

# SIR JOHN BARROW PARENT TEACHER ASSOCIATION

England & Wales · Charity number 1169336

## Details

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Other names	SIR JOHN BARROW PTA, SIR JOHN BARROW SCHOOL PARENT TEACHER ASSOCIATION, SIR JOHN BARROW SCHOOL PTA
Status	Registered
Legal form	Other
Registered	2016-09-26
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Sir John Barrow School Argyle Street Ulverston LA12 0BD
Phone	01229483960
Email	<a href="mailto:sjbpta@outlook.com">sjbpta@outlook.com</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY:2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL2.2 ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

**Activities:** Sponsored events, collections, raffles, auctions, fetes and various other fundraising activities to support the work of the school, education of the children of the school and to foster a spirit of cooperation between the school, parents and the local community.

## Classification

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- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Cumbria

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£244,189	£254,527	-	-
2023-08-31	£197,334	£187,568	-	-
2022-08-31	£136,317	£141,107	-	-
2021-08-31	£27,580	£20,475	-	-
2020-08-31	£24,237	£30,224	-	-

## Trustees

Name	Role	Appointed
<b>Justine Steel</b>	Chair	2017-10-30
Faye Prescott		2026-03-27
Hannah Broadbent		2026-03-27
Hannah Kirsten Maeve Palmer		2026-03-27
Holly Goodings		2020-12-03
JoAnne Michelle O'Connor		2026-03-27
Katie Moore		2026-03-27
Natalie Jane Robinson		2026-03-27
Rebecca Rooke		2020-12-03
Rhonwen Thomas		2026-03-27
Stephanie Anne D'Leny		2026-03-27

**SIR JOHN BARROW PARENT TEACHER ASSOCIATION**

England & Wales - Charity number 1169336

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# Accounts

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# Sir John Barrow School PTA

## End Of Year Summary



Charity Registration Number: 1169336  
 Contact: Treasurer Holly Goodings 07703008700  
 Independent Auditor: Catherine Humphreys

### Fundraising Highlights For The Year

Sept 2023 - Aug 2024

PTA Run Activities	Total Raised After Costs
Second Hand Uniform Sales	127.05
Non Uniform Days Income	0.00
Spring Disco	367.15
Liverpool Xmas Trip	74.88
Sundry Income	122.26
Xmas Fair	1,257.99
Equipment for School, books etc	-429.90
Easter Fair	0.00
Summer Fair	1,056.85
<b>TOTAL</b>	<b>2,576.28</b>

Community Support	Total Raised After Costs
K2B	0.00
Just Giving PTA Summer Term Campaign	108.87
Just Giving Playground Appeal	0.00
<b>TOTAL</b>	<b>108.87</b>

Ongoing Fundraising Schemes	Total Raised After Costs
Easy Fundraising	0.00
Give as you Live	27.08
<b>TOTAL</b>	<b>27.08</b>

Grants and Donations from Organisations	Total Raised After Costs
Coop Community Fund	0.00
Donations from Organisations	238,987.81
Grants	
Household Support Grant	0.00
CCC for Adventure Playground	0.00
CGP Grant for Adventure Playground	
Ulverston Townlands Grant	
<b>TOTAL</b>	<b>238,987.81</b>

### Ongoing Income and Expenditure Report:

Accounting Period: 1.9.23 - 31.8.24

	Income	Outgoings: Expenditure: Activity Costs	Expenditure: Donations To School
<b>Sundry Income</b>	275.26		
<b>Second Hand Uniform Sales (Parent Pay)</b>	127.05		
<b>Non Uniform Days</b>	0.00		
<b>Discos</b>	367.15	0.00	
<b>Give as you live</b>	27.08		
<b>Coop Community Fund</b>	0.00		0.00
<b>Easy Fundraising</b>	0.00		
<b>Just Giving</b>	108.87		
<b>K2B</b>	0.00		
<b>Parent Kind Subscription</b>		-153.00	
<b>Xmas Liverpool Trip</b>	764.88	-690.00	
<b>Equipment for School, books etc.</b>		-429.90	
<b>Xmas Fair</b>	1,776.30	-518.31	
<b>Easter Fair</b>	0.00	0.00	
<b>Summer Fair</b>	1,755.00	-698.15	
<b>Just Giving Playground Appeal</b>	0.00		
<b>Grants / Donations from Orgs</b>	238,987.81		-252,037.81
<b>Total Income</b>	<b>244,189.40</b>	<b>-2,489.36</b>	<b>-252,037.81</b>
<b>Total Outgoings</b>	<b>-254,527.17</b>		
<b>Total Revenue (Income - costs)</b>	<b>241,700.04</b>		
<b>Total Donated Directly to School</b>			-252,037.81
<b>TOTAL INCOME-OUTGOINGS</b>	<b>-10,337.77</b>		
Opening Balance 01.09.23	13,239.69		<b>13,239.69</b>
Bank Balance @ 31.08.24	2,886.45		<b>-10,337.77</b>
Cash Held	15.47		<b>2,901.92</b>
Current Overheads (liabilities, money for floats etc)	1,000.00		<b>2,901.92</b>
<b>Total Funds Available</b>	<b>1,901.92</b>		<b>£0.00</b>











