

**St James' Infant and Junior Schools PTA**  
**Charity Number: 1147450**  
**Annual Report for the year ended 31 August 2024**

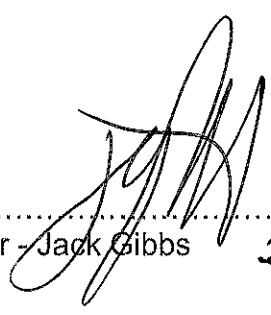
Signed.....

Chair - Lydia Lee

  
25/07/2025

Signed.....

Treasurer - Jack Gibbs

  
25/07/2025

## **St James' Infant and Junior Schools PTA**

### **Chair's report**

**Year ended 31 August 2024**

This is my first report as Chair of the St. James' Primary School PTA and I will begin by expressing my heartfelt thanks to everyone who has contributed to the work of the PTA over the past year. It is through everyone's generosity that the PTA exists, and is able to put on so many fantastic events to support the school, raise money, and enhance the experience for our children.

I have been fortunate to have a small but dedicated committee who give their time to make the PTA a success. To Carrie, Dhruva, Fifi, Jack, Jenny, John, Jon, Rachel, Siobhan, Stacey, Stuart, Vanessa, Dora, Sona, Clare, Farheen and Lucy, thank you so much, you have all been amazing and I am grateful for your continued support. I very much hope to continue adding to this list and will ask that everyone consider getting involved in the PTA, in any capacity. It is an experience that I have found incredibly fulfilling and I'm sure you will too.

I would like to particularly mention Rachel who has taken the lead in organising this year's summer fair this coming Saturday. The survey earlier in the year highlighted this as the parent community's most valued event, and it also raises the most amount of money for the school. However it also requires the most amount of work to plan and deliver such a wonderful celebration. Supported by a very long list of helpers, and an array of donations from everyone at the school, Rachel has met this challenge with unwavering positivity and I have no doubt that this year's fair will be a marvellous success.

I would also like to recognise the work of my predecessor Chris as well as Suzy and Steph who did so much in making the PTA what it is today and left a lasting legacy before stepping down in February. The events held in 2023/24 were only possible through their hard work and I know that everyone involved in the school would like to thank them for their significant contribution during their time in the PTA. I am personally very grateful for their advice and guidance when I stepped into their very big shoes. Equally, to John Tutt and the entire staff at St James', I am in your debt for helping me and the team navigate these first few months. You remain unwaveringly flexible and supportive in all our endeavours and I look forward to working with you in the year ahead.

Finally, I would like to thank the class reps and all the class volunteers who have put on such amazing events over the course of the year. Earlier in the year, with volunteer numbers dwindling there was a real risk that the PTA would no longer be able to function. Underpinned by a new approach which puts more ownership for events in the hands of individual year groups, you have responded with such enthusiasm and support. You are the heroes of the PTA and we are all indebted to you.

There have been some phenomenal achievements this year, raising a grand total of £34,540 for the school to the year ended 31 August 2024, of which £33,794 was donated directly to the school. We have held an array of events, including an Easter hunt, uniform sales, book sales, sweet sales, ice cream Fridays, sports day refreshments. I have been overwhelmed by the spirit of community and generosity within the school in supporting these activities.

I will conclude my report by saying how excited I am for the year ahead. In September we welcome new children and parents to the St. James' community. I had an opportunity to meet many of them at the parent induction in June and share with them the amazing work of the PTA. It will also represent the first full year of the new approach we are taking to running events, and

## **St James' Infant and Junior Schools PTA**

### **Chair's report**

#### **Year ended 31 August 2024**

look forward to continuing building on all the work done to date. Alongside established favourites such as the secret present room and the uniform sales, I'm really pleased there continues to be new ideas how the PTA can enhance the children's experience and raise money for the school.

Thank you,  
Lydia

**St James' Infant and Junior Schools PTA**  
**Income and Expenditure Report**  
**Year ended 31 August 2024**

	<b>2023-2024</b>	<b>2022-2023</b>
<b>Event Profit (note 2)</b>	29,348.12	16,240.10
<b>Matched Funding</b>	1,781.48	Included in event profit
<b>Other Income (note 4)</b>	3,411.26	1,687.85
<b>Donations to the School (note 1)</b>	(33,794.12)	(45,000.00)
<b>Other Expenditure (note 3)</b>	(1,938.89)	(765.14)
<b>Other funding of School events (note 1)</b>	(2,028.74)	(2,484.18)
<b>Net Movement</b>	<b>(3,220.89)</b>	<b>(30,321.37)</b>

All transactions recognized within the analysis above in both academic years have been accounted for on a cash basis.

