



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From

01/09/2021 To

31/08/2022

Charity name: The Heights PTFA

Charity registration number:

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of the Charity are as follows: (1) 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 or providing facilities or equipment which support the school and advance the education of the pupils. (2) To further such other charitable purpose or purposes as the trustees from time to time think fit
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	Please refer to the PTFA Chairs report and Treasures' report appended to this document detailing the fundraising activities and expenditure for the benefit of the school, its pupils and the wider school community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are aware of and adhere to guidance issued by the charities commission

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	Please refer to the PTFA Chairs report and Treasures' report appended to this document detailing the fundraising activities and expenditure for the benefit of the school, its pupils and the wider school community.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Please refer to the Treasures' report appended to this document detailing the financial position of the PTFA.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	There is no specific policy for holding reserves. Reserves are held at the discretion of the trustees to save for a large purchase or to ensure liquidity for the coming year.
Amount of reserves held	Para 1.22	£22,082.34
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	The PTFA remains committed to raising funds to support the school in line with its charitable objectives. The generosity of the greater Heights community remains consistent and

Structure, Governance and Management

Description of charity's trusts:		The Charity holds no assets but raises money to support the school through the reimbursement of purchases made by the school to assist in furthering of education of its pupils.
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution adopted 21/08/2014 as amended 05/10/2015
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Unincorporated 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	All Parents, Carers, Teachers etc are automatically members of the wider PTFA. Trustees are appointed by members through an election process. The election is held as part of the annual AGM. A candidate has to be nominated and seconded by a member of the PTFA.

Reference and Administrative details

Charity name	The Heights PTFA
Other name the charity uses	The Heights Primary Parent, Teachers & Friends association
Registered charity number	1164551
Charity's principal address	The Heights Primary School 129 Upper Woodcote Road Caversham READING RG4 7LB

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	Matthew Buckley	Treasurer		
2	Laura Mines	Chair		
3	Hannah Smith			
4	Barney Smith			
5	Alexandra Brown			
6				
7				
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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None held
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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

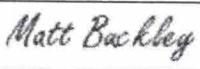
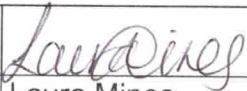
Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	 matthew.buckley CN=matthew.buckley 2023.09.17 22:21:06+01'00'	
Full name(s)	Matthew Buckley	Laura Mines
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	17/09/2023	

The Heights PTFA Annual General Meeting

- 1) Welcome from Chair and committee
- 2) Chairs AGM report
- 3) Treasurers report – Matt Buckley
- 4) The PTFA
- 5) Appointment of new PTA Committee

1. Chair Welcome - PTFA AGM 17th October 2022

Hello and welcome! Thank you so much for logging in this evening. We really appreciate how busy you all are and thank you for your time to listen in to what we've achieved as a PTFA to support our school during the last academic year.

My name is Laura Mines and I am the current acting chair of the PTFA. The objectives of the PTFA are to organise fundraising events and activities where possible and make these as much fun as possible, to involve as many people as we can on behalf of the school where applicable. As parents, grandparents, carers, teachers and TA's of the children of the school, we are automatically members of the PTA.

As a PTFA we work hard to fundraise but we also enhance our vibrant school community through social events, something we have all missed due to previous pandemic restrictions.

2. 2021-22 Chair report

2021-22 was my second year as part of the PTFA, but this time as the Chair with a completely new team, helped enormously by a supportive exec committee! Our treasurer, Matt will take you through the numbers that I'm sure you are all keen to hear, but needless to say it was a successful year on account of the huge amount of effort put in by many.

Last year's events & fundraisers

The PTFA organised a number of events last year despite COVID looming in the background.

Our first event kicked off in **September, Golf Day 2021**. An 18-hole round of golf, followed by post-match lunch, prize giving, wheelbarrow raffle and post children activities. Thank you to Chris Ellison and team for coordinating an exciting day for the parents and children.

It was a pleasure to hold our first big event at the school, the **Christmas Fair in November** since relocating to the new permanent site. Although the weather took a turn for the worse, it didn't stop the festive cheer of all the parents who helped out and thanks to the hard work of the Lead Organiser, Karen Roach and her team, the event was a huge success. There were many stalls, beautiful crafts and lots of goodies to take home away with us. We look forward to holding the fair again this year and I believe that the date has been pencilled in for 3 December.

In **December** we had the personalised **Christmas cards** across all years, followed by the **Reception tea towels** designed by all the new Reception children. Thank you to Helen Wrathmell for organising this. We will be replicating this again for the following year and will start the ball rolling on this in the next couple of months.