	AC	AD	AE	AF	AG	AH	AI
1							
2						Charity Registration Number: 1169336	
3						Contact: Treasurer Holly Goodings 07703008700	
4	<b>Donations To School</b>						
5	<b>Equipment for School</b>	<b>Co-op Community Fund</b>	<b>Grants to school</b>	<b>Cumbria County Council Household Support Grant</b>	<b>Orcina</b>		
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	AC	AD	AE	AF	AG	AH	AI
5	Equipment for School	Co-op Community Fund	Grants to school	Cumbria County Council Household Support Grant	Orcina		
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73							
74							
75							
76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77							
78							
79					Total Expenditure:		0.00
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**SIR JOHN BARROW PARENT TEACHER ASSOCIATION**

England & Wales - Charity number 1169336

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# Accounts

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# Sir John Barrow School PTA

## End Of Year Summary



Charity Registration Number: 1169336  
 Contact: Treasurer Holly Goodings 07703008700  
 Independent Auditor: Cath Humphreys

### Fundraising Highlights For The Year

Sept 2022 - Aug 2023

PTA Run Activities	Total Raised After Costs
Second Hand Uniform Sales	75.88
Non Uniform Days Income	146.72
Autumn Disco	403.88
Manchester Xmas Trip	238.93
Sundry Income	-25.78
Xmas Fair	896.76
Easter Fair	243.76
Summer Fair	930.28
<b>TOTAL</b>	<b>2,910.43</b>

Community Support	Total Raised After Costs
K2B	620.00
Just Giving PTA Summer Term Campaign	294.10
Just Giving Playground Appeal	931.72
<b>TOTAL</b>	<b>1,845.82</b>

Ongoing Fundraising Schemes	Total Raised After Costs
Amazon Smile	64.00* closed this year
Easy Fundraising	105.55
Give as you Live	40.92
<b>TOTAL</b>	<b>210.47</b>

Grants and Donations from Organisations	Total Raised After Costs
Coop Community Fund	2,899.38
Donations from Organisations	178,505.68
Grants	
Household Support Grant	4,500.00
CCC for Adventure Playground	1,000.00
CGP Grant for Adventure Playground	800.00
Ulverston Townlands Grant	3,000.00
<b>TOTAL</b>	<b>190,705.06</b>

Supporting other Charities	Total Raised After Costs
St Mary's Hospice	
<b>TOTAL</b>	<b>0.00</b>

### Total Funds Generated:

Sept 22 to Date

Total Donations paid to School	185,905.06
Running Total for Adventure Playground @ 31.08.23	2,731.72

### Ongoing Income and Expenditure Report:

Accounting Period: 1.9.22 - 31.8.23

	Income	Expenditure: Activity Costs	Expenditure: Donations To School
Sundry Income	114.22		
Second Hand Uniform Sales (Parent Pay)	75.88		
Non Uniform Days	146.72		
Discos	423.88	-20.00	
Give as you live	40.92		
Coop Community Fund	2,899.38		-2,899.38
Amazon Smile	64.00		
Easy Fundraising	105.55		
Just Giving	294.10		
K2B	620.00		
Parent Kind Subscription		-140.00	
Xmas Manchester Trip	948.93	-710.00	
Xmas Fair	1,433.50	-536.74	
Easter Fair	483.76	-240.00	
Summer Fair	946.20	-15.92	
Just Giving Playground Appeal	931.72		
Grants / Donations from Orgs	187,805.68		-183,005.68
<b>Total Income</b>	<b>197,334.44</b>	<b>-1,662.66</b>	<b>-185,905.06</b>
<b>Total Revenue (Income - costs)</b>	<b>195,671.78</b>		
<b>Total Donated Directly to School</b>			<b>-185,905.06</b>
<b>TOTAL INCOME-OUTGOINGS</b>	<b>9,766.72</b>		
Opening Balance 01.09.22	3,472.97		
Bank Balance @ 31.08.23	13,239.69		
Owed to School	4,800.00		
Current Overheads (liabilities, money for floats etc)	1,000.00		
<b>Total Funds Available</b>	<b>7,439.69</b>		

