



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From

01/09/2022 To

31/08/2023

Charity name: The Heights PTFA

Charity registration number: 1164551

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	
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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.
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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	£22,087.00
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.

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				
3				
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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	
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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)		
Full name(s)	Matthew Buckley	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	03/12/2023	

The Heights PTFA Annual General Meeting

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

1. Chair Welcome - PTFA AGM 6th November 2023

Hello and welcome! Thank you so much for joining this evening. We really appreciate your time and thank you for listening in, to hear what has been achieved by our PTFA, to support our school during the last academic year.

2. 2022-23 Chair report

What a jam-packed successful year for fundraising. Here is a quick run through and thank you of the events taken place.

Last year's events & fundraisers included;

September to December - Autumn term

- Annual Golf Day – One of The Heights biggest events - A great day of golf was had, followed by food, a wheel barrow of wine and amazing auction prizes. Huge thanks go to Chris Ellison, Jon Carter, Peter Rosser, and Matt Leach again for all their efforts and support.
- Christmas Fair – Another big event and fundraiser for the school and always great to be visited by the big man himself, Santa. Huge thanks to Sarah Gilchrist and Catherine Kiely and the Year 3 parents for organising this event as well as the help and support of crafters, bakers, stall helpers and entertainment.
- School discos – The school reintroduced the school discos, and a great time was had by all the pupils from reception up to year 6. Thank you to Annie Ellison, Liz Spall, and Katie for organising the discos as well as all of the extra volunteers on the night to make the afternoon special for all.
- Christmas cards fundraiser – Beautifully designed Christmas cards and merchandise designed by our wonderful children. Thank you to the year 2 parents, Sophie Lau, and Alex for coordinating this.
- Reception tea towels – Thank you to the reception reps for organising.

January to April – Spring term

- **Quiz night** – Fun packed evening from start to finish as our teams battled it out for first prize. A massive thank you to the talented quizmaster Russ Brown, Kathy Brown, Andrew and Catherine Kiely, Roger Gilchrist, Hannah Smith, and Karen Roach.
- **Easter Trail** – It was great to be able to hold this event again for a second year running, and regardless of the rain, the children and their families came out in numbers to enjoy the trail and baked goodies. Big thanks to Sian Dowd, Carley Hutchins, Catherine Kiely and Helen Wrathmell as well as the extra pair of hands on the day.

May to July – Summer term

- **Scarecrow trail** – Everyone went out this year with this year's theme 'Disney.' Thank you to all the scarecrow makers for their time and efforts to make this event a success and of course not forgetting the organisers; Katie Brett, Sarah Magor, Anna Pazi, Kamna Kandpal and Angela Sz and all the bakers and helpers on the day. Well done to the overall winners Up!
- **Summer Fair** – BBQ, games, bar, tombola, raffle, inflatables, and entertainment, to name a few with a royal theme. Big thanks to Emily Smeaton and Liz Spall for managing the event, along with the Year 4 parents, bakers, stall holders and so forth.

- **Ice lolly sales** – Quickly go these in before the end of the year. Thanks to Sian Dowd and friends for organising.
- **Bags2school** – Another two collections organised, thanks to everyone for rummaging and donating their clothes to help the PTFA.
- **Awning** – It was with great pleasure to be able to help the school with the much-needed shading issue and great to see the awning in all its glory in the playground. Thank you to everyone, the whole Heights family for all of your efforts and contributions to make this happen.
- **Lost property box** – shout out to Sophie Lau for all her effort for clearing out the lost property box and ensuring that everyone's belongs got home safely.

We would 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 the PTFA team and helpers, who generously bake, man stalls, lend equipment, sponsor, donate and contribute, there would be no PTFA events.

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

3. Financial report – Treasurer

We now hear from the 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 agree to elect the Committee. If more than one person is nominated a vote should be cast on each person standing tonight. Please raise your hands to agree election.

Nominations received for Chair: Anna Pazi

Nominations received for Co-Chair: Katy Edwards

Nominations received for Treasurer: Gemma Laurie

Nominations received for Secretary: Michelle Nand

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 2023-24, and thanks in advance for your continued support in improving the school for our children.

Date for the next AGM meeting: TBC

Close

THE HEIGHTS PRIMARY SCHOOL
PARENTS, TEACHERS & FRIENDS ASSOCIATION
TREASURER'S REPORT 2022-2023

Another good year of fundraising by the heights community helped by the normal big revenue events: the Golf Day, and the Christmas and Summer Fayre/Fête, but also supported by the Quiz and the increasingly popular Easter trail, we have managed to raise a considerable amount of money.

Our total income for the year was £37,621.98 (£42,768.33 in 21/22); expenditure to fund this income was £9,274.77 (£13,193.76 in 21/22) *note that last year's figures are inclusive of a bank error and correction of £4,483.55 so this year's numbers are similar to last year's ignoring that error.* This allowed us to make donations to the school of £28,360.23 (£41,850.96 in 21/22) and to leave us with a bank balance of £22,087.32.

