

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 10	Year 2019		Day 30	Month 09	Year 2020

## Reference and administration details

<b>Charity name</b>	St Marylebone Church of England School Parent Teachers Association
<b>Charity is known by</b>	N/A
<b>Charity number (if any)</b>	1149512
	64 Marylebone High Street
	Marylebone
	London
<b>Postcode</b>	<b>W1U 5BA</b>

## The charity trustees who manage the charity

	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
	Co-Chair	20 <sup>th</sup> September 2018-	Committee members
u	Co-Chair	20 <sup>th</sup> September 2018-	Committee members
	Senior Deputy Head		Committee members
	Secretary	-10 <sup>th</sup> October 2019	Committee members
	Co-Treasurer	10 <sup>th</sup> October 2019-	Committee members
	Co-Treasurer	10 <sup>th</sup> October 2019-	Committee members
er	Secretary	10 <sup>th</sup> October 2019-	Committee members
	(Treasurer)	(-10 <sup>th</sup> October 2019)	Committee members

e			
f			
y			

			<b>Dates acted if not for who</b>

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

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>

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

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## **Section B                      Structure, governance and management**

### **Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	PTA Constitution (Parentkind Model)
How the charity is constituted (eg. trust, association, company)	Parent Teacher Association
Trustee selection methods (eg. appointed by, elected by)	All parents are members of the PTA. Replacement trustees are elected at the AGM (and at open meetings during the year if necessary) from PTA members.

### **Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

The PTA is registered with Parentkind UK and has adopted their model constitution and best practices.

## Section C

## Objectives and activities

### **Summary of the objects of the charity set out in its governing document**

To provide funds to the school for activities, equipment and renovations where needed, with the aim of enriching the life of pupils and advancing their education.

To develop a sense of community and foster positive relationships between staff, parents and other people associated with the school.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The PTA organises events throughout the year, to raise funds and engage parents and carers in school life.

The main fundraising events are a Christmas fair, summer fair and annual quiz night.

In recent years the PTA has helped the school refurbish the music rooms, theatre, sixth-form study room and classrooms. We have also provided funds for equipment for the PE, Dance and Drama departments. In addition we provide funds annually to the Elizabeth Phillips Wider-Opportunities Fund to help ensure disadvantage is not a barrier to participating in the school's extra curricula activities.

Aside from fundraising, the PTA endeavours to assist with school events, including the provision and serving of refreshments at concerts and carol services.

The PTA aims to make all its activities accessible to everyone in the school.

The trustees declare that throughout their activities, they have paid due regard to the guidance issued by the Charity Commission with respect to public benefit.

**Additional details of objectives and activities (Optional information)**

PTA activities would not be possible without the voluntary contribution of time and goods made by staff, parents, pupils and friends of the school.

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

During the period 01 October 2019 - 30 September 2020 the PTA hosted the Michaelmas Fair (including the successful Silent Auction) and the annual Quiz night. Further planned activities were curtailed by the COVID19 pandemic.

The PTA supported a number of important school projects during the year.

The main focus was fundraising for the school's *Theatre For The Future* campaign (£25,000 was donated).

Additional financial contributions were provided to refurbish the music room (~£4,400), procure fireproof noticeboards for the Year 7 corridor (~£1600) and install new dance studio mirrors (~£2,000).

The PTA also bought Purdy and Fig hand sanitisers for all staff during the pandemic (~£630).

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity does not have a policy on reserves. However, the Treasurers endeavour to maintain sufficient funds for all forthcoming annual expense commitments.

Money is held in the PTA bank account until sufficient funds are raised for future projects previously agreed by the Trustees after consultation with senior staff and the head teacher. Senior management, in turn receive requests from members of staff regarding possible projects/needs.

Credit remaining at the end of any given financial year is carried forward by the Trustees to the next year.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>	22 August 2021	



For the period from

## Section A Receipts and payments

Unrestricted funds  
to the nearest £

### A1 Receipts

Christmas Fair takings inc. Silent Auction	£	23,819
Quiz night takings		1,393
		-
		-
		-
		-
		-
		-
<b>Sub total</b> (Gross income for AR)		<b>25,212</b>

### A2 Asset and investment sales, (see table).

		-
		-
<b>Sub total</b>		<b>-</b>

**Total receipts** 25,212

### A3 Payments

School Theatre Refurbishment	25,000
School Music Room Refurbishment	4,370
School Fireproof Noticeboards	1,628
School Dance Studio Mirrors	1,980
P & Fig Hand Saniters for teachers	626
Christmas Fair Costs	1,734
Parent Kind	122
	-
	-
<b>Sub total</b>	<b>35,460</b>

### A4 Asset and investment purchases, (see table)

	-
	-
<b>Sub total</b>	<b>-</b>

**Total payments** 35,460

**Net of receipts/(payments)** - 10,248

### A5 Transfers between funds

	-
A6 Cash funds last year end	18,153
<b>Cash funds this year end</b>	<b>7,905</b>



**Section B Statement of assets and liabilities at the end of the period****Categories****Details****B1 Cash funds****Balance brought forward****Receipts 2019/2020****Payments 2019/2020**

(agree balances with receipts)

**B2 Other monetary assets****Details**


**B3 Investment assets****Details**


**B4 Assets retained for the charity's own use****Details**


**B5 Liabilities****Details**


Signed by one or two trustees on behalf of all the trustees

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arylebone Church of England School	No (if any)
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## Receipts and payments accounts

10/01/2019	To	09/30/2020
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Restricted funds  
to the nearest £

Endowment funds  
to the nearest £

Total funds  
to the nearest £

-	-	23,819
-	-	1,393
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	25,212

-	-	-
-	-	-
-	-	-

-	-	25,212
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-	-	25,000
-	-	4,370
-	-	1,628
-	-	1,980
-	-	626
-	-	1,734
-	-	122
-	-	-
-	-	-
-	-	35,460

-	-	-
-	-	-
-	-	-

-	-	35,460
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-	-	10,248
-	-	-
-	-	18,153
-	-	7,905

period

	Unrestricted funds to nearest £	Restricted funds to nearest £
rd 01/10/2019	18,153	-
	25,212	-
	- 35,461	-
<b>Total cash funds</b>	<b>7,905</b>	<b>-</b>

ceipts and payments account(s))	OK	OK
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	Unrestricted funds to nearest £	Restricted funds to nearest £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

	Fund to which asset belongs	Cost (optional)
		-
		-
		-
		-
		-

	Fund to which asset belongs	Cost (optional)
		-
		-
		-
		-
		-
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		-
		-
		-

	Fund to which liability relates	Amount due (optional)
		-
		-
		-
		-

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Signature

Print Name


CC16a



Last year  
to the nearest £

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**Endowment funds**  
**to nearest £**

	-
	-
	-
	-

OK

**Endowment funds**

**to nearest £**

	-
	-
	-
	-
	-
	-

**Current value (optional)**

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	-
	-
	-
	-

**Current value (optional)**

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	-
	-
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**When due (optional)**


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Date of approval





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

St Marylebone Church of England School Parent Teachers Association

On accounts for the year  
ended

30 September 2020

Charity no  
(if any)

1149512

Set out on pages

Account Receipts and payments and trustee report

(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 30/09/2010.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Date:

11 Dec 2021

Name:

The Rt Hon Lord DAVID TRIESMAN

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

FCA : DMT01112

Address:

9 EGBERT STREET

LONDON

NW1 8LJ