Sir John Barrow PTA		Bank Account Report		Accounting Period: 01.09.22 to 31.08.23		Charity Registration Number: 1169338		Governing Body: Cumbria County Council																				
Activity Income and Costs		Sundry Costs		Donations to School		Parent Kind Subscription		Co-op Community Fund		Cumbria County Council Household Support Grant		Orcina																
Date	Details	Account Balance	Sundry Income	Second Hand Uniform Sales (Parent Pay)	Non Uniform Days	Discos Income	Discos Costs	Give as you live	Coop Community Fund	Amazon Smile	Easy Fundraising	Just Giving	KJB	Xmas Manchester Trip Income	Xmas Manchester Trip Costs	Xmas Fair	Xmas Fair Costs	Easter Fair	Easter Fair Costs	Summer Fair	Summer Fair Costs	Ulverston Town Council Grants	Just Giving Playground Appeal	Grants / Donations from Orge	Parent Kind Subscription	Co-op Community Fund	Cumbria County Council Household Support Grant	Orcina
01.09.22	Opening Balance	3,472.97																										
06.09.22	Sundry Donation	10.66		10.66																								
27.09.22	Uniform	2.96			2.96																							
06.10.22	Uniform and Christmas Trip	20.68																										
07.10.22	Give as you live	22.07						22.07																				
11.10.22	Uniform and Christmas Trip	223.53																										
18.10.22	Uniform Disco and Non Uniform	50.68			6.00																							
20.10.22	Autumn Disco Cash Paid in	178.70				3.94	54.65																					
21.10.22	Payment for Xmas Manchester Trip - coach	710.00																										
24.10.22	PTA just Giving Summer Fundraising Campaign	294.16										294.16																
25.10.22	Autumn Disco, Non Uniform, Xmas Manchester Trip & Uniform	419.50				12.80	104.38	144.76																				
01.11.22	Autumn Disco, Non Uniform, Xmas Manchester Trip & Uniform	100.86				-0.01	35.44	45.77																				
4.11.22	Coop Community Fund	2,899.38							2,899.38																			
16.11.22	Non Uniform Day and Second Hand Uniform	79.77				0.98		1.07																				
16.11.22	Non Uniform Day and Xmas Manchester Trip	79.77				0.98		1.07																				
15.11.22	Amazon Smile	13.18								13.18		24.26																
22.11.22	Easy Fundraising	24.26									24.26																	
24.11.22	Special Ruby donation and Xmas Manchester Trip	293.00		60.00																								
25.11.22	Withdrawal Xmas Fair Float	360.00																										
25.11.22	Business Peer KJB	620.00												620.00														
25.11.22	Xmas Manchester Trip & Uniform	64.01				4.00																						
12.12.22	Payment for Disco Sweets (Lost Receipt)	-20.00						-20.00																				
12.12.22	Payment for Xmas Fair Costs	-151.34																										
13.12.22	Uniform	0.99				0.99																						
20.12.22	BIG PTA Raffle	21.00																										
20.12.22	Uniform	7.57				3.94																						
21.12.22	Xmas Fair Income	1,290.00																										
20.01.23	Xmas Fair Float Returned	360.00																										
20.01.23	Donation to school - Coop Community Grant	-2,899.38																										
31.01.23	Amazon Smile	15.06								15.06																		
07.02.23	Uniform	2.96																										
06.03.23	Cumbria County Council Household Support Grant	4,500.00																										
06.03.23	Donation to School - CCG Household support Grant	-4,500.00																										
15.03.23	Orcina Donation	178,505.68																										
15.03.23	Donation to School - Orcina payment 1 of 4	-50,000.00																										
15.03.23	Donation to School - Orcina payment 2 of 4	-50,000.00																										
16.03.23	Donation to School - Orcina payment 3 of 4	-50,000.00																										
16.03.23	Donation to School - Orcina payment 4 of 4	-50,000.00																										
18.03.23	Donation to School - Orcina payment 1 of 4	28,506.68																										
21.03.23	Uniform	7.88																										
27.03.23	Payment of Xmas Fair Sweets	-25.40																										
28.03.23	Uniform?	-2.96																										
28.03.23	Ball for Easter Fair	-240.00																										
30.03.23	Takings for Easter fair	483.76																										
03.04.23	Just Giving?	43.54																										
24.04.23	Amazon Smile	7.42																										
02.05.23	Uniform?	9.88																										
03.05.23	Cumbria County Council PLAYGROUND - verified by Shares	1,000.00																										
10.05.23	Uniform?	6.00																										
16.05.23	Easy Fundraising	81.31																										
18.05.23	Amazon Smile	28.32																										
24.05.23	CSP Grant for Adventure Playground	800.00																										
06.06.23	Ulverston Town Lands Donation	3,000.00																										
18.06.23	Direct Debit to Parent Kind	-140.00																										
30.06.23	Parent Pay	1,300.47																										
4.07.23	Parent Pay	5.91																										
08.07.23	Cash Withdrawal (Summer Fair Float)	-465.00																										
12.07.23	Summer Fair Deposit	169.65																										
12.07.23	Year 6 Pizza's	-169.65																										
12.07.23	Summer Fair Deposit	1,111.04																										
25.07.23	Summer Fair Deposit	300.00																										
25.07.23	Parent Pay	2.96																										
02.08.23	Just Giving	509.52																										
3.08.23	Give as you live	18.32																										
7.08.23	Just Giving	130.27																										
14.08.23	Summer Fair Costs (payment to R Rooks)	-15.92																										
15.08.23	Just Giving	127.13																										
		0.00																										

