



Trustees' Annual Report for the period

From

To

Period start date

Period end date

01
Sept
2021

31
Aug
2022

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 have done limited 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.

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 managed to have a disco again for all year groups, which the children really enjoyed.

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: 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

30.09.2022

BANKING 3rd Sept - 5th Oct				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£12,895.34
07.09.21	School Lottery		£44.40	£12,939.74
28.09.21	PayPal Funding		£138.02	£13,077.76
05.10.21	School Lottery		£37.60	£13,115.36
				£13,115.36

£220.02

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

00

rec. No.	Paid

BANKING 5th Oct-4th Nov				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£13,115.36
06.10.21	IQ Christmas Cards		£1,317.50	£14,432.86
02.11.21	School Lottery		£37.60	£14,470.46
				£14,470.46
				£14,470.46
				£14,470.46
				£14,470.46
				£14,470.46
				£14,470.46

£0.00 £1,355.10

		PROFIT
Income	Details	Expenses

£0.00		
chq number	rec. No.	Paid

BANKING 5th Nov- 4th Dec				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£14,470.46
26.11.2021	Emma Russell Expenses for bottles & jars chq 001216	£122.53		£14,347.93
30.11.2021	IQ christmas cards chq 001215	£999.60		£13,348.33
10.11.2021	Christmas gifts from FC	£375.19		£12,973.14
24.11.2021	Sedgemoor District Council Gambling licence	£20.00		£12,953.14

£1,517.32 £0.00

		PROFIT	£1,31
Income	Details	Expenses	
£1,317.50	IQ cards	£999.60	

17.50

rec. No.	Paid

BANKING 5th Dec- 4th Jan				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£12,953.14
10.12.2021	CASH - leavers gifts & christmas party food	£200.00		£12,753.14
16.12.2021	CASH - Christmas Cracker Prize money	£42.50		£12,710.64
07.12.2021	School Lottery		£43.30	£12,753.94
17.12.21	Jar Sales £422.51, Christmas Cracker £85.00, Raffle £364.00		£871.53	£13,625.47
30.12.21	Clothing Bank		£10.80	£13,636.27
05.01.2022	School Lottery		£30.40	£13,666.67
				£13,666.67
				£13,666.67

£242.50 £956.03

[illegible]

Cash leavers etc breakdown

Party Food Squash &	55.96
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Leavers Gifts Debs &	67.8
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Debs leaving gift gin	13
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Stamps & cards for O	16.84
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Party Food free from	6
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Gifts to school staff	7.98
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stamps for raffle prize	7.92
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Stamps for thank you	7.92
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Nigel xmas gift	4
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187.42

Cash left over	12.58
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total cash plus total s	200
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BANKING 5th Jan- 4th Feb				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£13,666.67
				£13,666.67

£0.00

		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			£13,666.67
08.02.22	School Lottery		£38.00	£13,704.67
17.02.22	Bower Inn Leavers Gifts 3 x £15	£45.00		£13,659.67
04.03.22	Lloyds Foundation		£623.00	£14,282.67

£661.00

		PROFIT
Income	Details	Expenses

£0.00

Chq no.	rec. No.	Paid

BANKING 5th Mar- 4th Apr				
Date	Details	Withdrawn	Paid in	Balance
	Starting Balance			£14,282.67
07.03.22	Parentkind	£128.00		£14,154.67
08.03.22	School Lottery		£29.60	£14,184.27
05.04.22	School Lottery		£23.20	£14,207.47
				£14,207.47
				£14,207.47

£128.00 £52.80

[illegible]

£0.00

[illegible]

[illegible]

£230.80

[illegible]

£0.00

[illegible]

[illegible]

£0.00

[illegible]

£0.00

[illegible]

BANKING 5th June- 4th July				
Date	Details	Withdrawn	Paid in	Balance
BANKING	Starting Balance			£14,089.35
06.06.22	Y6 First Aid Training chq 001221	£760.00		£13,329.35
07.06.22	School lottery		£29.90	£13,359.25
14.06.22	School lottery clients donation		£3.90	£13,363.15
28.06.22	School lottery clients donation		£3.90	£13,367.05
28.06.22	Phillipa Warton-Browne Gazebo chq1223	£50.00		£13,317.05
30.06.22	Cash for school fayre floats	£320.00		£12,997.05
05.07.22	School Lottery		£24.70	£13,021.75

£62.40

[illegible]

£0.00

[illegible][illegible]

£1,254.13

[illegible]

[illegible]

£6.60

[illegible]

£0.00

[illegible]

Pre-loved Uniform Sales

Name	Price
Vikki Venner	£ 10.00
Katie Davies	£ 3.00
Jade Mcluckie	£ 7.00
Phillipa Warton-Browne	£ 6.00
Geri	£ 9.00
Jade Mcluckie	£ 1.50

TOTAL	£ 36.50
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£ -

£ -

£ -

Grand Total	£ 36.50
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Description	Amount
Starting Amount	£ 50.74
Laura AGM Refreshments	£ 7.27
Laura Leaving Gifts	£ 25.00
	£ 18.47

Baby gifts for Kerry	£ 4.00
AGM Refreshments	£ 7.27
	£ 7.20

plus uniform sales	£ 26.00
Wrapping paper and selotape for F	£ 13.97
	£ 19.23

plus cash left over from cash taken £ 12.58

Total cash 16.12.2021 £ 31.81

Stamps	£ 7.92
Ofsted Cakes	£ 24.40
Ofsted Cakes gluten free	£ 2.00
Non-uniform sales	£ 44.50
Geri	£ 9.00
Jade	£ 1.50
Laura Summer Fayre	£ 17.44
	£ 35.05