£22 for 2022 took place in **February**, it was great to see so many children and their families getting involved and sharing their achievements on The Heights Parents Facebook page. We will look at this fundraiser and review in more detail as to whether or not this worked better during the pandemic and with everyone at home.

March saw the return of the fabulous Heights Quiz Night. We were entertained and our general knowledge was tested by the quiz master himself Russ Brown and his team who put on a great evening full of laughter and

games, accompanied with a good hearty meal of pie and mash. Thank you to everyone involved. We will need to speak to the organisers to see if they are interested in holding this event once again.

The first in The Heights history, came in the form of the **Easter Trail** in **April** which was nicely planned for the last day of term before the start of the Easter holidays. Thanks to the creativity of the Lead Organisers, Sian Dowd, Carley Hutchins and Helen Wrathmell the trail was a dazzling success. It was great to be able to make use of the Mapledurham Playing Fields and the children thoroughly enjoyed collecting their egg and rewards at the end of the trail.

The famous **Scarecrow Trail** was brought forward this year to **May** due to influx of events. Again, The Heights children and their parents put on an amazing display of designs themed around children's reading books. I know it gets harder year on year for the judges to choose one winner, but well done to Alice in Wonderland and of course not forgetting a thank you to Katie Brett, Liz Mackereth and Kamna Kandpal for organising the event for all of us to enjoy.

Two Bags2School collections happened in December and June have also helped us to raise much needed funds for the school.

Our **Summer Fete in July** focused on family fun with many fete games and soaking of teachers, as well as tempting treats, a sizzling BBQ and some awesome auction prizes to be won. Thanks to Emily Smeaton and her team for putting on an exciting afternoon for everyone.

And finally, not forgetting the Ice lolly sales during the heat wave! Thank you to Sian Dowd, Helen Wrathmell, Kamna Kandpal as well as all of their helpers for organising and keeping up with the flocks of eagerly waiting children and their parents.

We'd also like to thank the teachers and school staff who work so hard to support the PTFA on top of everything else that they do, particularly the Head and Office team.

It goes without saying, that without all of our PTFA team and helpers, who generously bake, man stalls, lend equipment, sponsor, donate and contribute, there would be no PTFA events.

Now, let's hear from Treasurer about just how successful the PTFA has been this year, and what the money has been spent on.

3. Financial report – Treasurer

4. Appointment of a new PTFA Committee

At the AGM, the current PTFA Committee stands down and we elect a new PTFA Committee to represent the association throughout the forthcoming academic year. Our PTFA Constitution requires the following to form the PTFA committee: A Chair, Treasurer and Secretary,

This year we invited nominations to be sent in advance of the AGM. Based on the nominations received we need to be in agreement to elect the Committee. If more than one person is nominated a vote should be cast on each person standing tonight.

Nominations received for Chair :
X proposed by x seconded by x

Nominations received for Treasurer :
X proposed by x seconded by x

Nominations received for Secretary :
X proposed by x seconded by x

Thank you everyone. To all of you that agreed to be nominated, for coming tonight and participating in the election of our new Committee for 2022-23, and thanks in advance for your continued support in improving the school for our children.

This year there are already a number of events going in the diary for this academic year. For the bigger events like the Christmas Fayre and the Summer Fete, it makes it easier to have a lead organiser to bring these events together. But this doesn't mean one person runs it all! Everyone is invited to get involved, have your say and do your bit. If you can't get to a meeting to put yourself forward, please do speak to the lead organisers or to anyone on the PTFA Committee and we can make sure everyone feels part of our PTFA family!

Date for the next AGM meeting :

Close

THE HEIGHTS PRIMARY SCHOOL
PARENTS, TEACHERS & FRIENDS ASSOCIATION
TREASURER'S REPORT 2021-2022

With the worst of the pandemic behind us this year has seen a huge increase in fundraising by the heights community helped by us being able to run the normal big revenue events, namely the Golf day, and the Christmas and Summer Fayre/Fête, we have managed to raise a considerable amount of money.

Our total income for the year was £42,768.33 (£23,350.88 in 20/21); expenditure to fund this income was £13,193.76 (£3,706.85 in 20/21) *note that this year's figures are inclusive of a bank error and correction of £4,483.55*. This combined with a healthy balance from last year allowed us to make donations to the school of £41,850.96 (£13,700.47 in 20/21) and to leave us with a bank balance of £22,082.34.

Bank reconciliation year ended 31.08.2022			Out		In
Opening Balance					34,436.96
Payments Received					42,768.33
Payments Made			55,122.95		
Closing Balance			22,082.34		
			£77,205.29		£77,205.29
Balance as per bank statement as at 31.08.2021		22,082.34			
Difference		0.00			
<i>Explained by</i>					
Petty Cash in hand		0.00			

EXPENDITURE

Our expenditure is defined by our spending to achieve the objectives of the association – goods, services or activities funded by the PTFA to achieve our charitable objectives as set out in our constitution.

