



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 08/01/2022 Period start date To 31/07/2023 Period end date

Charity name: The Hartford Primary School Parent Teachers Association

Charity registration number: 518338

## 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 is to advance the education of pupils in the school in particular by: <ol style="list-style-type: none"><li>1. Developing effective relationships between the staff, parents and others associated with the school</li><li>2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils</li></ol>
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	HPS PTA have run a number of fundraising events during the year, our biggest events being the World Cup sponsored events generating income over £8,000 and Christmas Market and Circus events both raising over £4,000.  Our contributions to school are slightly lower than in previous years, although we have continued to support the typical request around leavers events and hoodies, Christmas Parties, and funding trip transport.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We have operated the PTA with regard to the guidance issued by the Charity Commission 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	
Policy on social investment	Para 1.38	

including program related investment		
Contribution made by volunteers	Para 1.38	
Other		

## 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>HPS PTA has been able to contribute to Hartford Primary school in a number of ways during this financial year including:</p> <p>Leavers activities (Salt Works Trip, Ten Pin Bowling and Leavers Hoodies), ELSA and Oasis Supplies, Ukulele lessons, Christmas class parties, Ice-Cream Farm visit, Transport to the Liverpool Philharmonic.</p> <p>Without the contribution from the PTA these activities would either not have taken place at all, or it would have fallen to parents to fund. The contributions mean that we are able to ensure the children of Hartford Primary School are able to experience a range of additional activities as part of their education that would not be possible without the support.</p> <p>The events that the PTA run also contribute to the community by bringing together the school community for fun and inclusive events</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Financial position of the charity at the end of the period is strong, with cash funds of £49,201
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>As a result of the pandemic and the inability to fundraise effectively for 12 months during Covid the trustees are looking to hold a small reserve which would allow the ongoing operation of the charity for a year or so without any fundraising should this ever happen again.</p> <p>Other than this Hartford Primary School PTA would look to make the maximum contributions to school possible and hold minimal reserves. This year has been an exception to that as a large project to resurface the MUGA was planned during August 2023 to which the charity will be making a large contribution (£28,000) so this has been held back in order to pay that commitment early into the new year.</p>
Amount of reserves held	Para 1.22	£28,000 for MUGA Project £10,000 as charity reserve
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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Hartford Primary School Parent Teachers Association is governed by a constitution.
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	Unincorporated Association
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	Trustees are voted into position during the Annual General Meeting, all members of Hartford Primary School PTA are entitled to attend and be nominated for these positions.

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

## Reference and Administrative details

Charity name	Hartford Primary School Parent Teachers Association
Other name the charity uses	
Registered charity number	518338
Charity's principal address	Hartford Primary School Riddings Lane Hartford CW8 1NA

## 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	Sarah Jane Falconer	Chair		
2	Shelley Ford	Treasurer / Secretary		
3	Rebecca Farley	Vice-Chair	13/10/2022 – 31/07/2023	
4	Amanda Eddleston	Treasurer	01/08/2022 – 21/04/2023	
5	Katie Hinks	Co – Secretary	13/10/2022 – 31/07/2023	
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## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

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

### Additional information (optional)

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

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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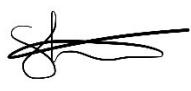


## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Shelley Ford	Sarah-Jane Falconer
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Position (eg Secretary,  
Chair, etc)

Treasurer	Chair
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Date

19/12/2023
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