

**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 Humpreys

	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 Income Book	1,359.85			
Bags			-156.90	
Easter Egg Fundraising	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 Christmas Fair	100.69			
Second Hand Uniform	55.14			
Sales	70.94			
Donations From				
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>
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**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 3 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>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U		
1	Sir John Barrow PTA.															Charity Registration Number: 1169336							
2	Bank Account Report																						
3	Accounting Period: 01.09.21 to 31.08.22														Contact:Treasurer Holly Goodings 07703008700								
4				Income																Expenditure:			
5			Account t Balanc e	Sundry Income	Tea Towels	Easter Egg Hunt	Coop Communi ty Fund	Amazo n Smile	BIG PTA Xmas Raffle	Virtual Xmas Fair (Just Giving)	Christm as Jumper s (Parent Pay)	Second Hand Unifor m Sales (Parent Pay)	ns From Organis ations/ Grants Receive d	Fundrai sing for Just 1 Tree	Summe r Fair	Activit y Costs	Donati ons to Other Charit ies	Donati on to Schools	Readi ng Projec t Donati ons				
6	1.09.21	Opening Balance	###																				
7	4.09.21	Second Hand Uniform Sale	8295.94									32.50											
8	1.09.21	Second Hand Uniform Sale	8315.63									19.69											
9	5.10.21	Aaron Rossi's Cold Bar Ice cream	8364.48	48.85																			
10	1.11.21	Glaxo Donation	###											###									
11	9.12.21	OPF Sale And Christmas	###																				
12	4.12.21	Winter Xmas Fair	###								19.69	4.93											
13	1.12.21	Sales/donations	###							100.69													
14	1.12.21	BIG PTA Christmas Raffle Sales	###						273.00														
15	1.12.21	Christmas Jumpers	###								35.45												
16	5.01.21	Second Hand Uniform Sale	###									2.96											
17	7.01.21	BUSINESS FREE K2B	###	65.00																			
18	7.01.21	BUSINESS FREE K2B	###	###																			
19	1.02.21	BAE SYSTEMSn Grant	###										750.00										
20	3.02.21	Amazon Smile	###					6.81															
21	8.02.21	Payment of liabilities see note	2289.01																11522				
22	5.03.21	Online Reading Group Funding	###										###										
23	7.03.21	Project installment of Reading	###																	34000			
24	7.03.21	Project	###																	50000			
25	0.03.21	Second Hand Uniform Sale	###									2.96											
26	4.04.21	Easter Egg Hunt	###			128.80																	
27	5.04.21	Second Hand Uniform Sale	###									0.99											
28	8.04.21	Coop Community Fund	###				384.73																
29	2.04.21	Second Hand Uniform Sale	###									4.93											
30	9.05.21	Amazon Smile	###					8.13															
31	7.05.21	Tea Towels	###		236.33																		
32	4.05.21	Tea Towels	###		308.22																		
33	5.05.21	Sea Doves Land Sales for Just 1	###		208.00																		
34	6.05.21	Second Hand Sales for Just 1	###											119.31									
35	7.05.21	Tree	###											10.00									
36	1.05.21	Tea towels, non uniform day and second hand uniform	###		289.38							0.99		108.32									
37		Eco Committee Non Uniform	###																				
38	8.06.21	Payment to School for Book	###		-6.21									47.13									
39	9.06.21	Payment to JUST ONE TREE for non uniform school for Coop	###																156.9				
40	9.06.21	Payment to School for Coop	###															285					
41	9.06.21	Payment for extra Reading (costs)	###													600.49			384.73				
42	9.06.21	Project	2713.90																	43975			
43	0.06.21	Parent Kind Fee	2597.90																				
44	1.06.21	Tea Towels	2635.02		37.12												116						
45	5.07.21	2nd Hand Uniform	2636.01									0.99											
46	3.07.21	Float for Summer Fair	2136.01														500						
47	6.07.21	Summer Fair Costs (hot dogs, buns, sauces)	2172.01	36.00																			
48	8.08.21	Summer Fair	###														67.48						
49	6.08.21	Summer Fair earnings including	2117.97					13.44															
50	2.08.21	£500 float	3472.97												855.00		-500						
51	1.08.21	Closing Balance	###																				
52		Totals	NA	###	###	###	###	28.38	###	###	55.14	70.94	###	###	###	784	285	12064	1E+05				
53																							
54																							
55																							
56		Bank Account Summary																					
57																							
58		Opening Bank Balance:	8263.44																				
59		Income 2021 - 2022	###																				
60		Expenditure: 2021 - 2022	###																				
61		Closing Bank Balance:	3472.97																				
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## Sir John Barrow School (SJB) Parent Teachers Association (PTA)

[sjbpta@nhs.uk](mailto:sjbpta@nhs.uk)  
[www.facebook.com/groups/sjbpta](https://www.facebook.com/groups/sjbpta)  
Charity Registration Number: 116836

### 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 school, our PTA members are either helping out a few times with a disco, getting crafty to help raise money, or supporting PTA events. We also have a support group for PTA members who are unable to attend PTA events.

## 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, Ulverston 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 must comply with the provisions of **the committee** and **the association** relating to 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 (object(s))/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**

## 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

**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

**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: Joanne Steel OCCUPATION: sales advisor

..... SIGNATURE

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

..... SIGNATURE