Our donations to the school helped to fund the purchase of a host of different things including whole school subscriptions, books, canine assisted learning, seating, tables, climbing frames etc etc.

2021/22 EXPENDITURE	£
Hand wash sinks (20/21)	1,338.86
Tables, benches and trolley (20/21)	2,095.83
Defibrillator spares (20/21)	243.60
Language through movement programme (20/21)	650.00
EYFS Learning sheds x 4 (20/21)	1,394.00
Canine assisted learning (20/21)	1,620.00
TT Rockstars annual subscription (20/21)	165.80
Materials for forest school	69.95
Year books	129.40
Rugby balls	272.93
BBQs	190.00
Outdoor games	151.22
Seating	1,940.16
Defibrillator battery	165.00
Canine assisted learning	2,000.00
EYFS Sandpit and waterpit	1,238.79
Staging for the hall	2,703.31
First news subscription	755.00
Benches for sensory garden	660.00
FFP2 Face masks	38.00
The Key for school leaders annual subscription	720.00
Theraputty (SEN resource)	13.32
TT Rockstars Annual subscription	207.85
Stacking chairs for hall	5,970.47
Wicker pods	829.50
Books	3000.00
Twinkl top-up license	29.82
Living eggs	265.00
Headspace subscription	74.77
Climbing frame	6,495.00

Materials for EYFS Shelter	1,925.88
Twinkl Subscription	2,372.50
Charanga License	295.00
Nessy License	600.00
Purple Mash License	480.00
White Rose Maths subscription	150.00
Contribution towards coach hire for school trips	600.00
TOTAL EXPENDITURE TO BENEFIT THE SCHOOL	41,850.96
PTFA Expenses	976.14
Reception coffee morning	19.99
Staff Gifts	613.73
Year 6 Leavers	598.84
Miscellaneous	846.38
OTHER EXPENDITURE	3,025.08

INCOME

As always the PTFA has been generously supported by the parents and carers who give their time and money in organising and supporting various fundraising events to enhance the facilities and learning experience at the school. For this, the PTFA is extremely grateful.

2021/22 FUNDING	INCOME	EXPENDITURE	NET INCOME
HEIGHTS GOLD DAY 2021	11,155.66	2,576.20	8,579.46
CHRISTMAS FAYRE	6,650.82	712.17	5,938.65
HEIGHTS MERCHANDISE	852.72	421.74	430.98
QUIZ NIGHT	1,869.75	773.89	1,095.86
EASTER TRAIL	1,240.88	0.00	1,240.88
GET ME OUT OF HERE	2,106.76	47.33	2,059.43
ICE LOLLY SALES	998.48	238.65	759.83
SUMMER FÊTE	6,330.03	993.38	5,336.65
SCARECROW TRAIL	998.42	0.00	998.42
JUSTGIVING DONATIONS (inc. 22 for 2022)	725.77	0.00	725.77
MY SCHOOL LOTTERY	1,938.6	0.00	1,938.6
OTHER INCOME (AMAZON SMILE, BENEVITY, CAF etc.)	3,416.89	0.00	3,416.89
BANK ERROR	4,483.55	4,483.55	0.00
Subtotal	42,768.33	10,246.91	32,521.42
Expenditure to benefit School (From above)	0.00	41,850.96	-41,850.96
Other Expenditure (From above)	0.00	3,025.08	-3,025.08
TOTAL	42,768.33	55,122.95	-12,354.62

A massive thank you to everyone who has helped with our fundraising activities, your support is very much appreciated.

If you have any questions on any of the information provided above, please contact me.

Matt Buckley (Treasurer, The Heights Primary PTFA, 2021 - 2022)



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Heights Primary PTFA

1164551

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2021

To

Period end date
31/08/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
The Heights Golf Day	11,156	-	-	11,156	-
Christmas Fayre	6,651	-	-	6,651	4,031
Merchandise	853	-	-	853	1,417
Quiz Night	1,870	-	-	1,870	-
Easter Trail	1,241	-	-	1,241	-
"Get Me Out of Here" event	2,107	-	-	2,107	-
Ice Lolly Sales	998	-	-	998	-
Summer Fete	6,330	-	-	6,330	8,221
Scarecrow Trail	998	-	-	998	2,994
Just Giving Donations	726	-	-	726	202
My School Lottery	1,939	-	-	1,939	2,339
Other Income (Amazon Smile, CAF, Benevity etc)	3,417	-	-	3,417	1,668
Bank Error	4,484	-	-	4,484	-
Cook Book	-	-	-	-	2,479
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	42,768	-	-	42,768	23,351

