

**Lowther Primary School Parent Teacher Association,
Stillingfleet Road, Barnes, London SW13 9AE
Registered Charity No. 1140737**

Trustee's report - financial year 01.09.21 - 31.08.22

Trustees during period:

Lindsay Bishop (Co-Chair until 22nd October 2021)
Kirsty Swetman (Co-Chair until 22nd October 2021)
Viktorija Palumbo (Treasurer until 14th October 2021)
Christina Hedges (Treasurer from 15th October 2021)
Maya Yamashita-Barr (Chair from 22nd October 2021)
Nina Parry (Vice-Chair from 3rd December 2021)
Caroline Gladstone (Secretary from 3rd December 2021)
Sharon Day (Member)
Dilara Firat (Member)

Objectives and Activities:

Development of a supportive parent and carer community; to liaise with school staff on ways to help develop the school; to fundraise to improve and provide learning opportunities.

Achievements:

This year has been a big year for many people in relation to the PTA. It was the first year for many to have been to a PTA event, especially an in-person one or to return to attending an in-person one. It was the first year post pandemic where the school community have been able to celebrate and enjoy being together and this proved both joyful but also somewhat difficult in terms of getting families involved again both to volunteer and to attend events.

The first term of the year was a bit eventful with the departure of Co-Chairs and Treasurer all at the same time, and then new ones being voted in. This resulted in a total change (bar one member) in PTA committee members for the first time in 5 years, comprising parents that were new to Lowther or to the in-person events. An EGM was held in December 2021 to elect in the new members (as well as a new constitution which allowed online committee meetings). The new committee organised many of the main events that took place with a lot of hand holding and advice from former committee members but did a few things in our own style and still managed to raise a grand total of £40,425.64.

Highlights of just a few of our fundraisers:

1. **Helen McDermott's Marathon** - Helen McDermott, a former Lowther parent, wanted to continue a legacy from the previous committee which was the introduction of a dedicated professional music teacher - what better way than to run the Marathon! Helen ran it in 4hrs 33mins and was supported by Kia Morice doing all the fundraising and comms for it. Thank you to both! *Helen raised over £6100.00.*
2. **Yoga Mondays** - We are so so grateful to Elina Iso-Rautio who offered yoga sessions at 9am every Monday from after the half term of the autumn term, right through to the end of the year. She then left to Sweden but ensured another parent was able to take over from the next academic year. *It was a great success and raised just over £1550.*
3. **Lowther Eco** - Kirsty Swetman began the initiative of a Freecycle group where people offered their no longer wanted goods to other parents and carers in exchange of a donation to Lowther School. This was and still is a very popular group with great eco credentials! *This year, the group raised just short of £900.*
4. **Uniform sale** - Caryn Sharrock had spent a couple of years offering and sorting second hand uniforms and had raised numerous amounts of money for the Lowther School. Unfortunately she had move out of the area and so also changed schools. Emma Prentis-Mazurkiewicz took over the role. *In the end jointly they raised £730.86!*
5. **Christmas Fair** - Arranged jointly along with other (Covid safe) Christmas operations and with only three weeks to go to the chosen date, two of the committee members set off to organise everything with the help of a few other members and ex-members of the group, and about 140 parents who helped on the day. *In the end it raised £1481.41 - a great feat!*
6. **Summer Fair** - This was a huge success with lots of indoor and outdoor games, activities and stands, sponsorship from a local building company, every year group organised something. *The event raised over £3500.*
7. **World Book Day** - A wonderful day for Kia Morice collaborated with the Head of English, Mr Nelson to bring in 100 books for the school, worth over a total of £1200 chosen by teachers from from Nursery to Year 6 to enhance the profile of reading. *£166.40 was raised for the school.*
8. **Your School Lottery** - Big thanks to Malvina Teichert who set up the lottery account for Lowther. It has generated a slow but steady income with very little promotion, and this year it raised just over £1200!

Conclusion

This year has been an extraordinary year with an almost completely new committee and so many parents returning to social activities post Covid.

We have been able to fulfil promised spends including:

- £2500 on reading books
- Almost £8500 on a dedicated music teacher and equipment
- Almost £600 on protection for the canopy posts
- As well gifts for children at Christmas, end of year gifts and admin costs.

Over £19k was left over in the bank, more than half of which is earmarked for a new school library to be opened in the autumn term of 2022.

The wish to return to normality has been very clear and the enthusiasm and love for the school is evident in the efforts to raise money by all - we really are lucky to have such an active PTA within the wonderful Lowther School community.