**SIR JOHN BARROW PARENT TEACHER ASSOCIATION**

England & Wales - Charity number 1169336

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# Accounts

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**Sir John Barrow PTA**

**Income and Expenditure Report**

**Accounting Period: 01.09.21 to 31.08.22**

Charity Registration Number: 1169336

Treasurer Holly Goodings 07703008700

Independent Auditor: Catherine Humphreys

	Income	Expenditure: Activity Costs	Donations To School	Donations to Charity
<b>Payment of 2020 - 2021 liabilities*</b>			-7434.00	
Glaxo			-2000.00	
CGP			-978.00	
Spellbinding Books			-360.00	
BAE Systems Grant			-750.00	
Parent Info Book	1,359.85			
Bags			-156.90	
Year 3 Book Bags	1,072.84	-600.49		
Community Fundraising	128.80			
Community Fund	384.73		-384.73	
Amazon Smile	28.38			
Big PTA Raffle	273.00			
Virtual Sales Fairs	100.69			
Second Hand Uniform Sale	55.14			
Donations From	70.94			
Organisations for Just 1	131,703.00			
Tree	284.76			-285.00
Reading Project Payment to School			-127975.00	
Parent Kind Fee		-116.00		
Summer Fair	855.00	-67.48		
<b>Totals</b>	<b>136,317.13</b>	<b>-783.97</b>	<b>-140,038.63</b>	<b>-285.00</b>

**Net movement in year :** -4,790.47

Opening Bank Balance 01 8263.44

Plus Net Movement -4,790.47

**Total Funds Generated** 3,472.97\*\*

**Closing Bank Balance 31** 3472.97

**Current Liabilities 31ST AUGUST 2022\*\***

Year 6 leaving books 2022	119.79
Year 6 leaving books 2021 (liability from 31st Aug 2021):	119.79
<b>Total:</b>	<b>239.58</b>

**\* Breakdown of 7434 payment made on 28th Feb 2022 (relating to 2021 current liabilities)**

Payment of current liabilities as at 31st August 2021

Accounting Period	Donation	Amount
20 - 21	Year 3 Book Bags	283.5
20 - 21	Persimmon donation	1000
20 - 21	Just Giving Campaign:	1300
20 - 21	Just Giving Campaign:	4800
20 - 21	Just Giving: Company	50.5
	<b>Total:</b>	<b>7434.00</b>



# Sir John Barrow School (SJB) Parent Teachers Association (PTA)

[sjbpta.co.uk](http://sjbpta.co.uk)  
[www.facebook.com/groups/sjbpta](http://www.facebook.com/groups/sjbpta)  
Charity Registration Number: 116936

## WHO ARE WE?

SJB PTA is made up of all parents, carers, grandparents or family members of the children in Sir John Barrow School. Anyone who wants to help make the school a success is welcome to join us in our fundraising and supporting activities.

## OUR PURPOSE:

We aim to raise extra funding and lend a helping hand to make sure our kids get the best opportunities, support and are equipped to thrive at our fantastic school.

## OUR VALUES:

We share the same values of SJB School:

- Succeeding
- Enjoying
- Belonging

## HOW WE WORK:

We have some official positions, which need a dedicated named person for us to be able to have charitable status:

- Chairperson: Justine Steel
- Deputy Chairperson: Stephanie D'Leary
- Treasurer: Holly Goodings
- Secretary: Rebecca Rooke

We also have a 'PTA Helpers' group who we contact to update on what's going on and to request support.

We have one formal meeting a year in which we officially elect people into those roles, but other than that we get together on an informal basis depending on what's going on at the time. Our meeting dates will be advertised via the SJB PTA Facebook page, and on SJB Snippets.

All other support is less formal, whether it's helping for a few hours with a disco, getting crafty to help raise some funds, supporting a PTA initiative or dedicating your fundraising efforts to the PTA.

We are a member of Parent Kind and utilise their standard policies and procedures.

We also have a PTA Helpers' group who we contact to update on what's going on and to request support.

We have one formal meeting a year in which we officially elect people into those roles, but other than that we get together on an informal basis depending on what's going on at the time. Our meeting dates will be advertised via the JB PTA Facebook page, and on JB Shippets.

