

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	Sept	2020		31 st	August	2021

Section A Reference and administration details

Charity name Birch Copse School Parent Teacher Association

Other names charity is known by Birch Copse School PTA

Registered charity number (if any) 1078719

Charity's principal address Birch Copse Primary School

Wittenham Avenue

Tilehurst, Reading, BERKS

Postcode RG31 5LN

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	Victoria Hannington	Chair		
2	Kevin Alderson	Treasurer		
3	Victoria Lane			
4	Jessica Armstrong			
5	Dean Stacey			
6	Emily Moore			
7	Anna Blackwell			
8	Richard Jones			
9	Kerry Stirk			
10	Hilary Rico			
11	Jeanette Young			
12	Matt Bicknell			
13	Simone Magee		1/9/20 to 7/10/20	
14	Joy Jamieson		1/9/20 to 7/10/20	
15	Dan Griffiths		1/9/20 to 7/10/20	
16	Lindsey Shelley		1/9/20 to 7/10/20	
17	Karen Bullock		1/9/20 to 7/10/20	
18	Kirsty Fallaize		1/9/20 to 7/10/20	
19	Sarah Morris		7/10/20 to 31/8/21	
20	Christopher Brown		7/10/20 to 31/8/21	
21	Maria Maulini	Secretary	7/10/20 to 31/8/21	
22				

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)

John Micklewhite (President)
Paul Massey (Vice President)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted October 2009, subsequently updated September 2021 (after the period ended 31st August 2021)
How the charity is constituted (eg. trust, association, company)	Association consisting of parents, family, legal guardians and teaching staff
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in the Autumn

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.

Birch Copse PTA is a member of PTA-UK which provides support, guidance and practical resources for running a PTA. Membership of PTA-UK provides us with £10 million public liability insurance cover for all PTA run events.

Disclosing and Barring Service (DBS) checks are carried out for all trustees.

Birch Copse Primary School also now carries out enhanced DBS checks on all trustees.

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

The PTA has a policy document covering risk management, working with vulnerable beneficiaries, volunteer management, complaints handling and conflict of interest.

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 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)

A variety of fundraising events are held throughout the academic year:

- Christmas & Summer Fundraisers for the whole family
- Easter Raffle for the children
- Quiz nights for parents (temporarily suspended)
- One off events e.g. Circus

In addition other fundraisers include Christmas card sales and school production DVD's to name just a few. A school uniform shop is also run by the association in order to provide parents with easy access to essential and non-essential uniform items.

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.

Monies raised are used to provide the school with additional funds and are spent as agreed with the Head Teacher and School Governors. It is policy to spend monies so that they benefit the whole school.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

This year we raised **£26,368**

Our biggest fundraisers were the Christmas fair and Mini Marathon sponsored run. The Break the Rules day was very popular as well as the Easter Raffle, production DVD's and Your School Lottery continued to provide much needed income. The School Uniform Shop also provided significant funds.

The impact of the COVID-19 pandemic impacted fundraising events significantly, and the charity successfully applied to the Greenham Trust for a grant for IT equipment for the school worth £10,300

We aim to spend the monies raised each year by purchasing school resources as soon as possible. In this respect the Head teacher typically presents to the committee a "wish List" of items that the school would like to purchase, items that would not be possible to obtain through normal school funding.

The funding provided to the school in this financial year was £25,395 (raised during the previous year) and was used to purchase:

65" TVs in 9 classrooms £4,267
Themed week contributions (421 children @ £3 each) £1,263
Life Education Bus 2019 (4½ days @ £370 per day) £1,480
5 year subscription to Purple Mash £3,610
Annual subscription to Charanga Music School £325
New doors in Lower & Upper Junior areas £4,150
Greenham Trust Laptops £10,300
Total - £25,395

During the year the PTA also provided classroom floats for the teachers and assistants to purchase sundry items for their classes of £1,400

The PTA also committed to provide funding to the school of £15,879 during the following financial year from the money raised in this financial year (2020-21)

Section E Financial review

Brief statement of the charity's policy on reserves

At the end of the 2020-21 financial year the PTA had £26,910 in the bank of which £15,879 had been allocated to the school funding, plus additional £1,400 for teacher classroom floats. This left sufficient reserves to cover the risk that fundraising would be curtailed in the next financial year as the country recovered from the COVID-19 pandemic.

Details of any funds materially in deficit

N/A

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.

The PTA raised £15,270 from fundraising activities in 2020-21, the main contributing activities include:

Christmas Fundraiser	£3,481
Mini Marathon	£2,955
Your School Lottery (YSL)	£2,765
Break the Rules Day	£1,115
Easter Raffle & Fundraisers	£633
Production DVDs	£525
The Giving Machine/Easy Fundraising Commission	£331

The single biggest contributor to the year's total was £10,300 grant from the Greenham Trust that the PTA successfully applied for and funded the items which are now in Birch Copse Primary School's ownership.

