



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 Sept 2021** start date To **31 Aug 2022** 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	To support and advance the education of pupils of Grange Primary School, Ealing
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	Main activities include: <ul style="list-style-type: none">- Raising funds for facilities and items for the school and pupils- Developing relationships between school stakeholders- Holding events that achieve both of the above
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Charity Commission website has been consulted with regards to any queries

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	<p>The PTA ran various large and small events throughout the year. These raised a large total with which to support the school, and also promoted a sense of school community which was particularly important post-Covid as newer parents especially had had very little chance to meet others.</p> <p>The larger events were Festival of Light, Christmas and Summer Fairs, with smaller playground sales of pre-loved uniform, ice lollies and cakes. Other events included online raffles, non-uniform days and sponsored running events.</p> <p>During the year we raised over £28,000 for the school. This enabled the purchase of essential items for pupils such as new books, online reading schemes and support for school trips, as well as funding the school for the rollout of a new values initiative, and post-Covid intervention resources.</p>

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	Reviewed at a minimum of once per school term.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	It is necessary to have some working reserves available for fundraising. Also, due to the school having a different financial year to the PTA, it can be useful to have some funds available to support the school at the start of the school year.
Amount of reserves held	Para 1.22	We aim to have working reserves of £5k at all times.
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	NA
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA

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	Parent Teacher Association Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
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	Elected in person at either an EGM or AGM with relevant quorum present as stipulated by our PTA constitution.

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	Full year	PTA members plus established nominated committee members
2	Tessa Moulton	Treasurer	Full year	as above
3	Jo Wiltshire	Vice-Chair	Full year	as above
4	Monica Garau	Vice-Chair	Full year	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

Electronically
signed

Full name(s)

Helen Green

Tessa Moulton

Jo Wiltshire

Monica Garau

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

Chair

Treasurer

Vice Chair

Vice Chair

Date

22/09/2022

Grange Primary School Staff and Parent Teachers Association									
Charity No. 1038715									
Treasurer's Report - School Year 2021-2022									
					2021/2022				
Date	Description	Category	Amount						
01-Sep-21	Bank Balance		24,416						
01-Sep-21	Balance in Safe / PayPal		1,345						
01-Sep-21	*Projected Balance (including amounts outstanding)		9,263						
	Net Fundraising								
	Net Fundraising Total		28,627						
	Net Fundraising								
	Deposits into bank (related to this year)		24,951						
	Other (not in bank)		3,676						
	Net Fundraising Total		28,627						
	Net Expenditure								
	Paid from bank (related to this year)		6,110						
	Other (not yet paid)		13,631						
	Expenditure Total		19,741						
			8,886						
	Payments related to prior years								
	Paid into/from bank (related to prior years)	-	17,199						
31-Aug-22	Bank Balance		26,058			Match			
31-Aug-22	Balance in Safe / PayPal		1,265						
31-Aug-22	**Projected Balance (Including amounts outstanding)		18,148			8,886			
	Net Funds PTA Raised During 2021-2022 School Year		28,627						
Breakdown of Fundraising (Fundraising Year 2021-2022)									
	Events Fundraising Total		25,998						
	Other (Donations, Amazon Smile, etc.)		2,629						
	Total		28,627						
Breakdown of Expenditure (Funding Year 2021-2022)									
	Coaches		5,000						
	Online Learning		2,000						
	Humanities Grant		1,500						
	Vision and Values		1,000						
	Intervention Resources		500						
	Y6 Leavers		2,087						
	Book Week		339						
	Jubilee Picnic		397						
	Christmas Gifts and Crackers		855						
	Books		5,000						
	PTA Operating Costs (This Yr)		694						
	PTA Operating Costs (Materialized from earlier yrs)		369						
	Total		19,741						
*Outstanding items (1st Sept 2021)									
	External Examiner for Charity Commission 18/19 (Still outstanding)	Carried Forward	- 720						
	Outstanding fundraising unpaid		1,434						
	Uncashed PTA event expense cheques	-	343						
	PTA Initiatives Expense Cheques Unpresented	-	267						
	Grange School - Values Initiative	-	3,000			Funding agreed with PTA during 20/21 year			
	Grange School - PGL Exceptional Funding Topup	-	7,000			Funding agreed with PTA during 20/21 year			
	Grange School - Bug Club	-	1,603			Funding agreed with PTA during 20/21 year			
	Grange School - Phonics Books	-	5,000			Funding agreed with PTA during 20/21 year			
	Total	-	16,499						
*Outstanding items (31st August 2022)									
	Chameleon Cards Not Yet Received	Carried Forward	670						
	PTA Event Expenses Outstanding	-	386						
	Fundraising Not Yet Received		1,421						
	Coaches	-	5,000			Funding agreed with PTA during 21/22 year			
	Online Learning	-	2,000			Funding agreed with PTA during 21/22 year			
	Humanities Grant	-	1,500			Funding agreed with PTA during 21/22 year			
	Vision and Values	-	1,000			Funding agreed with PTA during 21/22 year			
	Intervention Resources	-	500			Funding agreed with PTA during 21/22 year			
	PTA Operating Costs Cheques Unpresented (This Year)	-	511						
	PTA Operating Costs Cheques Unpresented (Prior Years)	-	369						
	Total	-	9,175						