



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report

Period start date May 2022 to Period end date May 2023

Financial period for year ended 31st March 2023.

Charity name: Town Close Parents Teachers Association

Charity registration number: 1194846

Objectives and activities:

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity has three core objectives:</p> <ol style="list-style-type: none">1. To develop effective relationships between the staff, parents and others associated with the school2. To engage in activities or providing facilities or equipment which support the school and advance the education of pupils.3. To support the school to deliver its sustainability goals. <p>The third objective was agreed by the committee in the reporting period.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The main activities for this reporting period are:</p> <p>Objective 1:</p> <ul style="list-style-type: none">• Sports Day 2022• Christmas Fayre• Quiz night• Website and brand• Social media presence• Network of suppliers and supporters• PTA Year reps <p>Objective 2:</p> <ul style="list-style-type: none">• Easter challenge• New bicycle lines to aid "Bikesmart" initiative• New coding activity for Years 3 & 4• New PA system for school events such as Prize Day and Year 8 Leavers activities <p>Objective 3:</p> <p>The PTA shop was changed around to reflect the absence of COVID 19 requirements. This</p>



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

		<p>offered more space.</p> <p>A pupil led initiative to purchase new composting bins in support of the school's Eco Council.</p>
Statement confirming whether the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	The Charity's Trustees exercise their duties in line with official guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The PTA and Town Close School work in collaboration to identify projects that would benefit multiple year groups or children. The School and its pupils, propose projects for the PTA to support and this will be discussed and deliberated before approved, deferred or rejected.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The success of the charity is due to the volunteers who give up their time to support the charity and our core objectives.
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole	Para 1.20	<p>The PTA welcomed a new Secretary as the previous Trustee left Town Close for senior school.</p> <p>Objective 1:</p> <ul style="list-style-type: none"> • Sports Day 2022 • Christmas Fayre • Quiz night – held off site at local venue. • Website and brand – supported by parent body to further extend the brand of the PTA and foster support



		<p>in its objectives and activities.</p> <ul style="list-style-type: none"> • Social media presence – Enabling parents and supporters to follow our activities on social media. • Network of suppliers and supporters – this has built professional relationships and set a standard in events. • PTA Year reps – new year reps have been inducted but many remained in post for another year. <p>Objective 2:</p> <ul style="list-style-type: none"> • Easter challenge – a new event that challenged all year groups around the school. • New bicycle lines to aid “Bikesmart” initiative • New coding activity for Years 3 & 4 – as requested by a staff member. • New PA system for school events such as Prize Day and Year 8 Leavers activities <p>Objective 3:</p> <p>The PTA shop was reconfigured to reflect the absence of COVID 19 requirements. This offered more space and a more welcoming customer experience.</p> <p>The Eco Council pitched a funding request to the PTA in a Dragon’s Den style meeting. This enabled the pupils to explain the benefits and opportunities the funding would allow. The PTA voted unanimously, resulting in a strengthened relationship between the PTA, class teachers and pupils.</p>
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Additional information (optional)



CHARITY COMMISSION
FOR ENGLAND AND WALES

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	The charity has successfully fulfilled its three core objectives this reporting period.
Performance of fundraising activities against objectives set	Para 1.41	All events were intended to cover costs and raise funds in support of the three core objectives.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period.	Para 1.21	Please see approved and independently verified Treasurer's Report for full break down of financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	As per risk identified.
Amount of reserves held	Para 1.22	Please see Treasurer's Report for full detail.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns about the charity's viability for next academic and financial year

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funds are: PTA shop PTA events and activities Annual £10 family donations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Some strategic projects have been put on hold due to rising inflation and alternative projects are being identified by the School's senior management team. The risk to the



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

		PTA continues to be monitored as the charity continues to work in close collaboration with the school.
Other		The PTA has launched a new website to raise awareness and support ticket sales for events.

Structure, Governance and Management

	SORP reference	
Description of charity's trusts: Type of governing document (trust deed, royal charter)	Para 1.25	<p>The Charity was registered on 17th June 2021 under a standard registration. It operates under a constitution the charitable objects are featured as: "THE OBJECT OF THE ASSOCIATION (THE OBJECTS) IS TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY: 2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL 2.2 ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS."</p> <p>In addition, the Charity established a governance framework to enable clarity around meetings with school and committee members. This has enabled clarity and has set a schedule of meetings to approve funding requests in conjunction with the school.</p>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution which is defined in line with Parentkind templated documents to ensure appropriateness and effectiveness.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected at the PTA's Annual General Meeting, which is held in May and in the presence of numerous parents. New Trustees nominate themselves and are voted by committee members with a quorum of 3 Trustees present.