The money was added to our funds which enabled us to provide the school with £25,395. In addition, amounts were paid out during the year including £1,400 in teacher floats (£100 per class) and financing the Year 6 Leavers books £681. These were the main items in total expenditure of £27,877.

Net loss for the year was £(1,508) primarily due to reduced fundraising vs prior years as events were curtailed by the Covid-19 pandemic restrictions.

Fundraising	£25,272
Uniform Shop profit	<u>£1,096</u>
Income	£26,368
Expenses	<u>£(27,877)</u>
Net Loss	£(1,508)

The bank balance of £26,910 allows sufficient headroom within balance sheet reserves to incur additional losses in future years while maintaining similar levels of funding (constantly under review by the charity's trustees and leadership team).

Section F Other optional information

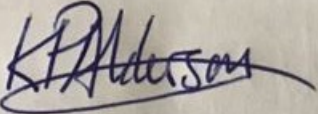
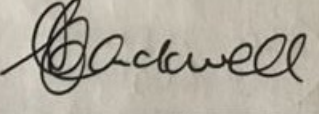
Victoria Hannington was the secretary in 2019-20, with Simone Magee as Chair. Simone Magee resigned on 7th October 2020 and Victoria Hannington became Chair on 7th October 2020 and acted throughout the remainder of the year.

Kevin Alderson was the Treasurer throughout, and Maria Maulini was voted in as Secretary on 7th October 2020.

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)	Kevin Alderson	Anna Blackwell
Position	Treasurer	Chair
Date	30/6/22	30/6/22

Birch Cope School PTA

Income & Expenditure Account 2020-2021

2019/20			2020/21		
Income	Expenses	Net	Income	Expenses	Net
8,458	(1,257)	7,201	4,117	(636)	3,481
3,243	(120)	3,123	119	(178)	(59)
3,607	(1,467)	2,140	-	-	-
-	-	-	1,115	-	1,115
1,963	(1,443)	520	-	-	-
444	(382)	62	352	-	352
468	-	468	342	-	342
1,574	(936)	639	-	-	-
-	-	-	19	-	19
-	-	-	424	-	424
422	(116)	305	720	(86)	633
-	-	-	532	-	532
1,036	(830)	206	525	-	525
20	-	20	-	-	-
7,836	(1,655)	6,181	7,958	(6,862)	1,096
426	-	426	331	-	331
1,871	-	1,871	350	-	350
-	-	-	2,955	-	2,955
-	-	-	334	(264)	71
3,722	-	3,722	2,765	-	2,765
-	-	-	338	-	338
-	-	-	11,099	-	11,099
35,089	(8,205)	26,883	Total	34,394	(8,026)
27,253	(6,551)	20,703		26,436	(1,164)

Less Other Expenditure:

(1,400)	Teachers' floats	(1,400)
(33)	AGM expenses & New Parents Evening refreshments	-
(20)	Lotteries licence	(20)
(37)	Stamps & Stationery	-
(122)	PTA-UK (Insurance subscription)	(123)
(609)	Year 6 Leavers' Book & photo storage	(681)
-	Fees (Go Fund Me, Paypal, Donate, Other)	(150)
(25,000)	Birch Cope Funding	(25,395)
-	PTA - Leavers gifts	(107)
(27,222)		(27,877)

Net income for the year

(338) **(1,508)**

	Opening balances	Closing balances	Movement
Bank Balances:	£	£	
Current account	20,749.71	18,630.97	(2,118.74)
Petty cash	644.93	492.93	(152.00)
*Uniform account	6,689.59	7,785.90	1,096.31
	28,084.23	26,909.80	(1,174.43)
Debtors/Creditors:			
Paypal Account	-	2,374.46	2,374.46
Expenses Owed	-	(150.00)	(150.00)
Zettle Account	500.00	500.00	-
Donate Account	-	532.00	532.00
Paypal Giving Fund (Go Fund Me) Account	3,243.22	-	(3,243.22)
Net (cash) income for the year	31,827.45	30,319.26	(1,508.19)

I report that I have examined the records and vouchers of the Birch Cope Primary School PTA for the year ended 31 August 2021 and that the receipts and payments are in accordance therewith and that I have verified the cash balances.