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date Period end date

Charity name Charity No (if any)

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	
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	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

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 including program related investment	Para 1.38	
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	SEE ATTACHED DOCUMENT.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	WE AIM TO KEEP SUFFICIENT MONEY IN RESERVE IN ORDER TO PAY FOR ON-GOING PROJECTS AT THE SCHOOL SUCH AS ALLOTMENT MAINTENANCE,
Amount of reserves held	Para 1.22	BUT ALSO FOR THE PAYMENT OF A SCHOOL LIBRARY IN THE AUTUMN 2022.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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		

Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	PTA CONSTITUTION
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	COMPANY.
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	CO-OPTED BY COMMITTEE, THEN ELECTED IN AT EGM.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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	LOWTHER PRIMARY SCHOOL PTA.
Other name the charity uses	LOWTHER PTA.
Registered charity number	1140737.
Charity's principal address	STILLINGFLEET ROAD. BARNES. SW13 9AE.

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	LINDSAY BISHOP	CO-CHAIR.	UNTIL 22 nd OCT. 2021.	LOWTHER PTA.
2	KIRSTY SWETMAN	CO-CHAIR.	UNTIL 22 OCT 2021	LOWTHER PTA.
3	VIKTORIJA PALUMBO	TREASURER	UNTIL 14 OCT 2021	LOWTHER PTA.
4	CHRISTINA HEDGES	TREASURER	FROM 15 OCT 2021	LOWTHER PTA.
5	MAYA YAMASHITA-BARR	CHAIR.	FROM 22 OCT 2021	LOWTHER PTA.
6	NINA PARRY	VICE-CHAIR.	FROM 3 DEC 2021	LOWTHER PTA.
7	CAROLINE GLADSTONE	SECRETARY	FROM 3 DEC 2021	LOWTHER PTA.
8	SHARON DAN	MEMBER.		LOWTHER PTA.
9	DILARA FIRAT	MEMBER		LOWTHER PTA.
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(cont)

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	
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)

Maya Yamashita

Full name(s)

MAYA
YAMASHITA-BARR

Position (eg Secretary,
Chair, etc)

CHAIR .

Date

16th JUNE 2023 .

Lowther Primary School Parent Teacher Association

Annual Financial Statements 1 Sep 2021 - till 31 Aug 2022

Bank statement balance as of end of day 31 Aug 2021 £ 8,131.79

Bank statement balance as of end of day 31 Aug 2022 £ 27,554.50

2021-2022: Total Income & Expenditure					
Activities	Income		Expenditure		Total
Donation: Regular	£	1,524.63			£ 1,524.63
Donation: Regular	£	1,524.63			£ 1,524.63
Donation: One-off	£	7,484.33			£ 7,484.33
Literacy Fund	£	1,910.00			£ 1,910.00
Donation: One-off	£	5,574.33			£ 5,574.33
Gift Aid	£	3,391.05			£ 3,391.05
Gift Aid	£	3,391.05			£ 3,391.05
Event	£	26,177.74	-£	8,178.21	£ 17,999.53
London Marathon	£	5,341.35			£ 5,341.35
Welcome BBQ	£	2,092.09	-£	1,473.70	£ 618.39
Barnes Food Fair	£	638.72	-£	152.48	£ 486.24
Pumpkin Carving	£	159.63			£ 159.63
Yoga Mondays	£	1,550.39			£ 1,550.39
Lowther Eco	£	896.16			£ 896.16
Cauliflower Christmas Cards & Gifts	£	404.60			£ 404.60
Bake Sale	£	303.63			£ 303.63
Eco bags / bear	£	44.00			£ 44.00
Quiz Night	£	2,001.90	-£	1,516.50	£ 485.40
Popcorn Sale	£	39.21			£ 39.21
Halloween Scavenger Hunt	£	344.75			£ 344.75
Uniform Sale	£	730.86			£ 730.86
Bake Sale + Uniform Sale	£	185.50			£ 185.50
Bingo Night			-£	58.50	-£ 58.50
Y6 Afternoon Tea	£	127.00	-£	21.00	£ 106.00
Barnes Fair	£	503.79	-£	290.08	£ 213.71
Summer Fair	£	5,455.03	-£	1,907.28	£ 3,547.75
World Book Day	£	962.10	-£	795.70	£ 166.40
Pancake Day	£	50.85			£ 50.85
Easter Scavenger Hunt	£	96.97			£ 96.97
Christmas Fair	£	3,355.48	-£	1,874.07	£ 1,481.41
Bedtime Reading	£	672.42			£ 672.42
Teacher's Breakfast			-£	88.90	-£ 88.90
Icepop Sale	£	221.31			£ 221.31
Other Activity	£	1,847.89			£ 1,847.89
yourschoollottery.co.uk	£	1,209.50			£ 1,209.50
Easy Fundraising	£	633.14			£ 633.14
Stampastic	£	5.25			£ 5.25

