

Chisenhale PTA

Annual Report 2023-2024

Period: **1st April 2023 - 31st March 2024**

This document follows the format of an Annual Return as defined by [HMRC Small Charity](#)

1. charity's name, registration number, address and trustee names
2. structure and details of how it is managed, including how it recruits trustees
3. its activities and objectives in the year
4. its achievements and performance, including reporting on its public benefit
5. a financial review including any debts and details of your reserves policy (if applicable)
6. details of any funds held as a custodian trustee

About Chisenhale PTA

Name: **Chisenhale School PTA**

Charity Registration: **1173444**

Address: **Chisenhale Primary School, Chisenhale Road, Bow, E3 5QY**

Trustees:

- Vicki Shenkin Kerr (Chair)
- Chloe Tyler (Secretary)
- Andrew Dodson (Treasurer)
- Sophie Timson
- Oliver Keens
- Ruth Crossan

Structure and process for appointing trustees

All parents and staff are automatically members of the PTA. Chisenhale PTA is a registered charity. There are three official posts and also Trustees who help support and run the PTA. Named roles are the Chair, Secretary and Treasurer. Appendix A gives the details of the official posts.

Anyone can stand as a Trustee or any of the posts provided their child attends Chisenhale Primary School or they work within this school.

The maximum number of Trustees is 10. The official posts and Trustees are

determined by majority vote of all attendees at the annual AGM. Official posts are automatically Trustees. All posts last until the next AGM. In year appointments can be made at any PTA meeting. There must be at least the same number of attendees (non-Trustees) as Trustees voting for position changes.

Named roles and Trustees are expected to Lead or co-Lead one event each year and must attend 70% of PTA meetings, or their membership will be forfeited.

All Committee members are expected to act in the best interests of the school within their role.

An AGM will be held to agree Trustees and official posts at the start of every school Year.

Activities

The purpose of the PTA is to enhance the opportunities for Chisenhale pupils 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 enhancing opportunities for Chisenhale pupils

Donation

Members of the PTA engaged with local businesses and individuals to raise donations towards the PTA Treasury and specific activities within the school. This included £5000 from Clarion housing association for the schools Breakfast club. And over £6000 from Butler and Stag as well as free advertising of our summer and winter events.

Events

The following events were put on within this period

- Eid celebration
- Summer Fair
- International Food week
- Fireworks night
- Winter fair
- Quiz night

Achievements and performance

The PTA has financed the following events and equipment requested from the school.

Year 5 Swimming

£3,000.00

Money for books	£2,000.00
Maths equipment	£1,500.00
Panto tickets	£2,000.00
Breakfast club	£5,000.00
Art Week	£1,000.00
Ipads	£3,040.00
Hardship fund	£1,500.00
Science Week	£1,000.00
Easter eggs	£420.00
EY Community play	£2,931.60
Books	£2,000.00
SEN Support	£1,000.00
Devon train Yr6	£2,622.50
TOTAL	£ 29,014.10

The benefits of the PTA's activities extend beyond fundraising. The events which are put on are enjoyed by members of the school and the wider community. This brings the diverse community of Bow together. And helps the school become part of the community, parents feel involved with the school, and staff see the families whose children they are teaching.

Financial review

The PTA started the period with £11,529.93 in the bank. It raised a further £29,099.86 (£15,296.00 donations, £13,803 through Events) in this period. With expenses of £3,564.24. And providing the school with £29,014.10. It ended the period with £ 8,051.45 in the bank. This is in accordance with the Trustees ambition to contribute more to the school than had been done in previous years.

Debts

There are no debts owed or planned

Reserve policy

The school aims to maintain a sufficient reserve in order to meet the up front costs of events. As well as to have adequate funds to finance larger projects which have been proposed for future periods. Such as the redesign of the playground.

Funds held as a custodian trustee

There are none.

Appendix

Appendix A:

Chair/Co-Chair

This is the person or persons overseeing the PTA. To do this job you need a passion for the school community and an interest in the wonderful events that take place at the school. You'd need to be available for PTA meetings, which you can arrange to suit your schedule. You need to have strong organisational, negotiation and communication skills.

Treasurer

This role manages the PTA finance and so needs to be organised and able to work with numbers. The Treasurer keeps a record of the PTA expenses and profits, tracking donations and takings from the various PTA events and helping to make decisions about where the PTA money is spent. The Treasurer needs to register this with the Charity Commission annually and should give a summary of each event and the current financial position at each PTA.

Secretary

This role manages the communications of the PTA. The Secretary is responsible for agreeing an agenda with the Chair beforehand and taking minutes at PTA meetings with a week of the meeting taking place. They also send e-mail updates to members. This role would suit someone who enjoys writing to and communicating with other parents and generating new ideas for events and activities.

Trustee

Determines how the funds raised will be spent,

Chisenhale Primary School
Chisenhale Rd, Bow
London E3 5QY

To trustees of the Chisenhale School PTA

I understand and adhere to the terms of an independent examiner of a charity as set out in [HMRC's Independent Examination of Charity Accounts](#).

I have read through the accounts made available to me by Chisenhale School PTA (1173444)

I do not see any suspicious activity, and believe the Annual Return and the Accounts to be complete and fair.

I believe:

- proper accounting records were kept
- the accounts do accord with the accounting records
- There does not exist accruals accounts

Sincerely

Tamara Barklem