15/3/22
 Joanna Lavelle JOANNA LAVELLE CA AAT
 ICAS Membership No. M22492

Birch Cope School PTA

Income & Expenditure Account 2020-2021

Notes to the accounts

£	Uniform Shop:	£
7,333.54	Receipts	7,958.29
(1,654.79)	Payments	(6,861.98)
5,678.75	Net Cash Flow	1,096.31
(9,448.22)	Value of opening stock	(4,518.39)
4,518.39	Value of closing stock	7,004.43
593.00	Pupil premium receipts not yet paid - adjustment	824.00
-	Suppliers Owed	(2,684.80)
1,341.92	Net income with adjustments	1,721.55

£	Birch Cope Funding:	£
25,000.00	School Budget from Prior Year Fundraising	25,395.00
25,000.00		25,395.00

£	Company Donations:	£
		0.00

Birch Cope School PTA

Income & Expenditure Account 2020-2021

2019/20			2020/21				
Income	Expenses	Net	Fundraising	Income	Expenses	Net	
8,458	(1,257)	7,201	Christmas Fair	4,117	(636)	3,481	
3,243	(120)	3,123	Summer Fair/Fundraising	119	(178)	(59)	
3,607	(1,467)	2,140	Discos	-	-	-	
-	-	-	Break the Rules Day	1,115	-	1,115	
1,963	(1,443)	520	Christmas cards	-	-	-	
444	(382)	62	FAB Bricks	352	-	352	
468	-	468	Bag2School/Rags2Riches	342	-	342	
1,574	(936)	639	Quiz Night	-	-	-	
-	-	-	Pre Loved School Uniform	19	-	19	
-	-	-	Non School Uniform Day	424	-	424	
422	(116)	305	Easter Raffle & Fundraisers	720	(86)	633	
-	-	-	Summer Raffle 21	532	-	532	
1,036	(830)	206	Production DVDs	525	-	525	
20	-	20	Laptop Bag Sales	-	-	-	
7,836	(1,655)	6,181	Uniform shop	7,958	(6,862)	1,096	
426	-	426	The Giving Machine/Easy Fundraising	331	-	331	
1,871	-	1,871	Company Matched Funding	350	-	350	
-	-	-	Mini Marathon	2,955	-	2,955	
-	-	-	Easter Chocolate Kits	334	(264)	71	
3,722	-	3,722	Your School Lottery (YSL)	2,765	-	2,765	
-	-	-	Easter Sponsored Walk	338	-	338	
-	-	-	Donations	11,099	-	11,099	
35,089	(8,205)	26,883		Total	34,394	(8,026)	26,368
27,253	(6,551)	20,703	Exc Uniform Shop		26,436	(1,164)	25,272

Less Other Expenditure:

(1,400)	Teachers' floats	(1,400)
(33)	AGM expenses & New Parents Evening refreshments	-
(20)	Lotteries licence	(20)
(37)	Stamps & Stationery	-
(122)	PTA-UK (Insurance subscription)	(123)
(609)	Year 6 Leavers' Book & photo storage	(681)
-	Fees (Go Fund Me, Paypal, Donate, Other)	(150)
(25,000)	Birch Cope Funding	(25,395)
-	PTA - Leavers gifts	(107)
(27,222)		(27,877)
(338)	Net income for the year	(1,508)

	Opening balances	Closing balances	Movement
Bank Balances:	£	£	
Current account	20,749.71	18,630.97	(2,118.74)
Petty cash	644.93	492.93	(152.00)
*Uniform account	6,689.59	7,785.90	1,096.31
	28,084.23	26,909.80	(1,174.43)
Debtors/Creditors:			
Paypal Account	-	2,374.46	2,374.46
Expenses Owed	-	(150.00)	(150.00)
Zettle Account	500.00	500.00	-
Donate Account	-	532.00	532.00
Paypal Giving Fund (Go Fund Me) Account	3,243.22	-	(3,243.22)
Net (cash) income for the year	31,827.45	30,319.26	(1,508.19)

I report that I have examined the records and vouchers of the Birch Cope Primary School PTA for the year ended 31 August 2021 and that the receipts and payments are in accordance therewith and that I have verified the cash balances.

15/3/22
 Joanna Lavelle JOANNA LAVELLE CA AAT
 ICAS Membership No. M22492

Birch Cope School PTA

Income & Expenditure Account 2020-2021

Notes to the accounts

£	Uniform Shop:	£
7,333.54	Receipts	7,958.29
(1,654.79)	Payments	(6,861.98)
5,678.75	Net Cash Flow	1,096.31
(9,448.22)	Value of opening stock	(4,518.39)
4,518.39	Value of closing stock	7,004.43
593.00	Pupil premium receipts not yet paid - adjustment	824.00
-	Suppliers Owed	(2,684.80)
1,341.92	Net income with adjustments	1,721.55

£	Birch Cope Funding:	£
25,000.00	School Budget from Prior Year Fundraising	25,395.00
25,000.00		25,395.00

£	Company Donations:	£
		0.00