Laura Disco ice pops	£ 11.88
Uniform sales	£ 4.00
Total Cash 20.07.2022	£ 27.17

Date	School Lottery	Clothing B	Non-uniform	Christmas Cards2	Summer Fayre	Disco	PayPal Funding	Bottle & Jars	lloyds	Paid into Petty Cash	Paid into Account	TOTAL
09/21	£ 82.00						£ 138.02				£ 220.02	
10/21	£ 37.60			£ 1,317.50							£ 1,355.10	
11/21											£ -	
12/21	£ 73.70	£ 10.80						£ 871.53			£ 956.03	
01/22											£ -	
02/22	£ 38.00								£ 623.00		£ 661.00	
03/22	£ 52.80										£ 52.80	
04/22	£ 30.80								£ 200.00		£ 230.80	
05/22											£ -	
06/22	£ 62.40										£ 62.40	
07/22	£ 29.90		£ 31.00		£ 1,325.28	£ 1,091.20					£ 2,477.38	
08/22	£ 6.60										£ 6.60	
											£ -	
	£ 413.80	£ 10.80	£ 31.00	£ 1,317.50	£ 1,325.28	£ 1,091.20	£ 138.02	£ 871.53	£ 823.00	£ -	£ 6,022.13	£ -

Statement Date 06.08.21-05.11.21

Opening Balance				1516.31
Date	Details	Withdrawn	Paid in	Total
31.08.21	Interest		0.01	1516.32
30.09.21	Interest		0.01	1516.33
29.10.21	Interest		0.01	1516.34

Statement Date 06.11.21- 04.02.22

Opening Balance				1516.34
Date	Details	Withdrawn	Paid in	Total
30.11.21	Interest		0.01	1516.35
31.12.21	Interest		0.01	1516.36
31.01.22	Interest		0.01	1516.37

2Statement Date 05.02.21-05.05.22

Opening Balance				1516.37
Date	Details	Withdrawn	Paid in	Total
28.02.22	Interest		0.01	1516.38
31.03.22	Interest		0.01	1516.39
29.04.22	Interest		0.11	1516.5

Statement Date 06.05.22-05.08.22

Opening Balance				1516.5
Date	Details	Withdrawn	Paid in	Total
31.05.22	Interest		0.13	1516.63
30.06.22	Interest		0.12	1516.75
29.07.22	Interest		0.12	1516.87

Income

Details	Amount
Christmas Cards	£ 1,317.50
Non-uniform	£ 31.00
Summer Fayre	£ 1,325.28
Bottles & Jars Christmas	£ 871.53
Discos	£ 1,091.20
TOTAL FROM EVENTS	£4,636.51
Paypal Funding	£ 138.02
Lloyds Bank	£ 823.00
Your School Lottery	£ 413.80
Clothes bank	£ 10.80
TOTAL OTHER INCOME	£1,385.62

GRAND TOTAL £6,022.13

Petty Cash Quick Breakdown	
Previous Non-uniform total	£ 50.74
Total in from Pre-loved uniform	£ 97.58
Total spent	£ 121.15
	£ 27.17

Outgoing

Details	Amount
Christmas Party	£ 77.80
Leavers Service	£ 202.45
Y6 First Aid Training	£ 760.00
Jubilee Badges	£ 348.92
Total Funding Requests	£ 1,389.17
Christmas Cards	£ 999.60
Gambling Licence	£ 20.00
Leaving gifts	£ 154.62
Parent Kind	£ 128.00
Santa Gifts	£ 375.19
Bottles & Jars	£ 122.53
Gazebo	£ 50.00
Floats	£ 320.00
Disco	£ 423.69
Food Hygiene	£ 24.00
Christmas Cracker	£ 42.50
Cash	£ 12.58
TOTAL OTHER EXPENSES	£ 2,672.71
GRAND TOTAL	£ 4,061.88

Bank Balance 03.09.21	£12,895.34
TOTAL INCOME	£ 6,022.13
TOTAL OUTGOINGS	£ 4,061.88
	£14,855.59
Bank balance 04.09.22	£14,855.59
Business Account	£ 1,516.87
Petty Cash Balance 04.09.22	£ 27.17
Grand Balance	£16,399.63

Date	Gambling Licence	Santa Gifts	Christmas Cards	Christmas Party	Floats	Gazebo	Parent Kind	Disco	Food Hygiene	Y6 First Aid Training	Jubilee Badges	Leavers Service	Bottles & Jars	Christmas Cracker pCash	Leavers Gifts	Column1	Petty cash																			
09/21																	£	-																		
10/21																	£	-																		
11/21	£	20.00	£	375.19	£	999.60							£	122.53			£	1,517.32																		
12/21					£	77.80									£	42.50	£	12.58	£	109.62	£	242.50														
01/22																						£	-													
02/22																£	45.00					£	45.00													
03/22							£	128.00														£	128.00													
04/22																						£	-													
05/22											£	348.92										£	348.92													
06/22					£	320.00	£	50.00		£	760.00											£	1,130.00													
07/22																						£	-													
08/22									£	423.69	£	24.00										£	650.14													
	£	20.00	£	375.19	£	999.60	£	77.80	£	320.00	£	50.00	£	128.00	£	423.69	£	24.00	£	760.00	£	348.92	£	202.45	£	122.53	£	42.50	£	12.58	£	154.62	£	4,061.88	£	-