At the end of each meeting, either it's being fun a few beers with a disco, getting crafty to help raise some money, or a surprise PTA event. We also have a social media presence on Facebook and Instagram.

## JB PTA Constitution

(Adopted From Parent Kind Standard Model)

We are a member of Parent Kind and utilise their standard policies and procedures.

Sep-22

### 1. ASSOCIATION DETAILS

- 1.1 **Type of association:** Parent Teacher Association
- 1.2 **Name:** Sir John Barrow School Parent Teacher Association
- 1.3 **School:** Sir John Barrow School, Argyle Street, Uxverston Cumbria, LA12 0BD

### 1.4 The committee

**Agreed Minimum Committee / Trustee number:** 4

**Chairperson:** Justine Steel

**Deputy Chairperson:** Stephanie D'Lery

**Treasurer:** Holly Goodings

**Secretary:** Rebecca Rooke

### 2. PURPOSES

The object of the **association (the objects)** is to advance the education of pupils in the school in particular by:

- 2.1 Raise extra funding and lend a helping hand to make sure our kids get the best opportunities, support and are equipped to thrive at our fantastic school.
- 2.2 Developing effective relationships between the staff, parents and others associated with the school
- 2.3 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

### 3. POWERS

The **committee members/trustees** have the following powers, which may be exercised only in promoting the charity's purpose ('objects'):

- 3.1 To provide advice
- 3.2 To publish or distribute information
- 3.3 To co-operate with other bodies
- 3.4 To raise funds (but not by means of **permanent trading**)
- 3.5 To acquire or hire property of any kind
- 3.6 To make grants or loans of money and to give guarantees
- 3.7 To set aside funds for special purposes or as reserves against future expenditure
- 3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)

### 4. MEMBERSHIP

Members of the **association** are:-

- 4.1 The parents, guardians or carers of any pupil currently attending the school, teaching and non-teaching staff currently employed by the school and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the **committee** as a **member**.
- 4.2 **Membership** is terminated if:

- 4.2.1 the **member** dies
- 4.2.2 the **member** resigns by **written notice to the association**
- 4.2.3 the **committee members/trustees** may for good reason, regardless of whether or not this is at the request of the **governing body** or the **headteacher**, exclude any person from **membership** or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the **association** into disrepute. Removal is not effective until the **member** concerned has been notified in **writing** of the proposal and his/her right to respond within 14 **clear days**, and the matter has been considered in light of any representations made.

### 5. GENERAL MEETINGS

#### (ANNUAL AND EXTRAORDINARY)

- 5.1 All members are entitled to attend any **general meeting of the association**. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.
- 5.2 All **general meetings** are called by giving 21 **clear days written notice** of the meeting to the members. The notice should specify the date, time and location of the **general meeting** as well as give an overview of the agenda.
- 5.3 There is a quorum at a **general meeting** when the total number of members present (including **committee members/trustees**) is at least twice the number of **committee members/trustees** in office at the start of the meeting. The only exception would be at a **general meeting** where the **association** is being dissolved; please see clause 13.
- 5.4 The **Chair** or (if the **Chair** is unable or unwilling to do so) some other **committee member/trustee** elected by those present is in charge of a **general meeting**.
- 5.5 Except where otherwise provided in this constitution (Dissolution: clause 13), every issue at a **general meeting** is decided by a simple majority of the votes cast by the members present at the meeting.
- 5.6 Except for the **Chair** of the meeting, who has a second or casting vote where a vote is equally divided (tied), every **member** present is entitled to one vote on every issue.
- 5.7 The **association** must hold a **general meeting** within 12 **months** of the date of the adoption of this constitution. Thereafter, an **AGM** must be held in each subsequent **year** and not more than 15 **months** may elapse between successive **AGMs**.
- 5.8 At an **AGM** the members:
  - 5.8.1 receive the accounts of the **association** for the previous financial **year**
  - 5.8.2 receive the report of the **committee members/trustees** on the **association's** activities since the previous **AGM**
  - 5.8.3 elect the **committee members/trustees**
  - 5.8.4 appoint an **independent examiner** or auditor for the **association** if this is needed
  - 5.8.5 may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the **association**
  - 5.8.6 discuss and determine any issues of policy or deal with any other business put before them
- 5.9 A **general meeting** may also be called for special or extraordinary reasons (called an extraordinary general meeting or **EGM**). In addition to being called by committee members, these can be called by members of the **association**. This requires a request in **writing** to the **committee** from 10 or more members. As a result, the **committee** must call an **EGM** (give all members of the **association** notice of the **EGM**) within 21 days of the **written** requests being received from members. This **EGM** must happen within three **months** of the **written** requests being received. (This timeframe is designed to make allowances for school holidays.)

