



Trustees' Annual Report for the period

From
To

Period start date
Period end date

01
Sept
2020

31
Aug
2021

Section A Reference and administration details

Charity name

St John & St Francis Church School PTA

Other names charity is known by

OSCAR

Registered charity number (if any)

1160174

Charity's principal address

Westonzoyland Road

Bridgwater

Somerset

Postcode

TA6 4XE

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

Phillipa Warton-Browne
Treasurer

2

Laura Ensor
Co-Chair

3

Sarah Kennedy
Co-Chair

4

Natasha Tottle
Secretary

5

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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name
Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser

Name

Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution (adopted 20/10/2014)

How the charity is constituted
(eg. trust, association, company)

Parent, Teacher Association consisting of approximately 15 parents and 1 teachers

Trustee selection methods
(eg. appointed by, elected by)

Members are elected or re-elected at the annual general meeting held in September.

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 Association works alongside St John & St Francis Church school to advance the educational experiences of the children.

The Association supports local businesses and the community with advertising services and local events on our Facebook page and within the school newsletter.

All trustees give their time voluntary and receive no remuneration or other benefits.

Section C Objectives and activities

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

TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL IN PARTICULAR BY:
DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL.
ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

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)

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our meetings.

Our focus is on advancing the educational experiences of the children within our school. We include the children in our fundraising events by offering them opportunities to run their own stalls or enter into competitions. E.g. fairs and science/design competitions

We also provide social fundraisers for the children allowing them life skills experience in a safe environment. E.g. discos and movie nights

Our children range from 4-11yrs old and incorporates diverse backgrounds, cultures, languages and abilities.

Our local community is important and we strive to support them as much as they support us.

Additional details of objectives and activities (Optional information)

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

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

Money raised is used to fund projects around the school. Criteria has been agreed to make sure projects adhere to our charity's objectives and benefit the majority of children in the school. Projects can be requested by teachers, parents and children. The proposals are discussed and voted on by the committee making sure it fulfils the required criteria.

Our volunteers make a huge difference to the children's education through fundraising events and the projects we fund. They help us maintain good links with parents and the local community. We are incredibly grateful for all their time and effort.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to the Covid 19 pandemic this year we stopped all events due to social distancing regulation.

It has been a tough year but our amazing PTA group came up with some fun ways to still raise valuable funds whilst following social distancing regulations and other restrictions due to Covid.

We have had various non-uniform days, as well as making and selling decorated bottles and jars, the children enjoyed designing their own Christmas cards which parents then bought.

Over the year we have funded the Christmas parties at school with a gift for each child and a visit from Father Christmas.

Our amazing teachers managed to get every class/year to go on some form of school trip, which we managed to help fund.

We have also helped the school with extra PE equipment to enable the children to be active whilst being mindful of the various Covid restrictions.

We also managed to arrange a leavers service for our Year 6's so the children could have some fond memories of their last moments at primary school before they move up to secondary.

We have also received monies from match funding and donations which was very much appreciated with the reduced events this year.

Section E

Financial review

Brief statement of the charity's policy on reserves

We try to hold a reserve of £1500 to cover expenses of events. Any unrestricted funds remaining at the end of the year are taken over into the next school year to fund projects within the school.

Details of any funds materially in deficit

Not applicable

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.

The principal funding this year has been through events which raise a substantial sum which goes towards our projects.

Our projects this year have continued to make sure every child get to visit Father Christmas and our leavers all experienced an equally fun and social end to their primary school life, as well as important PE equipment.

