



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> September 2024  
Period end date

Period start date To 31<sup>st</sup> August 2025

**Charity name:** Northchapel Parent Teacher Association

**Charity registration number:** 1103225

## Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The object of the association (the objects) is to advance the education of pupils in the school in particular by: <ul style="list-style-type: none"><li>- Developing effective relationships between the staff, parents and others associated with the school</li><li>- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ul> |
| 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 | SWIMMING POOL<br>LITTLE ACORNS<br>GIN<br>SCHOOL PHOTOS<br>CAKE SALE<br>BONFIRE<br>CHRISTMAS FAIR<br>CHRISTMAS EVENTS<br>SECRET ROOM<br>DISCO<br>5K<br>SCRUB & GRUB<br>SCHOOL SPONSORED EVENT<br>LITTLE OAKS SPONSORED EVENT<br>SUMMER FAIR<br>FLOOD FUND  |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | Confirming that the trustees have had regard to the Charity Commission's guidance on public benefit   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
|--|----------------|--|

|  |           |     |
|--|-----------|-----|
| Policy on grant making   | Para 1.38 | N/A |
| Policy on social investment including program related investment | Para 1.38 | N/A |
| Contribution made by volunteers                                  | Para 1.38 | N/A |
| Other  |           | N/A |

## 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>During the year, Northchapel PTA raised £36,820 through events such as fairs, raffles, a dedicated flood fund following a devastating flood to 3 classrooms and other fundraising activities.</p> <p>Funds were used to:</p> <ul style="list-style-type: none"> <li>• Provide new learning resources and classroom equipment.</li> <li>• Support school trips and activities, ensuring all pupils could take part.</li> <li>• Improve outdoor play areas and learning spaces.</li> <li>• Contribute to wellbeing and mental health projects.</li> </ul> <p>Our work has:</p> <ul style="list-style-type: none"> <li>• Helped improve the educational experience for all pupils.</li> <li>• Made sure every child could join in with school activities.</li> <li>• Strengthened links between the school, parents, and the wider community.</li> </ul> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |           |     |
|--|-----------|-----|
| Achievements against objectives set                          | Para 1.41 | N/A |
| Performance of fundraising activities against objectives set | Para 1.41 | N/A |
| Investment performance against objectives                    | Para 1.41 | N/A |
| Other  |           | N/A |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | At the end of the financial year the current position is:<br>Income - £36,820.09<br>Expenditure - £23,718.03<br>Profit across year of £13,102.06<br><br>Balance at end of period in bank account - £23,048.87 |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | N/A   |
| Amount of reserves held  | Para 1.22 | N/A   |
| Reasons for holding zero reserves  | Para 1.22 | N/A   |
| Details of fund materially in deficit  | Para 1.24 | N/A   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A   |

### 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 | Our PTA's principal sources of funds typically include:<br><br>1. Fundraising Events:<br><ul style="list-style-type: none"> <li>○ School fairs (summer, Christmas, etc.)</li> <li>○ Raffles, tombolas, and lotteries</li> <li>○ Sponsored activities (e.g. walks, runs, read-a-thons)</li> <li>○ Quiz nights, discos, and bake sales</li> </ul> 2. Donations:<br><ul style="list-style-type: none"> <li>○ Contributions from parents, carers, and local supporters</li> <li>○ One-off or regular donations</li> </ul> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A   |
| A description of the principal risks facing the charity                         | Para 1.46 | N/A   |
| Other   |           | N/A   |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution   |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | CIO  |
| 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 | Annual AGM to select committee members including trustees & will always include a Chair/Treasurer/Secretary. |

### 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 | N/A |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | N/A |
| Relationship with any related parties   | Para 1.51 | N/A |
| Other   |           |     |

## Reference and Administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | NORTHCHAPEL PARENT TEACHER ASSOCIATION  |
| Other name the charity uses | NORTHCHAPEL PTA   |
| Registered charity number   | 1103225   |
| Charity's principal address | Northchapel Primary School<br>Pipers Lane, Northchapel<br>Petworth, West Sussex<br>GU28 9JA |
|                             |   |

### 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  | LAURA GREEN  | N/A             | WHOLE YEAR                        | N/A   |
| 2  |              |                 |                                   |   |
| 3  |              |                 |                                   |   |
| 4  |              |                 |                                   |   |
| 5  |              |                 |                                   |   |
| 6  |              |                 |                                   |   |
| 7  |              |                 |                                   |   |
| 8  |              |                 |                                   |   |
| 9  |              |                 |                                   |   |
| 10 |              |                 |                                   |   |
| 11 |              |                 |                                   |   |
| 12 |              |                 |                                   |   |
| 13 |              |                 |                                   |   |
| 14 |              |                 |                                   |   |
| 15 |              |                 |                                   |   |
| 16 |              |                 |                                   |   |
| 17 |              |                 |                                   |   |
| 18 |              |                 |                                   |   |
| 19 |              |                 |                                   |   |
| 20 |              |                 |                                   |   |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

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   | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A |

**Additional information (optional) – N/A**

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|     |
|-----|
| N/A |
|-----|


## Other optional information

|     |
|-----|
| N/A |
|-----|

## Declarations

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

Signed on behalf of the charity's trustees

|  |   |  |
|--|---|--|
| Signature(s)                           | <div>Signed by:<br/></div> |  |
| Full name(s)                           | <div>B39C377DA7E949D...</div><br>LAURA GREEN  |  |
| Position (eg Secretary,<br>Chair, etc) | SECRETARY   |  |
| Date                                   | oct 31, 2025  |  |



NORTHCHAPEL PTA ANNUAL ACCOUNTS 2024/2025 SCHOOL YEAR  
(period covering 1st September 2024 to 31st August 2025)

1. Income

| Source of Income  | Amount (£)       |
|---|------------------|
| Donations - including:<br>(£14,556 JustGiving flood fund,<br>£70.51 Asda CashPot,<br>£910.54 Coop Community Fund) | 17,490.87        |
| Grants  |                  |
| Fundraising Events  | 18,683.25        |
| Membership Fees   |                  |
| Gift Aid  | 645.97           |
| Other (specify)   |                  |
| <b>Total Income</b>   | <b>36,820.09</b> |

2. Expenditure

| Type of Expenditure           | Amount (£)       |
|-------------------------------|------------------|
| Charitable Activities         |                  |
| Fundraising Costs             | 23,718.03        |
| Governance Costs (admin, etc) |                  |
| Rent, Utilities, Office Costs |                  |
| Staff/Volunteer Costs         |                  |
| Other (specify)               |                  |
| <b>Total Expenditure</b>      | <b>23,718.03</b> |

3. Net Movement in Funds

|                         | Amount (£) |
|-------------------------|------------|
| Total Income            | 36,820.09  |
| Less: Total Expenditure | 23,718.03  |
| Net Surplus/(Deficit)   | 13,102.06  |

4. Fund Balances

|                                      | Amount (£) |
|--------------------------------------|------------|
| Opening Fund Balance (start of year) | 9,946.81   |
| Net Surplus/(Deficit) for Year       | 13,102.06  |
| Closing Fund Balance (end of year)   | 23,048.87  |

5. Trustees' Declaration

| Name | Position | Signature | Date |
|------|----------|-----------|------|
|------|----------|-----------|------|

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1. Income

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| Governance Costs (admin, etc) |                  |
| Rent, Utilities, Office Costs |                  |
| Staff/Volunteer Costs         |                  |
| Other (specify)               |                  |
| <b>Total Expenditure</b>      | <b>23,718.03</b> |

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|------|----------|-----------|------|
|------|----------|-----------|------|