The donations to the school this year are dominated by the much-needed shade awning now erected in the school playground. Additional support was also pledged to other items of expenditure (Totalling £14,324.42) but due to late invoicing, payment to the school for these items fell in September 23 and therefore are not included in this year's reporting period.

Bank reconciliation year ended 31.08.2023			Out		In
Opening Balance					22,100.34
Payments Received					37,621.98
Payments Made			37,635.00		
Closing Balance			22,087.34		
			£59,722.32		£59,722.32
Balance as per bank statement as at 31.08.2022		22,087.32			
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 the following:

2022/23 EXPENDITURE	£
Shading	27,960
Calpol	33.16
Reception Storage Bins	305.47
Reception school trip shortfall	61.60
TOTAL EXPENDITURE TO BENEFIT THE SCHOOL	28,360.23
PTFA Expenses	530.68
Year 6 Leavers	202.59
Discos	409.98
OTHER EXPENDITURE	1,143.25

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.

Match funding by parents and carers' employers has also helped to boost income by £4,506.20 across the events this reporting period and last.

2021/22 FUNDING	INCOME	EXPENDITURE	NET INCOME
HEIGHTS GOLD DAY 2022	11,763.70	4,667.83	7,095.87
CHRISTMAS FAYRE	7,673.91	598.09	7,075.82
HEIGHTS MERCHANDISE	1,176.35	484.80	691.55
QUIZ NIGHT	2,276.33	751.36	1,524.97
EASTER TRAIL (Monsoon edition)	1,257.57	0.00	1,257.57
SUMMER FÊTE	6,213.79	1,629.44	4,584.35
SCARECROW TRAIL	561.24	0.00	561.24
JUSTGIVING DONATIONS	63.31	0.00	63.31
MY SCHOOL LOTTERY	1,458.3	0.00	1,458.3
DECANTER WINE	1,135.00	0.00	1,135.00
OTHER INCOME (AMAZON SMILE, BENEVITY, CAF etc.)	1,042.48	0.00	1,042.48
MATCH FUNDING (from events in previous period)	3,000.00	0.00	3,000.00
Subtotal	37,621.98	8,131.52	29,490.46
Expenditure to benefit School (From above)	0.00	28,360.23	-26,360.23
Other Expenditure (From above)	0.00	1,143.25	-1,143.25
TOTAL	37,621.98	37,635.00	-13.02

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, 2022 - 2023)



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2022

To

Period end date
31/08/2023

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	11,764	-	-	11,764	11,156
Christmas Fayre	7,674	-	-	7,674	6,651
Merchandise	1,176	-	-	1,176	853
Quiz Night	2,276	-	-	2,276	1,870
Easter Trail	1,258	-	-	1,258	1,241
"Get Me Out of Here" event	-	-	-	-	2,107
Ice Lolly Sales	-	-	-	-	998
Summer Fete	6,214	-	-	6,214	6,330
Scarecrow Trail	561	-	-	561	998
Just Giving Donations	63	-	-	63	726
My School Lottery	1,458	-	-	1,458	1,939
Other Income (Amazon Smile, CAF, Benevity etc)	4,042	-	-	4,042	3,417
Bank Error	-	-	-	-	4,484
Cook Book	-	-	-	-	-
Decanter wine event	1,135	-	-	1,135	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	37,622	-	-	37,622	42,768
A2 Asset and investment sales, (see table).					
Balance from previous year	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,622	-	-	37,622	42,768
A3 Payments					
The Heights Golf Day -expenses	4,668	-	-	4,668	2,576
Christmas Fayre -expenses	598	-	-	598	712
Merchandise -expenses	485	-	-	485	422
Quiz Night -expenses	751	-	-	751	774
Summer Fete -expenses	1,629	-	-	1,629	993
PTFA Expenses	531	-	-	531	976
Year 6 Leavers	203	-	-	203	599
Discos	410	-	-	410	-
Shading	27,960	-	-	27,960	-
Calpol	33	-	-	33	-
Reception Storage bins	305	-	-	305	-
Reception School trip shortfall	62	-	-	62	-
Other payments previous period	-	-	-	-	48,071
Sub total	37,635	-	-	37,635	55,123
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,635	-	-	37,635	55,123
Net of receipts/(payments)	- 13	-	-	- 13	- 12,355
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	22,100	-	-	22,100	34,437
Cash funds this year end	22,087	-	-	22,087	22,082

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	22,087	-	-
		-	-	-
		-	-	-
	Total cash funds	22,087	-	-
	(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	Details NA	-	-	-
B3 Investment assets	Details NA	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
B4 Assets retained for the charity's own use	Details NA	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B5 Liabilities	Details None	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Matthew Buckley	02/10/2023	



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

The Heights PTFA

On accounts for the year
ended

31 August 2023

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 2023

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.

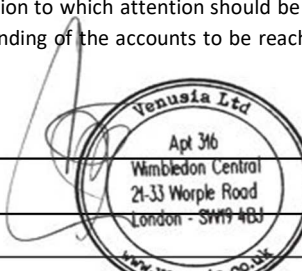
Independent
examiner's statement

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:

15 December 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