Lowther Primary School Parent Teacher Association

Annual Financial Statements 1 Sep 2021 - till 31 Aug 2022

Bank statement balance as of end of day 31 Aug 2021	£	8,131.79
Bank statement balance as of end of day 31 Aug 2022	£	27,554.50

2021-2022: Total Income & Expenditure					
Activities	Income		Expenditure		Total
School Expenditure			-£	12,215.16	-£ 12,215.16
Literacy Fund			-£	2,500.00	-£ 2,500.00
Christmas Gift from PTA			-£	577.16	-£ 577.16
Music Class 22/23			-£	8,474.00	-£ 8,474.00
Canopy post protection			-£	589.00	-£ 589.00
EoY Gifts			-£	75.00	-£ 75.00
PTA Admin			-£	609.56	-£ 609.56
Lottery Licence			-£	20.00	-£ 20.00
2020-2021 Expenses			-£	118.00	-£ 118.00
Enthuse Membership Fee			-£	239.99	-£ 239.99
Parentkind Membership Fee			-£	116.00	-£ 116.00
PTA Events Membership Fee			-£	11.97	-£ 11.97
Admin Expenses			-£	102.60	-£ 102.60
PTA Events Processing & Platform Fees			-£	1.00	-£ 1.00
Banking Error	£	-			£ -
Banking Error	£	-			£ -
Total	£	40,425.64	-£	21,002.93	£ 19,422.71

Independent examination of the accounts of Lowther Primary School Parent Teacher Association 2021-22

Report undertaken by Ben Cooper at the request of the PTA.

Reason for report

- The purpose of this report is to offer an independent examination of the PTA's accounts for 2021-22.
- As the Association had an annual gross income of more than £25,000, it is required by the Charity Commission to commission an independent examination. The Association's gross income is below £250,000 and the examiner is not required to be professionally qualified.
- I have experience as a financial analyst and former Auditor and believe I can provide an opinion of these accounts and the records supporting them.
- Relevant disclosures: I have no connection with the school or the events, transactions or business of the Association other than as reviewer of these financial records and reports.

Requirements of the Charity Commission

- The Commission requires the examiner to look at three aspects of the accounts: the accounting records kept; whether the accounts agree with these records; and whether the format of the accounts is correct. The Association prepares its accounts on a receipts and payments (cash) basis.

Records kept

- The Association receives charitable donations from parents and others with an interest in the school and organises fundraising events to support the school and its pupils.
- Funds are used to support the school and its pupils through the purchase of goods and services in agreement with the management of the school.
- The Association holds a number of fundraising events. In 2020-21 they included a Christmas Fair, a Food Fair, the commissioning and sale of Christmas cards, a Quiz Night and a BBQ. Receipts and payments are recorded for these events showing the net income for each contributing to the financial statements. The accounts are well recorded with a clear description of all transactions.
- Expenditure is approved and recorded with an invoice being presented to the Association. Allotment expenses are administered out of the general account.
- Where expenditure is undertaken by members of the Association or members of the school staff, a "Request for out of pocket expenses" form is used supported by receipts and this discipline is consistently observed.
- Quality and completeness of records has further improved this year with all income and expenditure itemised by activity/event and fully reconciled to bank statements.

Reconciliation of the accounts and records

- Transactions are consolidated into the financial statements accurately and balances reconciled.
- All transactions were agreed individually to bank statements.
- Income and expenditure was reviewed for each recorded activity/event.

Format of the accounts

- As the accounts are prepared on a receipts and payments basis, the format of the financial statements is fit for purpose and appropriate for this size and type of organisation.

Observations & Recommendations

- During 2021-22 the cash balance has increased substantially from ~£8k to ~£28k which has the potential to add another source of income. If this is expected to continue throughout the year, the Association should consider depositing these funds in an interest-bearing account to take advantage of higher at-call interest rates without reducing the ability to fund the activities of the association.
- It should be noted that the Association is operating effectively from a number of perspectives:
 - Fund-raising has been efficient: of the 32 activities, only 10 (~30%) had associated costs that only represented ~20% of funds raised
 - Expenditure has been focussed on a small number of key projects: The literacy fund, Music classes and school infrastructure
 - Administrative costs have remained low: PTA administrative expenses totalled £610 (~1.5% of income)

Summary

- It is my opinion that the accounts are accurate and that the quality of its record keeping is high.

Ben Cooper
8th June 2023