



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month Sept	Year 2021		Day 31	Month Aug	Year 2022

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	Rebecca Curley	Chair		PTFA members
2	Panagiotis Kavvadias	Vice Chair		PTFA members
3	Paul Andreianu	Secretary		PTFA members
4	Eszter Kraus	Communications		PTFA members
5	Louise Humphrey	Treasurer		PTFA members
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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)	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

<p>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:</p> <ol style="list-style-type: none"> 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)
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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)

<p>The main activities undertaken by the PTA are fundraising events, including but not limited to:</p> <ul style="list-style-type: none"> - School fairs - Fireworks night - Swimathon - <p>We also raise money through online fundraising sites such as Amazon Smile and Easy fundraising and through grant applications with local businesses.</p> <p>The money raised from these events supports the school in various ways, including but not limited to:</p> <ul style="list-style-type: none"> - Funding new table tennis tables - Funding a 'COVID impact' fund that paid for children to attend school residentials whose families could not afford. - Paying for school licence/subscription fees for educational sites/apps <p>In undertaking these events, the trustees have read and follow the guidance issued by the Charity Commission on public benefit.</p>

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

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Summary of the main achievements of the charity during the year

This year our fundraising abilities were able to return to levels of pre-COVID

We managed to raise £2000 from return of the annual Fireworks night. New to this year was a local organised Swimathon by the Windsor Lions that raised £1000.

A change to this year was the 'Easter Fair'. This replaced the historical Christmas fair from pre-COVID days. This resulted in another £3600 of profit

We received £500 in grants from our local council and £200 from our local rotary club.

Overall, we finished the year with a profit of £9300.

We spent £11,700 in funding to the school:

- £4,000 to the 'COVID Impact fund
- £3,500 to new table tennis tables
- £900 to Leavers event
- £500 to County Lines project run by pupils
- £400 for painting of school mural
- £500 for Year 5 residential
- £300 for World book day prizes

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. We no longer contribute towards the school mini bus.

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)	Rebecca Curley	Louise Humphrey
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date		