



## Trustees' Annual Report for the period

From

Period start date

01 September 2022

To

Period end date

31 August 2023

### Section A

### Reference and administration details

Charity name Elham CEP School PTA

Other names charity is known by

Registered charity number (if any) 1170927

Charity's principal address Elham CEP Primary School, Vicarage Lane, Elham,  
Canterbury, Kent

Postcode

CT4 6TT

### 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 Sarah Harrison

Chair

2 Saira Gendek

Treasurer

3 Rachelle Basford

Secretary

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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name

Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Foundation CIO
Trustee selection methods (eg. appointed by, elected by)	Unless prevented from being a trustee under the provisions of 9(2) of the constitution, all parents of children attending Elham Church of England Primary School who request to be a trustee will be appointed.

**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.

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## Section C Objectives and activities

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

The object of the CIO is to advance the education of pupils attending Elham Church of England Primary School by providing and assisting in the provision of facilities or equipment which support the school and advance the education of the pupils.

The organisation carries out a range of fundraising activities in order to generate funds to pay for facilities and equipment that support the school and pupils. The vast majority of the fundraising activities have the dual benefit of being fun and beneficial in themselves for pupils and their parents.

**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)**

**Additional details of objectives and activities (Optional information)**

PTA events and activities are reliant on volunteers, most of whom are parents of pupils at the school.

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**

In the year 1st September 2022 to 31st August 2023, Elham School PTA raised funds by holding the following fundraising events:

Second hand coat sale  
Christmas Fair and raffle  
Spare change challenge  
Quiz night  
Colour run  
School disco  
Summer fair  
Ice cream sales  
School uniform sales  
Passive fundraising  
Cake sales  
Sports day refreshments

Our fundraising efforts during 22/23 academic year provided the necessary finances to:

Pay for various learning resources and events to enhance education opportunities for the pupils, for example:

Book week authors, Coaches for various trips including the Panto, KIC theatre for the whole school, Coronation bookmarks, Library books, refurbishing the playground, road safety signs.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Since the charity does not have any running costs, it does not feel the need for a policy on reserves. The charity will ring-fence certain levels of funding for planned activities but does not keep a specific amount in reserve.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

*S Gendek*

*R Basford*

**Full name(s)**

Saira Gendek

Rachelle Basford

**Position (eg Secretary, Chair, etc)**

Treasurer

Secretary

**Date**

24/5/2024