



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	01	August	2020		31	July	2021

Section A Reference and administration details

Charity name Warren Road School Parent Teacher Association

Other names charity is known by

Registered charity number (if any) 1087164

Charity's principal address Warren Road Primary School

Warren Road

Orpington, Kent

Postcode

BR6 6JF

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	Bianca Haupt-Erasmus	Chairperson		
2	Vinay Kabra	Deputy Chairperson		
3	Jennifer Cottle	Secretary		
4	Laura West	Treasurer		
5	Luisa Abela			
6	Donna Lam			
7				
8				

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
Independent Examiner	Chi Lam	22 The Brackens
		Orpington
		Kent
		BR6 6JH

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

Richard Ellis (Head Teacher)

Joanne Waterman (Deputy Head Teacher)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

Association

Trustee selection methods

Elected by Trustees (Proposer and Seconder)

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.

Warren Road School Parent Teacher Association ('the PTA') is a member of PTA-UK (membership number 21156). PTA-UK provides advice and best practice on managing a school PTA and provides ideas for fundraising activities. They also provide the PTA insurance cover.

The PTA complies with the Charity Commission rules and regulations and submits an annual Charity Commission Return, as required.

PTA members consist of all parents, guardians or carers of any pupil attending the school as well as teaching and non-teaching staff employed by the school. All members are encouraged to join the working group of members from which the trustees ("the Committee") are elected. The Committee seeks to have fundraising sub-groups made up of both experienced and new members to ensure effective succession planning and sharing of new ideas.

The Committee hold regular meetings to discuss forthcoming events, share successes and improvements from recent events, and agree on both short-term and long-term donations to the school. At these meetings the Head Teacher (also the PTA's President), or appointed staff representative, provides a report discussing wider school issues, successes and useful dates.

In turn the Committee provide feedback to the Head Teacher on matters arising/voiced by parents/children (e.g. school meals, health & safety matters etc).

Health & Safety assessments are undertaken prior to all events to ensure the safety of all parties. The assessments are updated after each event and held in the school office for future events.

Objectives and activities

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

The objective of the PTA is to advance the education of the pupils in the school in particular by i) developing effective relationships between the staff, parents and others associated with the school ii) 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)

When planning activities for the year, the PTA has considered the Charity Commission's guidance on public benefit.

The PTA regularly contributes funds towards the school swimming pool, the 'Listening Ear' counselling service in the school and provides a fixed amount to each class teacher to enhance the education of all pupils.

The PTA arrange, on average, 6 events per annum in order to raise funds. The main events are a Fireworks display as well as a Christmas Fair and Summer Fete.

The PTA consults with the Head Teacher and Governing Body to help identify longer-term projects it considers appropriate to support.

All feedback/concerns raised by parents and local neighbours are fed back to the Head Teacher to enable such matters to be addressed (e.g. risks associated with parking outside school gates, other health and safety related matters, school dinners etc).

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

Given the circumstances resulting from the Covid-19 pandemic, the PTA still managed to have a relatively successful year of fundraising activities and was able to continue to support the school financially.

The Covid-19 pandemic remained a huge set back to the fundraising abilities of the PTA during 2020-21. The regional tiering rules, social distancing advice, and the two additional lockdowns in November 2020 and January – April 2021 meant that no live events could take place for the entirety of the Autumn and Spring terms. With the gradual re-opening of society from April 2021 onwards we were hopeful that we could go ahead with our annual Summer Fair. However, the surge in case numbers in July 2021 following the relaxation of most social distancing rules, together with the self isolation rules and the subsequent impact on children's attendance at school, meant that the Trustees had to take the difficult decision to postpone the event until early in the Autumn Term. The lack of live Fireworks Event, Xmas Fair and Summer Fete across the academic year meant that the PTA missed out on raising roughly £20,000.

However, in the face of such adversities, the PTA was fortunate to benefit from the amazing creativity of loyal volunteers. We were able to host a virtual Christmas Fair as well as online Easter activities. These two events were more profitable than we could have imagined when we embarked on the virtual event journey. Between them they brought in just over £6,000.

The School Lottery, Christmas Photos and Personalised Christmas Merchandise also boosted PTA funds, raising just under £5,000.

The PTA were once again very fortunate to receive a donation from the employer of one of the school's parents (Buchanan Programme and Yang Wang). The amount totalled £5,000.