**Note 1 - Summary of donations and items funded:**

Donations made to the school during the 2023-24 academic year amounted to £33,794.12 (2023: £45,000). The monies donated in 2024 related to:

<b>Donations to school</b>	<b>2023-2024</b>
Plants	53.97
Ipads	33,740.15
<b>Total</b>	<b>33,794.12</b>

Other items funded by the PTA for the benefit of children at the school during the 2023-24 academic year amounted to £2,028.74 (2023: £2,484.18):

<b>Event</b>	<b>2024</b>
Coffee morning	22.00
Christmas chocolate for everyone	33.50
Sports day ice pops	50.00
Easter hunt	274.96
Present Room 2024	627.02
YR6 Hoodies	1,021.26
<b>Total</b>	<b>2,028.74</b>

# St James' Infant and Junior Schools PTA

## Income and Expenditure Report

Year ended 31 August 2024

### Note 2 - Summary of event profitability and funds raised:

Event	2024 income	2024 Costs	2024 Profit	2024 Profit as % of income
Summer fair **	11,458.26	(4,248.82)	7,209.44	62.9%
Present room 2023	4,549.25	(870.70)	3,678.55	80.9%
2024 Sponsor	3,046.79	0.00	3,046.79	100.0%
Uniform	2,555.55	0.00	2,555.55	100.0%
Ice cream	2,750.33	(816.60)	1,933.73	70.3%
Refreshments	3,061.75	(1,317.00)	1,744.75	57.0%
Tea towels	1,492.93	(12.95)	1,479.98	99.1%
Santa run	1,082.41	0.00	1,082.41	100.0%
Legoland	2,805.25	(1,776.67)	1,028.58	36.7%
Winter disco	1,176.95	(180.00)	996.95	84.7%
Christmas raffle	990.90	0.00	990.90	100.0%
Beauty and the beast	2,392.54	(1,834.35)	558.19	23.3%
Easter bingo	564.86	(55.32)	509.54	90.2%
Summer disco*	670.54	(180.00)	490.54	73.2%
Cauliflower cards	411.90	0.00	411.90	100.0%
Book fair	360.12	0.00	360.12	100.0%
Doughnut day	621.75	(271.70)	350.05	56.3%
Tutt bars	824.46	(558.74)	265.72	32.2%
Xmas jumper	202.50	0.00	202.50	100.0%
Fireworks	1,116.48	(951.00)	165.48	14.8%
Tabletop sale	145.85	0.00	145.85	100.0%
Joesph show	1,031.71	(928.00)	103.71	10.1%
PTA sale	27.00	0.00	27.00	100.0%
Yoga bags	5.00	0.00	5.00	100.0%
Science show	178.14	(173.25)	4.89	2.7%
<b>Total</b>	<b>43,523.22</b>	<b>(14,175.10)</b>	<b>29,348.12</b>	

\*summer discos does not include the paypal payment transfer of £251, sponsorships for the summer fair have also been included within other income.

## St James' Infant and Junior Schools PTA

### Income and Expenditure Report

#### Year ended 31 August 2024

\*\* As we decided to do refreshments throughout the year, the stock was used for multiple events which are all in refreshments, this includes the summer fair bar/tearoom, Easter Bingo and Sports day refreshments.

#### Note 3 - Other Expenditure

Other expenses	2024
Local giving membership	180.00
Insurance (via Parentkind)	153.00
Small lottery licence (annual)	20.00
Website Fees	164.61
Equipment repairs	1,208.00
Unpaid invoices 2022-2023	150.00
Stationery and sundries	63.28
<b>Total</b>	<b>1,938.89</b>

Other expenditure – total -£1,938.89 (2023 - £765.14)

#### Note 4 - Other Income

Details of Other income £3,411.26 (2023: £1,687.85)

Other Income	2024
Donation via website	56.62
Donation via local giving	410.8
Donation via Bank	766.73
Donation via Easy fundraising	118.01
Astra Clothing	52.2
DVD donation	9.5
Jet Wash loyalty	76.9
TW Lotto	345.5
Summer Fair Sponsorship	1,575
<b>Total</b>	<b>3,411.26</b>

#### Note 5 - Available funds as at 31 August 2024

The funds available with Metro Bank at 31 August 2024 is £13,836.81 (2023: £17,068.01).



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

Charity Name

St James' Infant and Junior Schools PTA

#### On accounts for the year ended

31 August 2024

Charity no  
(if any)

1147450

#### Set out on pages

1-6

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

#### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 no concerns and 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.

Signed:

Date: 20/07/25

Name:

Rosemary Barnes

Relevant professional  
qualification(s) or body  
(if any):

FCA

**Address:** 18 The Ferns, Tunbridge Wells, Kent, TN12JT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**