



Trustees' Annual Report for the period

From

Period start date

01

SEPT

2022

To

Period end date

31

AUG

2023

Section A

Reference and administration details

Charity name

DEER PARK SCHOOL PTA

Other names charity is known by

Registered charity number (if any)

1168403

Charity's principal address

389 Richmond Road

Twickenham

Richmond Upon Thames

Postcode

TW1 2EF

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	Elizabeth Dolan	Chairperson	July 22 – Sep 23	Elected Committee
2	Matthew Howard	Treasurer	Sept 20 - Present	Elected Committee
3	Emma Becher	Secretary	July 22 – Current	Elected Committee
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
N/A	

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)

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution adopted 27th March 2016

How the charity is constituted
(eg. trust, association, company)

Unincorporated association

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting held in October

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.

Membership of the PTA is open to all parents and teachers of Deer Park School.

The Committee is currently made up of parents of Deer Park students.

The trustees are all elected volunteer members, except for those appointed by the constitution. The trustees are taken to be the officers, defined to include a Chair, Secretary and Treasurer. In recent years the Chair role has frequently been shared by two co-Chairs.

The charity and its property is managed and administered by a committee comprising the officers and other volunteer members, elected at the Annual General Meeting (AGM). The other core volunteers are known as Ordinary Members. Each school year group also selects at least one, but usually two, Class Representatives.

Each trustee automatically retires with effect from the next AGM following their appointment, but is eligible for re-election at that AGM if they are proposed and seconded by the membership and willing to stand. In exceptional circumstances the trustees may, outside of the AGM, appoint by co-option any person from within the membership who is willing to act as trustee and officer.

Section C Objectives and activities

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

To advance the education of pupils in the school in particular by developing effective relationships between the staff, parents and others association 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)

All activities throughout the year were planned with the Charity Commission's guidance on public benefit in mind and in line with our objectives.

Each year the PTA runs a wide range of events both to raise funds towards the school's Wish List and to provide social opportunities for the pupils, parents, staff, governors and wider school community. These include regular annual events such as our Winter Fair, bake sales, quiz nights, movie nights and a Sponsored Walk, as well as stalls at local community events such as the Richmond May Fair and St Margaret's Fair. The committee also welcomes suggestions from the membership and organises one-off innovative fundraising initiatives.

All activities are planned by the committee, drawing on volunteers from the parent membership, school staff and wider community of supporters as appropriate, having regard to safeguarding and risk assessments. The committee thanks all involved for their time, expertise and monetary donations, without which the PTA would be unable to satisfy its goals.

The committee works closely with the school's leadership team to fulfil the school's Wish List of items to enrich the children's education. School budgets are severely limited and without the PTA's fundraising activities, many resources and facilities would be unavailable to pupils. During this school year, funded events included author and drama group visits and whole school music events as well as subsidising class trips.

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.

Summary of the main achievements of the charity during the year

Following the appointment of the new committee at an EGM in July 2022, the committee discussed and approved the majority of the Deer Park School Wish List, resulting in a total of £30,000.00 agreed to fund:

- Purchase of a new Steinway piano for performances and lessons
- New teaching set of recorders
- Netting for the school playground
- New staging and lighting for school performances
- Creation of an ongoing book fund to restock the library
- Purchase of fans for classrooms
- Creation of a Community Fund to ensure access to opportunities for all children
- Replacement of art and science supplies
- Upgrades to the Sensory Room
- Creation of a rooftop garden.

Fundraising efforts saw a return to great success following end of Covid-19 restrictions with a fantastic total of £40,495.00 raised.

We had an amazing start to the school year with our inaugural attempt at the Great River Race.

The Winter Fair was back this year with stalls, games, entertainment and festive catering and performances from the staff and children's choirs. A very popular community event.

Spring term saw our first second-hand clothing sale, which was a new idea to us and though not well attended received great feedback.

Another new event this term was the Silent Disco which proved to be incredibly popular with the children.

Summer term was equally busy with a netball event for parents followed by a football event for all the family.

The PTA once again ran a stall at the St Margaret's Fair as well as returning after several years away to the Richmond May Fair.

Rounding out the year we held our popular Sponsored Walk for the second year running and ended the term with a pub night for parents to mingle.

Ongoing fundraisers such as the 200 Club, bake sales, movie nights, quiz nights, second hand uniform sale and book sales were also very successful.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees do not have a formally agreed reserves policy but make prudent decisions based on the economic climate. Due to the procurement rules within the school's academy trust, funds are often earmarked for funding requests well ahead of being invoiced to the PTA, necessitating the holding of earmarked funds in the charity bank account. The committee regularly reviews earmarked funds ringfenced in labelled "spending pots" and follows up with the school to ensure funds are appropriated as soon as practicable.

As at the end of the academic year, the balance at bank was £19,334.88 with all funds allocated to dedicated "spending pots".

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.

In addition to the above fundraising initiatives, the PTA runs a successful second-hand uniform shop selling mostly branded school uniform. Items are priced conservatively, as a service to the school community and to encourage reusing and recycling.

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)		
Full name(s)	Emma Becher	Matthew Howard
Position (eg Secretary, Chair, etc)	Secretary	
Date		



Receipts and payments accounts

CC16a

For the period
from

Sep-22

To

Aug-23

Section A Receipts and payments

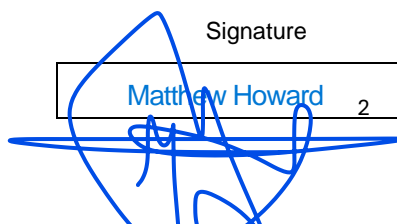
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DONATION	182.56	-	-	183	-
FUNDRAISING INITIATIVE	7,509.36	-	-	7,509	-
FUNDRAISING EVENT	44,878.43	-	-	44,878	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	52,570.35	-	-	52,570	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	52,570	-	-	52,570	-
A3 Payments					
Bank Charges	97.68	-	-	98	-
Operating Costs	666.96	-	-	667	-
Event Expenditure/Fundraising Costs	11,310.70	-	-	11,311	-
Expenditure on School (Fundraised)	55,230.99	-	-	55,231	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	67,306.33	-	-	67,306	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	67,306	-	-	67,306	-
Net of receipts/(payments)	- 14,736	-	-	- 14,736	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 14,736	-	-	- 14,736	-

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	Cash at Bank	19,335	-	-
		-	-	-
		-	-	-
	Total cash funds	19,335	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

CCXX R2 accounts (SS)

Signature	Print Name	Date of approval
 Matthew Howard	Matthew Howard	11/03/2024



Emma Beecher

30/06/2024



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
DEER PARK SCHOOL PTA

On accounts for the year
ended

2022-2023

Charity no
(if any)

1168403

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 **31/08/2023**.

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

Date:

31/07/2024

Name:

Sally Simpson

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

Payroll Manager

Address:

Magnolia Cottage

19 North Town Road

Maidenhead, Berks, SL6 7JQ