



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2022		31	Aug	2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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	Vikki Venner			
6	Emma Russell			
7	Heather Culshaw			
8	Kelly Pear			
9	Amy Gallagher			
10				
11				
12				
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16				
17				
18				
19				
20				

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)

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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 9 parents and 1 teacher

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 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

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Summary of the main achievements of the charity during the year

We have had various non-uniform days, in exchange of donations towards the Christmas Fair. 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.

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.

Section F**Other optional information**

Future plans: We are waiting to have the defibrillator fitted when the resources allow us to, We are also going to ensure all children have a visit from Father Christmas with a little gift. We are also offering each class some funds towards an activity.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Phillipa Warton-Browne	
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Position (eg Secretary, Chair, etc)

Treasurer

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Date

19.10.2023

St John & St Francis PTA

2022 - 2023

Income

Details	Amount
Christmas Cards	£ 1,390.40
Non-uniform	£ 43.02
Summer Fayre	£ 611.05
Lollies	£ 141.45
Discos	£ 1,225.25
Summer Spectacular	£ 196.00
Christmas Fair	£ 1,340.89
TOTAL FROM EVENTS	£ 4,948.06
Paypal Funding	£ 150.61
Lloyds Bank	£ 500.00
Your School Lottery	£ 258.10
Gazebo Refund	£ 239.98
TOTAL OTHER INCOME	£ 1,148.69

GRAND TOTAL £ 6,096.75

Petty Cash Quick Breakdown	
Previous Total	£ 27.17
Total in from Cash & Easter Raffle	£ 650.00
Total in from Uniform Sales	£ 33.00
Sports Day Drinks	£ 7.75
Y6 Mcdonalds cash left over	£ 6.30
Total spent	£ 718.51
Total Petty Cash 05.09.23	£ 5.71

Outgoing

Details	Amount
School Trips	£ 1,000.00
Leavers Service	£ 370.17
Y6 First Aid Training	£ 780.00
Poetry Week	£ 405.88
Total Funding Requests	£ 2,556.05
Christmas Cards	£ 1,059.80
Parent Kind	£ 140.00
Santa Gifts	£ 349.68
Gazebos	£ 239.98
Floats	£ 400.00
Discos	£ 458.51
Sports Day	£ 62.41
Summer Fair	£ 345.14
Christmas Fair	£ 402.40
TOTAL OTHER EXPENSES	£ 3,457.92
GRAND TOTAL	£ 6,013.97

Bank Balance 03.09.22	£ 14,855.59
TOTAL INCOME	£ 6,096.75
TOTAL OUTGOINGS	£ 6,013.97
	£ 14,938.37
Bank balance 04.09.23	£ 14,638.37
Business Account	£ 1,530.70
Petty Cash Balance 04.09.23	£ 5.17
Grand Balance	£ 16,174.24

Accounts Verified by M. HAZELWOOD

Signed M. Hazelwood

Dated 5.10.2023