Future plans: It is quite difficult to predict the coming year, with Covid still looming over us, however, we are continuing to raise funds for the MUGA which will benefit all children within the school. We have already secured the funds for a defibrillator which we hope to have fitted when conditions allow.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Phillipa Warton-Browne

Position (eg Secretary, Chair, etc)

Treasurer

Date

13.10.2021

BANKING 5th Sept - 4th Oct				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£11,409.12
09/21/2020	Deposit Paypal Funding £1.25, Easy Fundraising £27.40, School refund for fence £800.00, Laura Ensor cash for Blue Ray Player minus £8.65 expenses for sweets and jars		£860.00	£12,269.12
08.09.20	School lottery		£51.80	£12,320.92
15.09.20	School lottery winner donation		£6.60	£12,327.52
29.09.20	School lottery winner donation		£6.90	£12,334.42

£925.30

		PROFIT	£0.
Income		Expenses	
change	£0.00		
TOTAL	£0.00	TOTAL	£0.00

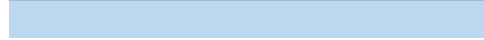
BANKING 5th Oct-4th Nov				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£12,334.42
12.10.20	School Lottery		£34.40	£12,368.82
16.10.2020	Christmas Cards		£1,290.00	£13,658.82
20.10.20	School Lottery clients Deposit		£6.00	£13,664.82
23.10.2020	Non-Uniform Day		£329.15	£13,993.97
22.10.2020	Gambling Licence chq no. 001193	£20.00		£13,973.97
03.11.20	School Lottery clients Deposit		£6.60	£13,980.57
03.11.2020	Reimburse Phillipa for Santa Gifts chq no. 001196	£384.69		£13,595.88
03.11.2020	NatWest Complaint Compensation		£100.00	£13,695.88

£404.69 £1,766.15

		PROFIT
Income	Details	Expenses
£1,290.00	Christmas Cards	£982.55

£307.45

chq number	rec. No.	Paid
1198		29.11.20



BANKING 5th Nov- 4th Dec				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£13,695.88
10.11.2020	School Lottery		£34.40	£13,730.28
16.11.2020	Cake Minx donation		£200.00	£13,930.28
24.11.2020	School lottery		£6.60	£13,936.88
24.11.20	Uniform sales £50, Non-uniform £5		£55.00	£13,991.88
23.11.2020	Emma Russell santa bottles and jars expenses chq no. 001197	£132.78		£13,859.10
01.12.20	Clothes Bank		£10.20	£13,869.30
02.12.20	Lloyds Bank Foundalbfound		£334.00	£14,203.30

£132.78

£640.20

[illegible]

.00

[illegible]

BANKING 5th Dec- 4th Jan				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£14,203.30
08.12.2020	Golden Bucket £357.00 & Jar sales £300.00		£657.00	£14,860.30
08.12.2020	Cash Prizes for golden bucket bank for cash chq no 001201	£180.00		£14,680.30
07.12.2020	Bookers christmas party chq no 001199	£130.34		£14,549.96
08.12.2020	Emma Russell expenses for santa jars and bottles chq no 001200	£91.29		£14,458.67
09.12.2020	Laura Ensor Free from item for Christmas party chq no. 001202	£15.10		£14,443.57
09.12.2020	School Lottery		£41.60	£14,485.17
10.12.2020	Bottle & Jar sales		£100.00	£14,585.17
29.11.2020	IQ Cards payment chq no. 001198	£982.55		£13,602.62
18.12.2020	Non Uniform £294.76, Christmas Cracker £164 & Bottle & Jar sales £126.26		£585.02	£14,187.64
31.12.20	Clothes Bank		£15.60	£14,203.24
05.01.2021	School lottery		£35.20	£14,238.44

£1,399.28 £1,434.42

		Total Profit	£594.76			
Income	Details	Expenses	Chq no.	rec. No.	Profit	Paid
£546.26	santa bottles & jars	£246.26	1200		£ 300.00	08.12.2020
£357.00	Golden Bucket	£180.00			£177.00	
£164.00	Christmas Cracker				£ 164.00	
£294.76	Non uniform				294.76	

BANKING 5th Jan- 4th Feb				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£14,238.44
02.02.2021	School lottery		£41.80	£14,280.24

£41.80

		PROFIT
Income	Details	Expenses

£0.00

Chq no.	rec. No.	Paid

BANKING 5th Feb- 4th Mar				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£14,280.24
09.02.21	School lottery Clients Deposit		£6.60	£14,286.84
03.03.21	School Lottery		£35.20	£14,322.04

