-2020)</b>			
	School Funding Requests - Books	12,500	
	School Funding Requests - Playground Equipment	1,250	
	PTA Initiatives - Book Week	62	
	PTA Initiatives - Y6 Leavers	1,891	
	PTA Initiatives - Xmas Gifts and Crackers	851	
	PTA Operating Costs	502	
	<b>Total</b>	<b>17,056</b>	
<b>*Outstanding Items (1 Sept 2019)</b>			
	Grange School - Laptops	- 8,650	
	Grange School - EYFS Books	- 2,058	
	Grange School - Coaches, Books, Y6 Gifts and Author Lunch	- 8,272	
	Website and Email Hosting	- 321	
	Expense Cheques Unpresented	- 3,167	
	Gift Aid for Colour Run	315	
	Dexter's Sponsorship (Summer Fair)	750	
	Independent Examiner for Charity Commission	- 720	
	<b>Total</b>	<b>- 22,123</b>	
<b>**Outstanding Items (31 August 2020)</b>			
	Independent Examiner for Charity Commission (for 2018-19)	Carried Forward - 720	
	Event Expense Cheques Unpresented	- 233	
	Grange School - Books	- 12,500	Funding agreed between school / PTA during 19/20 year
	Grange School - Playground Equipment	- 1,250	Funding agreed between school / PTA during 19/20 year
	PTA Initiatives Expense Cheques Unpresented	- 1,938	
	PTA Operating Costs Chequest Unpresented	- 60	
	<b>Total</b>	<b>- 16,701</b>	