

**AGM Annual Chairperson's Report from Vic Robinson and Vernee Samuel**  
**(Year starting 1st August 2022 and ending 31st July 2023)**

The focus of 2022/23 has been ensuring that the Charity is run effectively, positively, and with community at its heart. We have been working to improve our communication, increase our number of volunteers and to consolidate aspects of the trustee hand over which had to be done remotely through the pandemic. This has been a year of crossing t's, dotting 'i's', lots and lots of bars at Music, Dance and Drama events and increasing the number of Car Boot visitors to pre-pandemic levels.

In May, we held an Extra General Meeting to elect new trustees and to update the constitution to the updated version of the recommended ParentKind Constitution, which gives clear guidelines about how the charity should be run, focusing on our charity's aims: fostering community (building relationships) and fundraising for the enrichment of the students at Chiswick School. Vic Robinson and Vernee Samuel took on the roles of Co-chairpersons; Jo Fillmore the role of Secretary, and Lise Madsen and Rebecca Hobson the roles of Co-Treasurers. Rebecca Hobson stands down today as both trustee and Treasurer, after ten years of being a trustee. We are so grateful to her for her hard work, dedication and endless patience over the years.

In the Spring, we launched a new PTA logo, to include the charity's values, designed by James at Octopus Designs, as well as developing a new Car Boot sale logo. This was based on a drawing by local artist and Chiswick parent Celia Pickering, and also developed by James at Octopus. We are really grateful for the financial support for developing these logos from the School and know they have already had a huge impact.

This year has also seen the continuation and growth of our social media accounts, both for the PTA and the Car Boot sales - in particular the development of our instagram accounts, which operate alongside the existing Twitter (X) accounts and facebook page/website. This has proved a really successful way of sharing pictures and news with the community, as well as advertising the Car Boot sales with our wider community, with numbers of followers growing weekly.

Alongside these updates, we have made exciting changes to the PTA pages of website, with up to date text and images to celebrate the role the PTA plays in school life.

We have continued to run Year Group Whatsapp groups, used for forwarding relevant PTA news and information, as well as building community and supporting each other.

Attendance at the Car Boot Sales has risen hugely, reflecting the work of online and social media marketing and community building. We were also delighted to have been included in the Car Giant's Top Ten London Car Boot sales for this year. The administrative and car boot arms of the PTA are working closer together, something which we are continuing to work towards; the volunteer numbers and those organising the sales has unfortunately remained fairly low, despite a number of new parents joining the team, and we are actively seeking new volunteers for the Car Boot sales, to enable them to continue running and to keep up with these high numbers of buyers and sellers.

At year end, Esam Sicander, the Car Boot committee lead, Jane Webb and Eileen Dunne all stepped down from their roles in the Car Boot committee. We are so incredibly grateful for their hard work over the years, at all hours and in all conditions, planning and running the sales, which raise invaluable funds to enrich the education of so many Chiswick students.

We are delighted that Leigh Ann x has taken on the leadership role for the Car Boot sales, and - as such - stands today as a new trustee for the charity.

We also welcome three new members to the Car Boot organisation team - Brad Taylor, Laurent Couacord and Hayley Shah.

In terms of events this year, the PTA has co-hosted three parent socials and forums, bringing together parents, teachers and leaders to learn more about at school, while meet socially and enjoying delicious meals cooked by the school chef.

22/23 saw the number of PTA bars at events for Performing Arts and Music double - something much appreciated by parents, students and staff! These have also raised significant amounts for the PTA pot.

We held three Second hand uniform sales, which were extremely well attended - sadly we did not have enough donations for a July sale for new starters.

The annual Quiz night in the Spring was a fantastic success - thanks to Paula and Bridget and their team for a star studded quiz . Special thanks to Dickie and his horn! And thanks too for Fiona from The Bell and Crown for some of the prizes!

The Summer Festival was totally joyous, despite the pouring rain. We received amazing donations for the tombola. Due to the last minute date change, we trialled hosting this event on the same night as the new Y7 Welcome event, which worked brilliantly and - we hope - will now become an annual tradition.

In terms of welcoming new families, members of the PTA supported both the open evening for prospective parents and the annual Y7 Meet the Tutor evening.

This year saw the end of Amazon smile, which had generated funds for the pta for many years; thankfully, the numbers of people signing up for Easyfundraising continues to grow: please do download the app, or sign up, if you haven't already.

In December and July, we collected money for the teachers' Christmas and Summer socials, as well as messages of support and thanks. These were hugely well received and it was a joy to thank the incredible staff in this way.

It has been a truly memorable year, building community and fundraising for Chiswick School. We have raised a really impactful amount of money, as you'll see in the Treasurer's report, which has been spent on a huge variety of resources, equipments, activities and fantastic opportunities for the students. Please do take a moment to read through the list of every approved bid from this year - it makes truly cheering reading.

Lastly, we would like to thank all of the volunteers who have given their time this year in support of the Chiswick School PTA, in particular those who have taken on an organisational or representative role, as well as everyone who has attended an event or contributed in any way. We would also like to thank the exceptional Senior Leadership Team, with whom we work so closely, Jo Duddy for quite literally everything she does; the Site team for their endless support; the School chefs for their incredible support - and lastly the Chiswick Students who are at the heart of everything we do.

## Chiswick School PTA

### Statement of Income and Expenditure

Year ended 31 July 2023

	<u>Current Account</u>	<u>Deposit Account</u>
	<u>£</u>	<u>£</u>
<b>Opening balances</b>	<b>39,039</b>	<b>10,626</b>
<b>Revenue</b>		
<u>Donation</u>		
Friends fundraising/Easy fundraising	987	
Parent donations	2,675	
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<u>Fundraising activities</u>		
Car boot sales	78,358	
Events sales, other	8,032	
	<hr/>	
<u>Investments</u>		
Interest		56
	<hr/>	<hr/>
<b>Total Revenue</b>	<b>90,053</b>	<b>56</b>
<b>Expenditure</b>		
<u>Expenses</u>		
Car boot	(20,108)	
Events, other	(1,804)	
Sundry	(401)	
PTA Subscription	(140)	
Bank charges	(66)	
	<hr/>	
	(22,519)	
<u>Charitable Activities</u>		
Donations to Chiswick School	(80,851)	
	<hr/>	<hr/>
<b>Total Expenditure</b>	<b>(103,370)</b>	<b>0</b>
<b>Net Income</b>	<b>(13,317)</b>	<b>56</b>
<b>Closing balances</b>	<b>25,722</b>	<b>10,681</b>
Check		



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Chiswick Community PTA

On accounts for the year  
ended

31<sup>st</sup> July 2023

Charity no  
(if any)

1113523

Set out on pages

1 to 3

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) 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; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have 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.

\* Please delete the words in the brackets if they do not apply.

Signed: Frances Houseman

Date: 28/10/2023

Name: Frances Houseman

<b>Relevant professional qualification(s) or body (if any):</b>	ACMA (CIMA qualified accountant)
<b>Address:</b>	4 Eastbourne Road, London, W4 3EB

Section B	Disclosure
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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 details of any items that the examiner wishes to disclose.**