£41.80

		PROFIT
Income	Details	Expenses

£0.00

Chq no.	rec. No.	Paid

BANKING 5th Mar- 4th Apr				
Date	Details	Withdrawn	Paid in	Balance
	Starting Balance			£14,322.04
08.03.21	Parentkind	£123.00		£14,199.04
30.03.21	Cash prizes CHq no. 001203	£75.00		£14,124.04
30.03.21	Sarah Kennedy Diamond Art Kit for Julie's leavers present and cakes for the staff chq no. 001204	£70.08		£14,053.96
30.03.21	School Lottery clients deposit		£6.60	£14,060.56
31.03.21	Textile Clothing Bank		£13.20	£14,073.76

£268.08 £19.80

		PROFIT
Income	Details	Expenses
£145.00	Easter Basket	£75.00

£70.00

Chq no.	rec. No.	Paid
1203		30.03.21

[illegible]

£435.81

[illegible]

£145.00

[illegible]

[illegible]

£346.77

[illegible]

£301.17

[illegible]

[illegible]

£54.10

[illegible]

£0.00

[illegible]

£0.00

[illegible]

[illegible]

£6.90

[illegible]

£0.00

[illegible]

Uniform Sales

Name	Price	
Emma Russell	£	23.00
Catherine Gould	£	6.00
Laura Ensor	£	5.00
Diana Mullins	£	23.00
Jade	£	9.00
Sam Fideo	£	6.00
Hollie Clapp	£	1.00
Tash	£	2.00
Phillipa	£	6.00
TOTAL	£	81.00

£50.00 paid in 23.11.2020

£31.00 kept in petty cash

Verity	£	6.00
Tracy	£	15.00
Tracy	£	9.00
Diana	£	20.00
	£	50.00

£50.00 kept in petty cash

Karen Kaz	£	9.00
Ellie Davies	£	3.00
Charlie Buller	£	9.00
	£	21.00

Diana	£	1.50
Lauretta	£	9.00
Katie	£	6.00
Katie	£	1.50
Vikki	£	12.00
	£	30.00

Grand Total **£ 182.00**

Description	Amount	
Starting Amount	£ 31.00	
Sweets & Sweet jar	£ 8.65	£ 8.65
Staff leaving present	£ 3.50	£ 3.50
Wrapping paper for Santa gifts	£ 9.90	£ 9.90
Jo Christmas Gift	£ 3.00	£ 3.00
Nigel Christmas Gift	£ 3.75	£ 3.75
School Christmas Gifts	£ 8.00	£ 8.00
Emma Russell £2.19 expenses	£ 2.19	£ 2.19
	£ 0.66	£ 18.90
03/21		£ 4.99
Uniform Sales	£ 50.00	£ 27.03
Laura Easter Eggs for prizes	£ 18.90	£ 89.91
Sarah Kennedy Small easter eggs	£ 4.99	
	£ 26.77	
uniform sales Apr & May	£ 21.00	
uniform sales June	£ 1.50	
	£ 49.27	
Uniform sales July 2021	£ 30.00	
	£ 79.27	
Leavers Gifts Expenses	£ 27.03	
	£ 50.74	