### 6. THE COMMITTEE

- 6.1 All members of the **committee** are trustees of the charity and have control of the **association**, its property and funds. The **committee** members are referred to in this document as **committee members/ trustees**.
- 6.2 **Committee members/trustees** shall be elected at the **AGM** and shall hold office until the next **AGM**.
- 6.3 All **committee members/trustees**, except those who are co-opted, must be members of the **association**.
- 6.4 **Committee members/trustees** shall have the power to co-opt **committee members/trustees** at any time, and co-opted **committee members/trustees** shall serve until the date of the next **AGM**.
- 6.5 The number of co-opted **committee members/trustees** must not be more than 50% of the total number of **committee members/trustees**.
- 6.7 A **committee member/trustee** (whether elected or co-opted) automatically ceases to be a **committee member/trustee** if he or she:
  - 6.7.1 is disqualified under section 178 of the Charities Act 2011 or any substantial re-enactment from acting as a **charity trustee**
  - 6.7.2 in the **written** opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three **months**
  - 6.7.3 is absent from three consecutive meetings of the **committee** without prior notification to the Secretary
  - 6.7.4 ceases to be a **member of the association**
  - 6.7.5 resigns by **written notice to the committee** but only if at least two **committee members/trustees** remain in office
  - 6.7.6 is removed by a resolution passed by a majority of other **committee members/trustees**. Removal is not effective until the **committee member/trustee** concerned has been notified in **writing** of the proposal and his/her right to respond within 14 **clear days**, and the matter has been considered in light of any representations made.
- 6.8 All **committee members/trustees** shall be entitled to reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the **association**.
- 6.9 A retiring **committee member/trustee** is entitled to an indemnity from the continuing **committee members/trustees** at the expense of the **association** in respect of any liabilities properly incurred while he or she held office.
- 6.10 A technical defect in the appointment of a **committee member/ trustee** of which the **committee** is unaware at the time does not invalidate decisions taken at a meeting.

## 7. COMMITTEE MEETINGS

- 7.1 The **committee** must hold at least three meetings every academic year. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.
- 7.2 A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the **association**.
- 7.3 The **Chair** or, if the **Chair** is unable or unwilling to do so, some other **committee member/trustee** chosen by the members present is in charge at each committee meeting.
- 7.4 Every decision may be made by a simple majority of the votes cast at a committee meeting. A resolution which is **in writing** (including by email) and signed by all **committee members/trustees** is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

## 8. POWERS OF COMMITTEE

- The following powers are available to the **committee** to help run the **association**:
- 8.1 to delegate any functions of the **committee** to sub-committees. These must consist of two or more persons appointed by the **committee** but at least one **member** of every sub-committee must be a **committee member/trustee**, and sub-committees may be appointed to govern proceedings at **general meetings** and generally about the running of the **association** including the operation of bank accounts and the management of funds.

## 9. PROPERTY & FUNDS

- 9.1 The property and funds of the **association** must only be used to fulfil the **objects** (see clause 2).
- 9.2 **Committee members/trustees** can enter into contracts with the **association** for the provision of goods and services to the **association** (but not contracts of employment with the **association** except with the prior **written** consent of the Charity Commission) provided that:
- 9.2.1 the maximum amount is set out in **writing** and is reasonable for the services provided
- 9.2.2 the **committee members/trustees** are satisfied that the agreement is in the interests of the charity before entering into it
- 9.2.3 the total number of **committee members/trustees** entitled to such remuneration is in the minority from time to time.
- 9.3 Whenever a **committee member/trustee** has a personal interest in a matter to be discussed at a meeting, the **committee member/trustee** must:
- 9.3.1 declare an interest before discussion begins on the matter
- 9.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide information
- 9.3.3 not be counted in the quorum for that part of the meeting
- 9.3.4 withdraw during the vote and have no vote on the matter.

## 10. RECORDS & ACCOUNTS

- 10.1 The **committee** must comply with the requirements of The Charities Act 2011 or any substantial re-enactment as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:
- 10.1.1 annual reports
- 10.1.2 annual returns
- 10.1.3 annual statements of account.
- 10.2 The **committee** must keep proper records of:
- 10.2.1 all proceedings at **general meetings**
- 10.2.2 all proceedings at committee meetings
- 10.2.3 all reports of sub-committees
- 10.3 Annual reports and statements of account relating to the **association** must be made available for inspection by any **member** of the **association**.

## 11. NOTICES

- 11.1 Notice of any **general meeting** of the **association** may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the **association** to its members. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school.
- 11.2 The **address** at which a **member** is entitled to receive notices (if sent by post) is the last known **address** of the **member**.
- 11.3 A technical defect in the giving of notice which the members or **committee members/trustees** are unaware of at the time does not invalidate decisions taken at a **general meeting**.

