



Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	September	2023		31	August	2024

Section A

Reference and administration details

Charity name Four Oaks Primary School Parent Teacher and Friends Association

Other names charity is known by

Registered charity number (if any) 1075253

Charity's principal address Edge Hill Road

Sutton Coldfield

Birmingham

Postcode B74 4PA

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	Wendy Todd	Chair		
2	Adnan Siddiqui	Vice Chair	From 16 October 2023	
3	Jonathan Hickman	Transition Planner		
4	Robert McQuillan	Treasurer		
5	Holly Occhipinti	Secretary		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

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

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution adopted 22 April 1998, as amended on 17 July 2023

How the charity is constituted
(eg. trust, association, company)

An association consisting of the parents, guardians or carers of any pupil currently attending the school, teaching and non-teaching staff currently employed by the school, and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the committee as a member.

Trustee selection methods
(eg. appointed by, elected by)

The charity's trustees are elected or re-elected annually at the Annual General Meeting held in the autumn of each year

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.

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Section C Objectives and activities

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

The object of the association is 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.

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)

During the year, the main activities undertaken by Four Oaks Primary School Parent Teacher and Friends Association ("PTFA") were:

- Christmas Fayre
- Summer Fayre
- Spring Ball
- School Show
- Comedy Night
- Smarties Challenge
- School discos & pizza nights
- Readathon

The PTFA plan the above events as either family, school pupils, or parent orientated events.

The profits raised from these events are donated to the school to help fund various facilities or items for educational purposes as agreed with the School's Head Teacher and Governing Body.

In planning the activities for the year, the trustees of the charity have had regard to the guidance issued by the Charity Commission on public benefit and other key aspects of charity law, including their roles and responsibilities as trustees of the charity.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The PTFA continues to be strong and well supported with a very enthusiastic and dedicated committee and membership.

The Infant and Junior School discos and pizza nights continue to prove very popular with the pupils with two events generating total profit of £1,769. Our annual Smarties Challenge was well supported as usual, resulting in a profit of £1,097.

The Christmas and Summer Fayres were hugely popular again, contributing profits of £3,796 and £4,660 respectively.

The PTFA hosted its biennial Spring Ball in May 2024, which was attended by 179 parents and school staff, generating a profit of £4,274 while the ever-popular Comedy Night in February 2024 was another enjoyable evening, generating a profit of £1,232.

The PTFA supported the School Show production of "Star Warts" where Year 5 and 6 children starred in an entertaining show for parents over three nights. This generated profits of £2,549.

A sponsored Readathon event was also held during the year, where the school agreed to set a day aside for all children to read their favourite books in a relaxed environment. This event raised a total of £4,341.

The PTFA introduced a new weekly lottery through "Your School Lottery" to replace its 200 Club fundraising initiative. The lottery donates 40% of all ticket sales to the PTFA, amounting to £440 during the year.

The PTFA continued to generate funds from Easyfundraising, Rags to Riches and various other recycling sources at no cost to our supporters. In total these fundraising initiatives generated £792.

Our online "PTA Events" platform, enabling parents to buy event tickets, merchandise and second-hand uniform has continued to be a valuable fundraising tool.

The School Fund continues to provide a monthly income for the PTFA through parental voluntary donations which supports the PTFA in providing the school with additional funding for teaching resources and projects.

In total, the PTFA donated £29,292 to the school during the year. This provided funding for the following items:

- Maths Adventure Day, supporting pupils' maths learning in a fun & practical way
- Loudmouth, a visiting drama group addressing puberty and relationship issues for Year 6 pupils
- Educational and SEN support resources and equipment
- Religious education trip
- Bug Club online reading material
- Book vending machine
- Year 6 CGP revision books
- Contributing 50% towards the travel costs for a whole school visit to a nearby pantomime
- Reception Year chicks, where children can watch chicks hatching and their early-stage development
- Leavers BBQ.

Section E**Financial review****Brief statement of the charity's policy on reserves**

The PTFA holds cash reserves of £24,809 as at 31 August 2024, all of which are unrestricted funds. The association holds sufficient funds in a non-interest-bearing bank current account to meet liabilities as they become payable. Surplus funds are deposited in interest bearing bank accounts.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

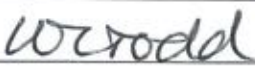

You **may choose** to include additional information, where relevant about:

- 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.

Section F**Other optional information****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)	Wendy Todd	Robert McQuillan
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	23 rd September 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name: FOUR OAKS PRIMARY SCHOOL PARENT
TEACHER & FRIENDS ASSOCIATION

No (if any)
1075253

CC16a

Receipts and payments accounts

For the period from	Period start date 01-Sep-23	To	Period end date 31-Aug-24
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Summer Festival	7,013	-	-	7,013	7,627
Christmas Events	5,011	-	-	5,011	5,125
School Circus	-	-	-	-	11,277
School Show	3,692	-	-	3,692	
Spring Ball	13,391	-	-	13,391	
Comedy Night	3,174	-	-	3,174	2,478
Murder Mystery Night	-	-	-	-	
Smarties Challenge	1,318	-	-	1,318	1,536
School Discos & Pizza Nights	2,257	-	-	2,257	3,821
Readathon	4,446	-	-	4,446	
Voluntary Donations	4,157	-	-	4,157	4,589
200 Club/School Lottery	444	-	-	444	1,227
Other Income	2,063	-	-	2,063	2,320
Bank Interest	357	-	-	357	112
Gift Aid Received	1,159	-	-	1,159	847
Sub total (Gross income for AR)	48,482	-	-	48,482	40,959
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	48,482	-	-	48,482	40,959
A3 Payments					
Fundraising Event Expenses	6,467	-	-	6,467	14,538
PTA Ball Costs	8,281	-	-	8,281	500
Grants to School	29,292	-	-	29,292	18,838
Entertainer Fees	1,130	-	-	1,130	1,140
200 Club Prizes	(50)	-	-	(50)	660
Licences	104	-	-	104	104
Insurance	153	-	-	153	140
Miscellaneous	1,458	-	-	1,458	2,654
Sub total	46,835	-	-	46,835	38,574
A4 Asset and investment purchases. (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	46,835	-	-	46,835	38,574
Net of receipts/(payments)	1,647	-	-	1,647	2,386
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	23,162	-	-	23,162	20,776
Cash funds this year end	24,809	-	-	24,809	23,162

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank & in hand	24,809	-	-
			-	-
			-	-
			-	-
	Total cash funds	24,809	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

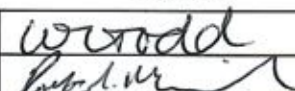
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature


Print Name
 Wendy Todd
 Robert McQuillan

Date of approval
 23rd September 2024
 23rd September 2024



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity name
Four Oaks Primary School Parent Teacher & Friends Association

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1075253

Set out on pages

Six & Seven

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

Responsibilities and
basis of report

As the charity's trustees, 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.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

23 September 2024

Name:

Hannah Harrison

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

BA Accounting & Law

Address:

211 Blackberry Lane

Four Oaks, Sutton Coldfield

B74 4JR

Section B**Disclosure**

Only complete if the examiner needs to highlight material 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.

Not Applicable