



Trustees' Annual Report for the period

Period start date		Period end date	
Day	Month	Year	Day
Day	Month	Year	Day

From

To

Section A

Reference and administration details

Charity name

Trevelyan Middle School Parent, Teacher and Friends Association

Other names charity is known by

Trevelyan Middle School PTFA or PTA

Registered charity number (if any)

1184781

Charity's principal address

Wood Close

Windsor

Postcode

SL4 3LL

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	Maya Murrell	Chair		PTFA members
2	Rebecca Curley	Vice Chair		PTFA members
3	Amanda Warren	Secretary		PTFA members
4	Panagiotis Kavvadias	Marketing & PR Officer		PTFA members
5	Megan Jones	Treasurer		PTFA members
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)	Institution
Trustee selection methods (eg. appointed by, elected by)	Volunteer and voted in by members during AGM

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 objective of the Association is to advance the education, development and learning of the students in school. In support of this objective the association may:

- Develop more extended relationships between staff, parents, carers, volunteers and others associated with the school
- Engage in activities which support the school and advance the education, development and learning of the students attending it
- Provide and assist in the provision of such facilities or items for education at the school (not provided for from statutory funds)

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)

The main activities undertaken by the PTA are fundraising events, including but not limited to:

- Discos
- School fairs
- Fireworks night
- Tuck shops

We also raise money through corporate matching sites such as Benevity, online fundraising sites such as Amazon Smile and Easy fundraising and through grant applications with local businesses.

The money raised from these events supports the school in various ways, including but not limited to:

- Funding the school minibus
- Purchasing additional maths equipment
- Purchasing outdoor equipment

In undertaking these events, the trustees have read and follow the guidance issued by the Charity Commission on public benefit.

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.

Section D Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Unfortunately, due to the Covid-19 crisis a few of our main fundraising events were cancelled, the sports day having the biggest impact.

However, we still managed to raise just over £7000 from the events which were held.

We also received £4000 through Online Giving and £333 from Waitrose.

So in total our overall profit wasn't too much below the previous year's.

We contributed £10,200 to the school:

- £5,000 minibus
- £ 335 maths equipment and subscriptions
- £3,000 school hall decoration
- £2,000 visualisers and various equipment

For next year's fundraising, we are looking at potential virtual events which can be held online – including quizzes, Christmas wreath workshops, a school cook book.

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Section E

Financial review

Brief statement of the charity's policy on reserves

The charity has no official reserve policy. However, we generally maintain a balance of circa £10000 in the charity bank account at the year end, and would require a minimum of £5000 to cover the mini bus costs for the next financial year.

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


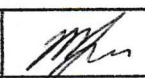
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

	
Panagiotis Kavvadias	Megan Jones
Chairman	Treasurer

Date

26/01/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Trevelyan Middle School Parent, Teacher and Friends Association
No (if any)
1184781

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
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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					
Fundraising Events	16,341	-	-	16,341	-
Corporate Fundraising	5,186	-	-	5,186	-
Grants	333	-	-	333	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	21,860	-	-	21,860	-
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,860	-	-	21,860	-
A3 Payments					
Cost of Fundraising events	7,271	-	-	7,271	-
General costs	1,059	-	-	1,059	-
Funding to the school	10,417	-	-	10,417	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	18,747	-	-	18,747	-
A4 Asset and investment purchases, (see table)					
N/A	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,747	-	-	18,747	-
Net of receipts/(payments)	3,113	-	-	3,113	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,423	-	-	7,423	-
Cash funds this year end	10,536	-	-	10,536	-

(agree balances with receipts and payments account(s))

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

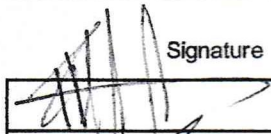
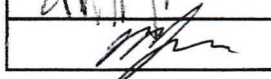
	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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

Signature	Print Name	Date of approval
	Panagiotis Karvadias	26/01/2021
	Megan Jones	26/01/21