## 12. AMENDMENTS

- This constitution may be amended at a **general meeting** of the **association** by a two-thirds majority of the votes cast but:
- 12.1 The members must be given 21 **clear days** notice of the proposed amendments
- 12.2 No amendment is valid if it would make a **fundamental change** to the charitable purpose (objects)/clause 2 or destroy the charitable status of the **association** and no amendment may be made to clause 9 without the prior **written** consent of the Charity Commission
- 12.3 A copy of any resolution amending the constitution must be sent to the Charity Commission within 21 days of it being passed.

## 13. DISSOLUTION

- 13.1 The **association** may be dissolved by a resolution presented at an **EGM** or an **AGM** where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the **association**.
- 13.2 The net assets shall not be distributed among the members of the **association** but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the **committee**.
- 13.3 If it is not possible to dispose of assets as described in clause 13.2, then the assets can be given to another charitable cause provided that the cause is within the **objects** of the **association**.
- 13.4 The **committee members/trustees** must notify the Charity Commission promptly that the **association** has been dissolved. The **committee members/trustees** must comply with any request from the **Commission** including providing the **association's** assets.

## 14. GLOSSARY OF TERMS

- 14.1 In this Constitution:
- address**: means a postal address or, for the purposes of electronic communication, i.e., an email address, a fax number or a text message number in each case registered with the charity
- AGM**: means an annual general meeting of the members of the association
- the association**: means the charity comprised in this constitution
- the Chair**: means the Chair of the association elected at the **AGM**
- charity trustee**: has the meaning prescribed by section 177 of the Charities Act 2011 or any substantial re-enactment. Every committee member/trustee is legally a charity trustee
- clear day**: means 24 hours from midnight following the triggering event
- the Commission**: means the Charity Commission for England and Wales
- the committee**: is the governing body of the association and includes all elected and co-opted committee members/trustees
- committee member(s)/trustee(s)**: means a member of the committee elected at the **AGM** by the membership
- co-opted committee member/trustee**: means a member of the committee appointed by the committee members/trustees in accordance with clause 6
- EGM**: means an extraordinary general meeting of the members of the association and which is not an **AGM**
- fundamental change**: means a change that would not have been within the reasonable contemplation of a person making a donation to the association
- general meetings**: means any **AGM** or **EGM** (see above)
- governing body**: means the governing body of the school
- headteacher**: means the headteacher, executive head or Principal of the school
- independent examiner**: has the meaning prescribed by section 145(a) of the Charities Act 2011 or any substantial re-enactment
- member and membership**: refer to members of the association as set out in clause 4
- months**: means calendar months
- the objects**: means the charitable objects of the association set out in clause 2
- permanent trading**: means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the objects
- written or in writing**: refers to a legible document on paper including an electronic communication (email) or a fax message where the member or co-opted committee member/trustee has agreed to receipt of notices by electronic means
- unincorporated association**: an "unincorporated association" is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit, e.g., a voluntary group or a sports club. Individual members are personally responsible for any debts and contractual obligations
- year**: means calendar year unless otherwise specified
- 14.2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

## ADOPTED AT AGM MEETING HELD At SJB School Hall on 28<sup>th</sup> September 2022

CHAIR: NAME: Justine Steel OCCUPATION: sales advisor

.....  
SIGNATURE

WITNESS: NAME: Holly Goodings OCCUPATION: HR Manager ADDRESS: Mill Close House, Old Mill Road, Ulverston, LA12 7DL

.....  
SIGNATURE





**SIR JOHN BARROW PARENT TEACHER ASSOCIATION**

England & Wales - Charity number 1169336

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# Accounts

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# Trustees

# Annual Report

9<sup>th</sup> December 2021

# Chair's Summary and Lookahead

2020 - 2021

Covid  
Happened!!

Brand New  
Committee Elected

Generous response  
to Just Giving  
campaign for the  
break in at School

Amazing Response  
to 3 Peaks  
Challenge

Corporate  
Donations

As a new committee we were restricted on getting together because of the Covid restrictions. This has meant our usual fundraising activities have not been able to take place.

We would like to say a huge thank you to the team who completed the 3 Peaks challenge as this has made a stunning amount of £4800, and more than made up for the lack of face to face fundraising. We would also like to thank everyone for their support in the just giving campaign and for continuing to donate through our second hand non uniform sales.

After a quiet year the team have now established themselves and we have a lot in the pipeline for 2021 - 2022

## Lookahead:

Co-op  
community  
fund

Amazon  
Smile

Give as you  
Live

New online  
Payment  
System

The Virtual  
Christmas  
Fair

Entering  
2022 ready  
for action

# Treasurer's Report

for year ending 31/08/2021

# £20,474.92

Donated to the school raised by a mixture of corporate donations and fundraising activities

The screenshot shows a detailed financial report for St. John's RCVA PFA. It includes a summary table with columns for 'Account', 'Debit', and 'Credit'. Key items include 'Sundry Income' (£150.00), 'Raffle Income' (£190.06), 'Second Hand Uniform Sales' (£89.61), and 'Donations From Organisations Received' (£21,000.00). The total credit for the year is £20,474.92. Below the summary table, there are several smaller tables and notes providing further details on specific transactions and bank balances.

