



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/08/2019 Period start date To 31/07/2020 Period end date

Charity name: Sir Thomas Rich's School Parents' Association

Charity registration number: 1160414

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of pupils in the school, in particular by: - developing effective relationships between the staff, parents - and others associated with the school; - engaging in activities to provide facilities, equipment or funds which support the school and advance the education of the pupils
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	All of our activities are planned with reference to the Charity Commission's Guidance on Public Benefit. We manage and staff the school Uniform shop, organise fund raising activities and provide refreshments at school events and sporting fixtures. Our activities facilitate social interaction between parents and staff & raise funds.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	See statements above (under Para 1.17 and 1.19)

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	All available funds are granted to the school at the request of the Headmaster, with his guidance and the agreement of the trustees.
Policy on social investment including program related investment	Para 1.38	We retain sufficient funds at the bank to satisfy the cash-flow requirements of the Uniform shop, to cover the up-front costs of fundraising activities and to meet our monthly leasing commitments on 2 minibuses we are leasing on behalf of the school.
Contribution made by volunteers	Para 1.38	All of our Committee Members and volunteers give many hours of their time (free of charge, in pursuance of our objects and we are extremely grateful to them for their commitment, and also to the parents and others who support our fundraising events.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Parents' Association at Sir Thomas Rich's is thriving, with many parents getting involved by helping with the uniform shop and the refreshments rota as well as supporting various PA events.</p> <p>This years fund raising efforts have been hampered due to Covid-19, lock down and social distancing requirements. However, we still managed to raise funds via face to face events prior to March 2020 and some online events after. We were able to organise two Quiz and Pudding nights which always prove popular. We were only able to hold a bar at one of the events and we were unable to host our annual Sports evening.</p> <p>The uniform shop continues to provide an excellent service to parents throughout the year. This is staffed entirely by volunteers and requires significant time and planning to ensure the correct uniform is available to all pupils when needed. We adapted this year by providing an online website shop as we were unable to offer a face to face service. This is definitely something we will continue to offer.</p> <p>We continue to run a very popular 100 Club and have increased our membership of the Easyfundraising website account, and this year added AmazonSmile these are all very useful and add a steady income to our funds.</p> <p>We have continued to add a closed Facebook page for parents of the new year 7 so we now have a page for yrs 7-11.</p> <p>During the year, we have received many small grant requests which have enabled us to support clubs and educational activities which may only be seeking a few hundred pounds to augment their expenses. We also donated £15,000 towards technical equipment to enable the school to offer virtual parents evenings and open day events.</p> <p>We continue to fund the leases for two minibuses for the school.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	We were disappointed about having to cancel several of our summer events including the sports evening
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We have £2757 less than last year but we have donated an additional £21,548 this year to the school.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At all times, we aim to hold at least £10,000 cash reserves at the bank for cash-flow purposes, which sometimes needs to be higher to meet Uniform shop purchasing commitments. Monies in excess of these reserves retained are granted to the school subject to approval by the committee. The school is in the process of building a new Business, Economics, Entrepreneurship, Careers and Outreach Centre and we have committed to providing a grant of £30,000 towards this.
Amount of reserves held	Para 1.22	£68,478
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our primary source of on-going income is from the School Uniform Shop which provides funds all year round with a peak at the start of the academic year. The "100 Club", monthly "subscriptions" and monies raised via "Easyfundraising" and AmazonSmile also provide a regular income. Other fundraising events are spread throughout the year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Our financial support to the school has benefited specific departments where needed and also the whole school community generally.
A description of the principal risks facing the charity	Para 1.46	None identified
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at AGM held annually in October or November

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Parents' Association uses the school's Safeguarding & Child Protection Policy, ensuring in particular during Uniform Measuring sessions & Uniform Shop opening times that at least 2 adults are present and that any physical contact with the young people is minimal and appropriate.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	All trustees are volunteers and receive no remuneration or other benefits.
Other		The trustees are directed to the Charity Commission website for information about their roles & responsibilities. The Parents' Association is a member of PTA UK with Public liability insurance included as part of the annual membership fee

## Reference and Administrative details

Charity name	Sir Thomas Rich's School Parents' Association
Other name the charity uses	STRS PA
Registered charity number	1160414
Charity's principal address	Sir Thomas Rich's School Oakleaze Gloucester Gloucestershire GL2 0LF



**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	Kerry Canning	Chair		
2	Sarah Cripps	Treasurer		
3	Paula Turner	Asst Treasurer	7/11/2019	
4	Dawn Davies	Secretary	7/11/2019	
5	Elisa Jordan	Asst Chair		
6	Charles Smith			
7	Philimena Canning			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

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

Type of adviser	Name	Address
Auditor/ Accountant	Harper Sheldon	Midway House, Staverton Technology Park, Herrick Way, Staverton, Cheltenham, Glos, GL51 6TQ

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

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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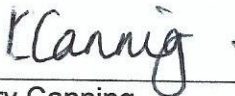
### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sarah Cripps	Kerry Canning
Position (eg Secretary, Chair, etc)	Treasurer	
Date	16.08.2021	





Charity Name	No. (if any)
Sir Thomas Rich's School PA and Friends	1160414

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## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Aug-19		31-Jul-20

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Subscriptions	1,826	-	-	1,826	2,607
Fundraising income	15,194	-	-	15,194	22,326
Uniform	71,792	-	-	71,792	72,508
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>88,812</b>	<b>-</b>	<b>-</b>	<b>88,812</b>	<b>97,441</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>88,812</b>	<b>-</b>	<b>-</b>	<b>88,812</b>	<b>97,441</b>
<b>A3 Payments</b>					
Fundraising costs	2,869	-	-	2,869	9,888
Governance	308	-	-	308	628
Uniform	47,294	-	-	47,294	46,696
School donations	31,998	-	-	31,998	10,450
Minibus leasing	8,819	-	-	8,819	8,340
Card payment devices and charges	281	-	-	281	337
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>91,569</b>	<b>-</b>	<b>-</b>	<b>91,569</b>	<b>76,339</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>91,569</b>	<b>-</b>	<b>-</b>	<b>91,569</b>	<b>76,339</b>
<b>Net of receipts/(payments)</b>	<b>- 2,757</b>	<b>-</b>	<b>-</b>	<b>- 2,757</b>	<b>21,102</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>71,235</b>	<b>-</b>	<b>-</b>	<b>71,235</b>	<b>50,133</b>
<b>Cash funds this year end</b>	<b>68,478</b>	<b>-</b>	<b>-</b>	<b>68,478</b>	<b>71,235</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	68,413	-	-
	Petty Cash	65	-	-
		-	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>68,478</b>	<b>-</b>	<b>-</b>
		OK	OK	OK

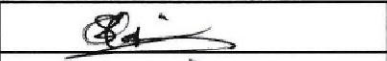
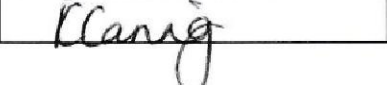
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Ind to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Ind to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Ind to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	MRS SARAH CRIPPS	17/11/2020
	MRS KERRY CANNING	22-11-2020