



Trustees' Annual Report for the period

Period start date		Period end date		
From	01	09	2023	To 31 08 2024

Section A

Reference and administration details

Charity name

West London Free School PTA

Other names charity is known by

n/a

Registered charity number (if any)

1165365

Charity's principal address

c/o West London Free School

241 King Street, Palingswick House

London

Postcode

W6 9LP

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	Sharon Robinson	(previous) Treasurer	From 01/02/2016 to 24/04/2024	n/a
2	Zoe Ellinson	Chair		n/a
3	Fiona McQuillan	Treasurer		n/a
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
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
n/a		

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
How the charity is constituted (eg trust association company)	Association
Trustee selection methods (eg appointed by elected by)	Appointed by acting Trustees

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.

- Relationships with local businesses, including estate agents are developed from year to year. These relationships provide valuable input to our fundraising endeavours, including donations to raffles prizes and event sponsorship. Businesses are not paid for relationships we form with them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

1. To promote co-operations between parents and teachers in everything pertaining to the well-being of the school and its pupils.
2. To afford opportunities for the study and discussion of all matters relating to the education and welfare of children, recognising that the headmasters are the responsible authority in the school.
3. To facilitate the above by organising social, educational and fundraising activities.

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)

Our charity aim of enhancing and enriching our student's opportunities in their time at West London Free School leads to our dedicated fundraising endeavours that also promote the relationship between parents, carers and teachers.

Activities organised this year included;

- 2nd-hand uniform sales, trying to make uniform more affordable and readily available
- providing refreshments bars for school lead events. These events showcase the works of our school departments and students, they encourage student, parents and carers attendance for their success. Refreshments provided during four student Cabaret performances, two Album inspired band evenings and two English department productions, The Twelfth Night and The Crucible
- organised socialising opportunities for Year 7/8 students at a movie night, for Parents/Carers at a local community venue in December, at our Quiz night in February and for all the Summer Festival in July

In undertaking our activities, we have complied with our duty to have due regard for public benefit. All our activities had the purpose of raising funds that will lead to the benefit of our school, with no harm or detriment to anyone.

Additional details of objectives and activities (Optional information)

Volunteers, who may include our school Parents, Careers, Teachers and Administrative staff are relied on for successful operation of our charity events. We welcome volunteer's time and financial donations throughout the year.

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

This year our funding contributions enabled West London Free School activities to the extent of £14,663. They included

- Geography, English and Divinity department textbooks £3,466
- History, English and Modern Languages class trips £2,339
- Staff end of year and department celebrations £2,024
- New playground benches at Franklin House site £1,896
- Sports department netball team uniforms, hoodies and sports day medals £1,499
- Graduation Prom celebrations for Year 11 and Year 13 students £1,431
- Activities to celebrate the school's annual Science week £1,120
- 6th Form Library publications £382
- Student attendance awards £320

In addition, a Greening-Up Initiative was launched with auction items and donations raising £8,000. This fundraising is to continue into next year with grant applications. The spending aim is to improve the aesthetics and air quality of the school playground (due to its proximity to busy London roads), making it greener and a more inviting place for conducting our daily educational programs and activities.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity ideally holds in reserve 10% of annual income for funding recurring approved financial requests and buffering for new requests before further fundraising activities have occurred. At year end, £8000+£588 was specifically reserved for our Greening-UP project and Teacher events only.

Details of any funds materially in deficit

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.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

F. McQuillan

Full name(s)

FIONA McQUILLAN

Position (eg Secretary, Chair, etc)

TREASURER

Date

30/4/2025



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Charity Name
West London Free School PTA

No (if any)
1165365

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/09/2023		31/08/2024

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 £
A1 Receipts					
Fundraising (Raffle, Auction)	3,793	8,000		11,793	4,591
Fundraising (Uniform sales)	1,049			1,049	1,078
Summer Festival	3,664			3,664	4,048
Estate Agent Boards sponsorship	1,150			1,150	1,250
PTA Socials (Quiz night)	1,833			1,833	2,911
PTA Socials (Year 7 Movie night)	349			349	293
School Cabaret/Band Events - PTA Bar	3,472			3,472	2,500
School Theatre Events - PTA Bar	802			802	1,300
School Art Auction/Exhibit - PTA Bar				-	315
Donations (PTA)	1,153			1,153	1,213
Donations (Teachers)		1,702		1,702	
EasyFundraising/AmazonSmile	950			950	660
Reserve account Interest	202			202	32
	-	-		-	-
Sub total (Gross income for AR)	18,418	9,702	-	28,120	20,191
A2 Asset and investment sales, (see table).					
n/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	18,418	9,702	-	28,120	20,191
A3 Payments					
Fundraising (Raffle, Auction)	154	-	-	154	40
Fundraising (Art Auction)					438
Fundraising (Uniform sales)	-	-	-	-	-
Summer Festival	1,164	-	-	1,164	1,256
PTA Socials (Quiz night)	1,319	-	-	1,319	1,249
PTA Socials (Movie night, 6th Form Quiz)	1,061	-	-	1,061	442
School Cabaret/Band Events - PTA Bar	1,762	-	-	1,762	1,566
School Theatre Events - PTA Bar	380			380	684
School Art Exhibit - PTA Bar	-			-	410
Previous Year expenses reimbursed				-	1,085
PTA Supplies for next events					154
PTA Administration expenses	226	-	-	226	279
Teachers (Celebrations/Leavers)	911	1,113	-	2,024	692
Funding Contribution to School activities	12,639	-	-	12,639	17,108
	-	-	-	-	-
Sub total	19,616	1,113	-	20,729	25,403
A4 Asset and investment purchases, (see table)					
N/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,616	1,113	-	20,729	25,403
Net of receipts/(payments)	- 1,198	8,588	-	7,391	- 5,211
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,876	-	-	19,876	25,087
Cash funds this year end	18,678	8,588	-	27,267	19,876

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	5,475	-	-
	Reserve Account	13,203	8,588	-
		-	-	-
	Total cash funds	18,678	8,588	-
	(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	N/a	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	N/a		Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	N/a	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	N/a	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
<i>J. McQuillan</i>	FIONA MCQUILLAN	30/4/2025



Receipts and payments accounts

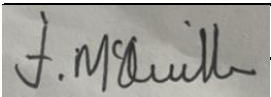
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	-	-	-	-	-
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Sub total	19,616	1,113	-	20,729	25,403
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	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,616	1,113	-	20,729	25,403
Net of receipts/(payments)	- 1,198	8,588	-	7,391	- 5,211
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		-	-	-
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	(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	N/a	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	N/a		-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	N/a		-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	N/a		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Fiona McQuillan	30/04/2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

WEST LONDON FREE SCHOOL PTA

On accounts for the year
ended

31 August 2024

Charity no
(if any)

1165365

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2024**.

Responsibilities and
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 in, any material respect:

- 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

A Campbell

Date:

22 May 2025

Name:

Alastair Campbell

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

Chartered Accountant
ICAEW

Address:

7 Hollingbourne Gardens

London W13 8EN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.