



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2022		31	08	2023

Section A Reference and administration details

Charity name HOLYTRINITY SCHOOL PTA

Other names charity is known by HHT PTA

Registered charity number (if any) 1092887

Charity's principal address C/O Hoylake Holy Trinity C of E Primary School

120A Market Street

Hoylake, Wirral

Postcode CH47 3BH

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	Stephanie Hosny	Chair		HHT PTA committee members
2	Katrina Lawton	Treasurer		HHT PTA committee members
3	Caroline French			HHT PTA committee members
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by members of the Parents Teachers Association (PTA)

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.

HHT PTA is a charitable organisation made up of a mixture of parents, guardians, and staff associated to the school. It is ran by a committee made up from of members of the association and the official officer roles- chairman, treasurer, and secretary. The head teacher of the school is the honorary president of the association.

Official officer roles are elected in the annual general meeting (AGM). New members are inducted and trained by previous and current members. The AGM is held once every academic year.

HHT PTA has nil relationships with any related parties.

HHT PTA members meet at a minimum of once per term, more regularly if required such as when organising a forthcoming fundraising event.

The constitution may be amended at a general meeting of the association by a two-thirds majority of the votes cast.

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

The objective of HHT PTA 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)

As above

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.

A request for funds from Hoylake Holy Trinity School to HHT PTA is made by submitting a standardised form to the Treasurer. This written request must be co-signed by the head teacher and the member of staff applying for the funds. It will detail the reason it will benefit the pupils experience and education. If the amount requested is over £51 the HHT PTA committee will vote on the decision whether to grant the money. If under £50 funds can be granted by 3+ PTA official officer voting.

The HHT PTA is made up entirely of volunteers when organising and running fundraising events.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

HHT PTA funding requests approved:

- Multiple school trip travel costs throughout the year (bus)
- Multiple educational workshops- external companies & performers
- Christmas classroom resources
- School allotment improvement

Section E

Financial review

Brief statement of the charity's policy on reserves

A reserve of £2000 is kept to ensure funds are available to cover the up-front cost of putting on future events such as a school fair.

Details of any funds materially in deficit

Nil in deficit

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.

Principal source of funds were by the following fundraising events

- School fair- Christmas and Summer
- Cake sales
- House sponsorship event
- Calendar – sales and sponsorship
- Raffle
- Events – wreath-making
- Christmas cards
- Mad hair days
- School disco
- Ice cream sales
- Family fun night
- Colouring competition
- Sunflower competition

This financial year was unique as we were also given a Warm Grant from the local authority. This was segregated from the general PTA funds and used to purchase goods to assist the local community in line with the grant itself.

Section F

Other optional information

N/A

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Katrina Lawton

Full name(s)

Katrina Lawton

Position (eg Secretary, Chair, etc)	Treasurer	
Date	02/07/2024	

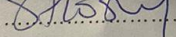
HOLYTRINITY SCHOOL PTA

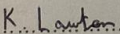
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2023

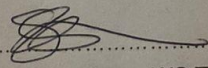
	£	£	£
Opening bank balance			10,853.22
Fund raising		13,132.06	
Government Grants		24,500.00	
		<hr/>	
		37,632.06	37,632.06
School Purchases and contributions	14,416.84		
Council Warm Grant purchases	21,760.00		
Bank charges	162.57		
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	36,339.41		(36,339.41)
Closing bank balance			<hr/>
			12,145.87

HOLYTRINITY SCHOOL PTA
REGISTERED CHARITY NUMBER 1092887

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2023

Signed..........
Chair – Stephanie Hosny

Signed..........
Treasurer – Katrina Lawton

Signed..........
Independent Examiner – WG Tax Accountants