Date	School Lottery	Raffle	Non-uniform	Christmas Cards	PayPal Funding	Easy Fundraising	Cake Minx Donations	Clothes Bank	Preloved uniform	Bottle & Jars	Compensation	lloyds	School refu	Blue Ray s	Paid into Petty Cash	Paid into Account	TOTAL
09/20	£ 65.30				£ 1.25	£ 27.40							£ 800.00	£ 31.35		£ 925.30	£ 925.30
10/20	£ 47.00		£ 329.15	£ 1,290.00							£ 100.00					£ 1,766.15	£ 1,766.15
11/20	£ 41.00		£ 5.00				£ 200.00	£ 10.20	£ 50.00			£ 334.00				£ 640.20	£ 640.20
12/20	£ 76.80	£ 521.00	£ 294.76					£ 15.60	£ 31.00	£ 526.26					£ 31.00	£ 1,434.42	£ 1,465.42
01/21	£ 41.80															£ 41.80	£ 41.80
02/21	£ 41.80															£ 41.80	£ 41.80
03/21	£ 6.60							£ 13.20	£ 50.00						£ 50.00	£ 19.80	£ 69.80
04/21	£ 52.80	£ 145.00	£ 238.01						£ 21.00						£ 21.00	£ 435.81	£ 456.81
05/21	£ 45.60		£ 301.17													£ 346.77	£ 346.77
06/21	£ 54.10								£ 30.00						£ 30.00	£ 54.10	£ 84.10
07/21	£ 82.40							£ 12.60				£ 301.00				£ 396.00	£ 396.00
08/21	£ 6.90															£ 6.90	£ 6.90
																£ -	
	£ 562.10	£ 666.00	£ 1,168.09	£ 1,290.00	£ 1.25	£ 27.40	£ 200.00	£ 51.60	£ 182.00	£ 526.26	£ 100.00	£ 635.00	£ 800.00	£ 31.35	£ 132.00	£ 6,109.05	£ 6,241.05

Statement Date 05.08.20-05.11.20

Opening Balance				1516.19
Date	Details	Withdrawn	Paid in	Total
28.08.20	Interest		0.01	1516.2
30.09.20	Interest		0.01	1516.21
30.10.20	Interest		0.01	1516.22

Statement Date 05.11.20-05.02.21

Opening Balance				1516.22
Date	Details	Withdrawn	Paid in	Total
30.11.20	Interest		0.01	1516.23
31.12.20	Interest		0.01	1516.24
29.01.21	Interest		0.01	1516.25

Statement Date 05.02.21-05.05.21

Opening Balance				1516.25
Date	Details	Withdrawn	Paid in	Total
26.02.21	Interest		0.01	1516.26
31.03.21	Interest		0.01	1516.27
30.04.21	Interest		0.01	1516.28

Statement Date 05.05.21-05.08.21

Opening Balance				1516.28
Date	Details	Withdrawn	Paid in	Total
28.05.21	Interest		0.01	1516.29
30.06.21	Interest		0.01	1516.3
30.07.21	Interest		0.01	1516.31

Income

Details	Amount
Christmas Cards	£ 1,290.00
Non-uniform	£ 1,168.09
Raffles	£ 666.00
Bottles & Jars Christmas	£ 526.26
TOTAL FROM EVENTS	£3,650.35
Cake Minx Donation	£ 200.00
PayPal Giving	£ 1.25
Lloyds Bank	£ 635.00
Your School Lottery	£ 562.10
Easy Fundraising	£ 27.40
Clothes bank	£ 51.60
Preloved uniform	£ 50.00
Natwest Compensation	£ 100.00
Blue Ray	£ 31.35
School refund for fence paid twice in last	£ 800.00
TOTAL OTHER INCOME	£2,458.70

GRAND TOTAL **£6,109.05**

Petty Cash Quick Breakdown	
Total in from Non-uniform	£ 132.00
Money from Blue-Ray payment	£ 8.65
Total spent	£ 89.91
	£ 50.74

Outgoing

Details	Amount
Christmas Party	£ 530.13
Leavers Service	£ 220.00
School Trips	£ 1,400.00
PE Equipment	£ 700.00
Lego for school	£ 58.00
Total Funding Requests	£ 2,908.13
Christmas Cards	£ 982.55
Gambling Licence	£ 20.00
Leaving gifts	£ 110.08
Parent Kind	£ 123.00
Easter Basket	£ 75.00
Bottles & Jars	£ 224.07
Golden Bucket	£ 180.00
TOTAL OTHER EXPENSES	£ 1,714.70
GRAND TOTAL	£ 4,622.83

Bank Balance 05.09.20	£11,409.12
TOTAL INCOME	£ 6,109.05
TOTAL OUTGOINGS	£ 4,622.83
	£12,895.34
Bank balance 04.09.21	£12,895.34
Business Account	£ 1,516.43
Petty Cash Balance 04.09.21	£ 50.74
Grand Balance	£14,462.51

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