



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	SEPT	2023		31	AUG	2024

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	Matthew Howard	Treasurer	Sept 20 - Present	Elected Committee
2	Emma Becher	Co-Chair	July 22 – Current	Elected Committee
3	Shalma Brend	Co-Chair	Sept 23 – Current	Elected Committee
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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 September

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 associated 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

What a busy year we've had! Looking back, it's exciting to see how many events we managed to pack in to the last academic year.

We kicked the year off with our second time participating in the Great River Race, swiftly followed by a collaboration with the Diversity, Equity and Inclusion Committee to arrange a welcome event which took the form of an international food potluck. This was a great way to welcome both new and old families to the school and we look forward to repeating this event later this month. The first term was packed with movie nights for children and quiz nights for adults, ending with a very successful Winter Fair. February brought with it a new initiative organised by mum Celia (thank you, Celia), namely the Great Tech Raid, an amnesty for old tech to be recycled to make cash for the school.

Spring term was again a busy one, with a silent disco for the kids and a brand-new art night for the adults. Busiest of all, as ever, was our summer term, which saw the return of our popular netball and football tournaments, the Sponsored Walk and finally our summer party at the Turk's Head.

There was also a lot of fundraising not connected to events, including the second hand uniform sales, Christmas tree and Christmas card sales and Easy Fundraising.

All in, this means we managed to raise **£41,000.00 (£55,000.00-£13,000.00)**, just shy of our fundraising target for the year.

This meant we were able to agree to and fund most of the school's funding priorities last year, including installing much-needed air conditioning in the main hall to provide relief in the summer months, purchasing new lunch benches and other equipment to accommodate the growing number of students at the school as we move ever closer to the school being at full capacity, purchasing a staging truss for our school plays, purchasing new Chromebooks, and installing visualisers in classrooms. We were also able to support some of the school's ongoing funding requests such as for new books, hiring out sports pitches at Marble Hill Park for PE lessons, various field trips, topping up our art and sports resources and our Community Fund.

Thank yous

We would like to thank the rest of the Committee for all their hard work this year. We are very proud of what you have all achieved in the past academic year. A particular thank you to Anna Karklina, who is standing down this year, for her work not just over the past year but in previous years as well.

A huge thank you also to the many class representatives for supporting their classes throughout the year, for adapting so well to using Classlist, and for the ongoing support in organising bake sales and finding volunteers for events as well as running class stalls at the Winter Fair.

A special thanks to Krupa for her flawless planning of the DEI welcome event and to Margot for her tireless efforts representing the SEND group, including arranging a really fantastic book sale at school.

Thank you as ever to Alex Lee and Victoria Coward for their unwavering support and enthusiasm.

There are too many people to name individually, so finally, an enormous thank

you to every single person who helped the PTA throughout the year. We say it a lot, but we would be lost without you. We are so fortunate to have such a passionate school community.

School and Wider Community

We once again successfully participated in both the Richmond May Fair and the St Margaret's Fair last year and will be applying to do so again this year. Building community links and supporting local schools and charities continues to be an important part of our ethos. We also took part in the Orleans Park Fireworks display and would like to continue to foster relationships with other schools. In particular, we are in conversation with the chairs of four other local primary school PTAs about organising an inter-school colour run in the near future.

We are actively seeking sponsorship opportunities, including a sponsor for Classlist and our annual sporting events, within the local community and have had early conversations with a number of local businesses which we will progress this academic year.

Final thoughts

For the next academic year, we would love to expand the Committee in recognition of the fact that our school is now nearly at full capacity and the workload has therefore increased.

We are particularly keen to have a dedicated member to oversee the planning for Richmond May Fair and St Margaret's Fairs, as well as a dedicated member to identify and apply for grants and bursaries that could help in our fundraising efforts. Despite the current economic climate, there are still plenty of external funding opportunities to be found, and it is just a case of tracking them down.

We would also like to see an increase in "micro-volunteering", a phrase we adopted last year for those who would like to take on the planning and running of specific events, but do not want to join the Committee. In particular, we are keen to identify parents who may have more time to spare at specific times of year and may therefore be able to run larger events such as, for example, the Winter Fair.

Looking ahead, we are also acutely aware that some long-standing members of the PTA will be leaving the school in the next two years as their children move on to secondary school. We are turning our eye to identifying and recruiting future members who can shadow those individuals through this academic year, with a view to joining the Committee in future.

Finally, and on a personal note, we would like to thank everyone who has been so supportive of "the bench", i.e. the four chairs, this year. Change can be difficult sometimes, but we hope we have shown that it is absolutely possible to share this often very challenging role between multiple people and to make a success of it.

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 £24,275.53 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)

Shalma Brend

Matthew Howard

Position (eg Secretary, Chair, etc)

Co-Chair

Date

30/06/2025



Receipts and payments accounts

CC16a

For the period
from

Sep-23

To

Aug-24

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	1,139.00	-	-	1,139	-
FUNDRAISING INITIATIVE	8,094.00	-	-	8,094	-
FUNDRAISING EVENT	45,723.00	-	-	45,723	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	54,956.00	-	-	54,956	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	54,956	-	-	54,956	-
A3 Payments					
Operating Costs	1,869.00	-	-	1,869	-
Event Expenditure/Fundraising Costs	11,985.00	-	-	11,985	-
Expenditure on School (Fundraised)	36,161.00	-	-	36,161	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	50,015.00	-	-	50,015	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	50,015	-	-	50,015	-
Net of receipts/(payments)	4,941	-	-	4,941	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,335	-	-	19,335	-
Cash funds this year end	24,276	-	-	24,276	-

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	24,275	-	-
		-	-	-
		-	-	-
	Total cash funds	24,275	-	-
	(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

 2

Matthew Howard

09/10/2025

Shalma Brend	Shalma Brend	30/06/2025
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Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
DEER PARK SCHOOL PTA

On accounts for the year
ended

2023-2024

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 **31/08/2024**.

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:

Date:

30/09/2025

Name:

Sally Simpson

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

Payroll Manager

Address:

Magnolia Cottage

19 North Town Road

Maidenhead, Berks, SL6 7JQ

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.