Additional information (optional)



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	The PTA has a volunteer policy, PTA Shop Handbook, Data Protection Policy and financial induction to support new Trustees. Handovers between incoming and outgoing Trustees are also in place to ensure continuity and to reduce the risk of knowledge loss.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	In addition to the Trustees, each year group has a PTA representative. The role of this year rep is to pass on communications from the PTA via WhatsApp groups and promote the activities and events.
Relationship with any related parties	Para 1.51	Town Close School and the PTA work closely together to ensure a collaborative environment for the school community.
Other		

Reference and Administrative details

Charity name	Town Close Parents Teachers Association
Other name the charity uses	N/A
Registered charity number	1194846
Charity's principal address	Town Close School Ipswich Road Norwich Norfolk

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)
Mrs Lucy Wordsworth	Chair	May 2021 to current	All Trustees
Mrs Cassandra Cox	Deputy Chair	May 2021 to current	All Trustees
Mrs Charlotte Clabburn	Trustee	May 2021 to current	All Trustees
Mrs Hannah Ellis	Treasurer	May 2021 to current	All Trustees
Dr Eloise Ellis	Secretary	May 2022 to current	All Trustees



**TOWN CLOSE PARENTS
TEACHERS ASSOCIATION**

UNAUDITED FINANCIAL STATEMENTS

AND TREASURERS REPORT

FOR THE YEAR ENDED
31 MARCH 2023

Registered Charity No. 1194846

Town Close PTA**Apr 2022 to
Mar 2023****Apr 2021 to
Mar 2022****Bank Balances at 31/3/2023**

Current Account (Events ending 5992)	982	16,165
Current Account (Uniform Shop ending 4000)	304	1,508
Deposit Account	44,867	9,831
SumUp Account (Events)	480	
Cash Tin (Uniform Shop)	175	279
SumUp Account (Uniform Shop)	174	291
PayPal Account (Uniform Shop)	0	3
Unbanked Cheques (Account ending 4000)	-66	-394
Trade Creditors	-183	-648
Deferred Income	0	-2,600
Deferred Expenditure	1,535	1,113
Total	48,268	25,547

PTA Events

Income	24,937	10,110
Expenditure	-15,719	-7,147
Sub Total for PTA Events	9,218	2,962

Uniform Shop

Income	25,183	20,716
Expenditure	-13,114	-11,769
Sub Total for Uniform Shop	12,068	8,948

Overheads

Income (£10 donation per family as invoiced by TCH)	3,080	3,130
Expenditure, such as Insurance, Sage, Parentkind etc	-605	-870
Bank Interest (Deposit Account)	36	1
Sub Total for Overheads	2,511	2,261

Surplus / (Deficit) for year**23,797 14,171****PTA Funded Projects****-1,293 -19,533**

The accounts have been independently examined by Kate Artherton following directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Signed L Wordsworth
Mrs L Wordsworth (Chairperson)

Dated 19.05.23

Signed H Ellis
Mrs H Ellis (Treasurer)

Dated 19.05.23

Town Close PTA

Treasurers Report - April 2022 to March 2023

PTA Events

Summer Social 22	Receipts	12,326	
	Payments	<u>(7,242)</u>	5,084
Sports Day Strawberries 22	Receipts	885	
	Payments	<u>(511)</u>	374
Christmas Fayre 22	Receipts	8,751	
	Payments	<u>(5,748)</u>	3,003
Quiz Night 23	Receipts	2,690	
	Payments	<u>(1,790)</u>	900
Easter Event 23	Receipts		
	Payments	<u>(318)</u>	-318
Spring Term Raffle 23	Receipts	180	
	Payments	<u>(5)</u>	175
			<u>9,218</u>

This year we have hosted some new and traditional events and all have them have been very successful and have been thoroughly enjoyed by the students, parents and staff.

Thank you to all the PTA Event Volunteers and Town Close Staff.

Uniform Shop

Uniform Shop	Receipts	25,183	
	Payments	<u>(13,114)</u>	<u>12,069</u>

The uniform shop has had another successful year, with again record level of sales in the 12 month period.

Thank you to all the PTA Uniform Shop Volunteers.

Overheads

The parent donation continues to cover overhead expenses such as Parentkind subscription, insurance, license fees and Sage Accounting

PTA Funded Projects

This financial year the PTA has supported the school with the following projects

£950 for Line Marking to the prep and pre prep playgrounds

£343 for a uniform bursary for a Ukraine Student