A2 Asset and investment sales, (see table).					
Balance from previous year		-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	42,768	-	-	42,768	23,351

A3 Payments					
The Heights Golf Day -expenses	2,576	-	-	2,576	-
Christmas Fayre -expenses	712	-	-	712	195
Merchandise -expenses	422	-	-	422	515
Quiz Night -expenses	774	-	-	774	-
"Get Me Out of Here" event -expenses	47	-	-	47	-
Ice Lolly Sales -expenses	239	-	-	239	-
Summer Fete -expenses	993	-	-	993	-
Bank Error correction	4,484	-	-	4,484	-
Hand wash Sinks	1,339	-	-	1,339	-
Tables Benches and Trolley	2,096	-	-	2,096	432
Defibrillator Spares	244	-	-	244	-
Language through movement programme	650	-	-	650	-
EYFS Learning Sheds	1,394	-	-	1,394	-
Canine Assisted learning (20/21)	1,620	-	-	1,620	-
TT rockstars annual subscription 21	166	-	-	166	-
MAterials for forrest school	70	-	-	70	426
Year books	129	-	-	129	-
Rugby Balls	273	-	-	273	319
BBQs	190	-	-	190	-
Outdoor Games	151	-	-	151	-
Seating	1,940	-	-	1,940	412
Defibrillator Battery	165	-	-	165	-
Canine Assisted learning (21/22)	2,000	-	-	2,000	-

EYFS Sandpit and water pit	1,239	-	-	1,239	-
Staging	2,703	-	-	2,703	-
First News Subscription	755	-	-	755	656
Benches for sensory garden	660	-	-	660	-
FFP2 Face masks	38	-	-	38	-
THE key for school leaders subscription	720	-	-	720	705
Theraputty (SEN Resource)	13	-	-	13	1,000
TT rockstars annual subscription 22	208	-	-	208	-
Charitable donations	-	-	-	-	3,000
Stacking CHairs for Hall	5,970	-	-	5,970	-
Wicker Pods	830	-	-	830	-
Books	3,000	-	-	3,000	3,000
Twinkl top-up license	30	-	-	30	-
Living eggs	265	-	-	265	-
Headspace SUBscription	75	-	-	75	72
Climbing Frame	6,495	-	-	6,495	-
Materials for EYFS SHelter	1,926	-	-	1,926	-
Twinkl Subscription	2,373	-	-	2,373	3,796
Charanga License	295	-	-	295	335
Nessy License	600	-	-	600	637
Purple Mash License	480	-	-	480	-
White Rose Maths Subscription	150	-	-	150	259
Coach Hire	600	-	-	600	-
PTFA Expenses	976	-	-	976	-
Reception Coffee Morning	20	-	-	20	-
Staff Gifts	614	-	-	614	-
Year 6 Leavers	599	-	-	599	383
Miscellaneous Expenses	816	-	-	816	2,029
Other School purchases	-	-	-	-	1,651
Cook Book	-	-	-	-	585

Sub total	55,123	-	-	55,123	20,407
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A4 Asset and investment purchases. (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	55,123	-	-	55,123	20,407
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Net of receipts/(payments)	- 12,355	-	-	- 12,355	2,944
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,437	-	-	34,437	31,493
Cash funds this year end	22,082	-	-	22,082	34,437

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	Bank Balance at year end	22,082	-	-
		-	-	-
		-	-	-
	Total cash funds	22,082	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	NA	-	-	-
B3 Investment assets	NA		-	-
B4 Assets retained for the charity's own use	NA		-	-
			-	-
B5 Liabilities	None		-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Matthew Buckley	17/09/2023	



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

The Heights PTFA

On accounts for the year
ended

31 August 2022

Charity no.:

1164551

Company no.:

Set out on pages

Responsibilities and
basis of report

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 August 2022

As the charity's trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charity Act 2011 ("the 2011 Act").

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

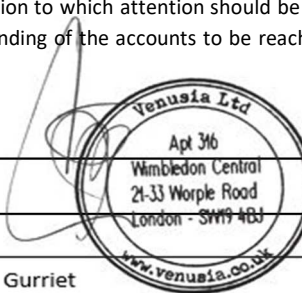
Independent
examiner's statement

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:

- 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.

Signed:


Apt 316
Wimbledon Central
21-33 Worple Road
London - SW19 4BJ
www.venusia.co.uk

Date:

28th Sept 2023

Name:

Gerald Gurriet

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

Association of International Accountants

Address:

Venusia Ltd

London, SW19 4BJ

Apt 316 Wimbledon Central, 21 – 33 Worple Road