NB: Full Financial reports available

Audited by Catherine Humprey's

## Where did the money come from?

Sundry Income	£ 150.00
Raffle Income	£190.06
Second Hand Uniform Sales	£ 89.61
Donations From Organisations Received	£21,000.00
Just Giving Campaign: Break In	1,300.00
Just Giving Campaign: 3 Peaks	£4,800.00
Just Giving: Company Donations	£ 50.45

## What did we use it for?

Book Bags	£268.92
World Book Day Prizes	£ 95.00
Direct Donation to School	£20000
Parent Kind Subscription	111

NB: Issues with the bank mandate changes has delayed some payments

Current Liabilities:

Year 6 Leaving Gifts	114.77
Year 3 Book Bags	283.50

# Sir John Barrow PTA

## Income and Expenditure Report

Charity Registration Number: 1169336

Accounting Period: 01.09.20 to 31.08.21 Contact: Treasurer Holly Goodings 07703008700

Independent Auditor: Catherine Humprey's

	Income	Expendit	Donations To the School
Sundry Income	150.00		
Baffle In name Uniform	190.06		
Sales	89.61		
Donations From Organisations Received	###		
Breakfast Giving Campaign: 3	###		
Breakfast Giving: Company Donations	50.45		
Parent Kind Subscription		-111.00	
Book Bags			-268.92
Direct Donation to School			-20,000.00
World Book Day Prizes			-95.00
<b>Totals</b>	<b>###</b>	<b>###</b>	<b>-20,363.92</b>

**Net movement in year 2**      ###

Opening Bank Balance 01.09.20      499.93  
 Cash in Hand 01.09.20              658.31 \*  
**Total Bank and Cash 01.**      ###

Plus Net Movement                      ###

**Total Funds Generated 31**      ###\*\*

Closing Bank Balance 31.08.21      ###  
 Cash in Hand 31.08.21              \*  
**Total Bank and Cash 31.**      ###

\* Opening Cash in Hand 01.09.20, paid into bank 20/05/21 therefore included in closing bank balance

### Current Liabilities\*\*

Year 6 Leaving Gifts	114.77
Year 3 Book Bags	283.50
Donations From Organisations Received	###
Breakfast Giving Campaign: 3	###
Breakfast Giving: Company Donations	50.45

**Total:**      ###

\*\* Change of Committee members has required bank account mandate changes which are proving very tricky!



# Sir John Barrow PTA

## Income and Expenditure Report

Accounting Period: 01.09.20 to 31.08.21

Charity Registration Number: 1169336

Contact: Treasurer Holly Goodings 07703008700

Independent Auditor: Catherine Humphreys

	Income	Expenditure	Donations To the School
Sundry Income	150.00		
Raffle Income	190.06		
Second Hand Uniform Sales	89.61		
Donations From Organisations Received	21,000.00		
Just Giving Campaign: Break In	1,300.00		
Just Giving Campaign: 3 Peaks	4,800.00		
Just Giving: Company Donations	50.45		
Parent Kind Subscription		-111.00	
Book Bags			-268.92
Direct Donation to School			-20,000.00
World Book Day Prizes			-95.00

**Totals** 27,580.12      -111.00      -20,363.92

**Net movement in year 20 - 21**      7,105.20

Opening Bank Balance 01.09.20      499.93  
Cash in Hand 01.09.20      658.31 \*  
**Total Bank and Cash 01.09.20**      1,158.24

Plus Net Movement      7,105.20

**Total Funds Generated 31.08.21**      8,263.44 \*\*

Closing Bank Balance 31.08.21      8,263.44  
Cash in Hand 31.08.21      0 \*  
**Total Bank and Cash 31.08.21**      8,263.44

\* Opening Cash in Hand 01.09.20, paid into bank 20/05/21 therefore included in closing bank balance

### Current Liabilities\*\*

Year 6 Leaving Gifts	114.77
Year 3 Book Bags	283.50
Donations From Organisations Received	1,000.00
Just Giving Campaign: Break In	1,300.00
Just Giving Campaign: 3 Peaks	4,800.00
Just Giving: Company Donations	50.45

**Total:** 7,548.72

\*\* Change of Committee members has required bank account mandate changes which are proving very tricky!

*Catherine Humphreys*

CATHERINE HUMPHREYS ACMA

31.1.2022.

→ Total expenditure  
← 20474.92