In total the PTA was able to raise funds of around £25,000. £23,230 of this was donated back to the school. This funding specifically paid for the boiler repairs for the PTA funded Swimming Pool, repairs to the remaining old and damaged playground equipment, the provision of picnic benches for the playground as well as a set of Chrome Books for the classrooms.

The regular contribution of £3,000 for the Listening Ear counselling service continued. This service is available to all children from Year 1 upwards. Funding also continued for children in KS1 & KS2 to enjoy a visit to the Life Bus (£2,800).

The PTA again provided each class teacher with £150 to purchase special resources of their choosing and continued to share the cost of a crossing patrol person with the school (£2,000).

The PTA continues to hold a small level of reserves accumulated over previous years which are greater than needed for ongoing activities and will discuss other projects to fund with the school.

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

The PTA aims to raise sufficient funds each year to cover annual commitments and additional requests. Any deficit will be covered by reserves.

Reserves of £10,000 will be maintained to ensure adequate working capital for fundraising events.

Any excess funds will be held towards funding of major financial projects agreed with the Head Teacher and Governing Body

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.

The charity's principal sources of funds are from fundraising events such as the Summer Fete, Fireworks event, Christmas Fair, discos and similar events. We also run various activities such as the sale of nearly new uniform and calendars. We sometimes receive donations and match funding from employers.

The key objective of the charity is to provide Warren Road Primary School with funding to enhance the education of the children.

The main expenditure is the donation of funds to the school. Other expenditure relates to the cost of the events described above in order to raise the funds required.

Section F**Other optional information**

A total of £23,230 was committed in donations to the school for the 2020/21 academic year. This was transferred to the school on the 26th July 2021.

Section G**Declaration**

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

Signed on behalf of the charity's trustees**Signature(s)**

DocuSigned by:

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Full name(s)

Vinay Kabra

Laura West

Position (eg Secretary, Chair, etc)

Vice Chair

Treasurer

Date

31st May 2022



Charity Name
Warren Road School Parent Teacher Association

Number
1087164

Receipts and payments accounts

CC16a

For the period from	Period start date 01 August 2020	To	Period end date 31 July 2021
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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					
	0	0	0	0	0
Voluntary income	9,222	0	0	9,222	7,406
	0	0	0	0	0
Activities for generating funds	23,199	0	0	23,199	26,428
Other income		0	0	0	0
Investment income	3	0	0	3	14
	0	0	0	0	0
	0	0	0	0	0
Sub total (Gross income for AR)	32,425	0	0	32,425	33,848
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	32,425	0	0	32,425	33,848
A3 Payments					
	0	0	0	0	0
Fundraising trading costs	7,058	0	0	7,058	11,255
	0	0	0	0	0
Charitable activities	23,230	0	0	23,230	79,266
	0	0	0	0	0
	0	0	0	0	0
Governance costs	123	0	0	123	264
		0	0	0	0
	0	0	0	0	0
Sub total	30,411	0	0	30,411	90,785
A4 Asset and investment purchases. (see table)					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	30,411	0	0	30,411	90,785
Net of receipts/(payments)	2,014	0	0	2,014	(56,937)
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	21,269	0	0	21,269	78,206
Cash funds this year end	23,283	0	0	23,283	21,269

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 and in hand	23,282		0
		0	0	0
		0	0	0
	Total cash funds	23,282	0	0

(agree balances with receipts and payments account(s))

	Details	Agreement Error Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
			0	0
			0	0
			0	0
			0	0

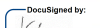
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Amount required for Pantomime tickets	unrestricted		
			0	
			0	
			0	
			0	

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

Signature

L West

DocuSigned by:
 78A9600DE60B41A...

Print Name

LAURA WEST
vinay kabra

Date of approval

31/5/22
31/05/22



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

WARREN ROAD SCHOOL PARENT TEACHER ASSOCIATION

On accounts for the year
ended

31ST JULY 2021

Charity no
(if any)

1087164

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 31/07/2021.

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: 30/05/2021

Name:

CHI LAM

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

MEMBER OF THE INSTITUTE OF CHARTERED ACCOUNTANTS OF
ENGLAND & WALES

Address:

22 THE BRACKENS

ORPINGTON

BR6 6JH

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.