



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report

Period start date March 2023 to Period end date March 2024

Financial period for year ended 31<sup>st</sup> March 2024.

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	The Charity has three core objectives: <ol style="list-style-type: none"><li>1. <b>Create Memories</b> by bringing the school community together through events and initiatives</li><li>2. <b>Make a Difference</b> by enriching the children's learning environment through the provision of additional resources and;</li><li>3. <b>Be kind to our planet</b> by working in a sustainable way, as much as possible, and supporting the school in delivering its sustainability goals</li></ol>
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	The main activities for this reporting period are: <b>Objective 1:</b> <ul style="list-style-type: none"><li>• Sports Day 2023</li><li>• Fireworks Night 2023</li><li>• Quiz night 2023</li><li>• Summer Social 2023</li><li>• Social media presence</li><li>• Network of suppliers and supporters</li><li>• PTA Year reps &amp; Social Events</li></ul> <b>Objective 2:</b> <ul style="list-style-type: none"><li>• For the Heart Day (Valentines Gifts)</li><li>• 2 x Gazebos (School &amp; PTA Events)</li><li>• PA Speaker System (School &amp; PTA)</li><li>• Green Johanna Bin Composters</li><li>• We have made significant improvements to the funding process and have a substantial a</li></ul>



		<p>number of new investments for next the next financial year.</p> <p><b>Objective 3:</b></p> <ul style="list-style-type: none"><li>• PTA Second Hand Uniform Shop – this is a significant contributor to our sustainability goals. We encourage the purchase of second-hand clothes over buying new, which has a significant positive impact environmentally to buying new. We also send significant amounts of old uniform to local communities and for textile reuse / recycling.</li><li>• We ask all vendors at events to use environmentally friendly cutlery / containers etc and encourage recycling. We also look to ensure the majority of our purchases are environmentally friendly or reusable / good quality.</li><li>• We have purchased Green Johanna Composters for the school eco council. These are being used and managed daily including waste from the school kitchen.</li></ul>
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 it's 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><b>Objective 1:</b></p> <ul style="list-style-type: none"> <li>• Sports Day 2023- fresh strawberries for parents and students</li> <li>• Fireworks Night – a fun night for the whole family, with games, rides, food, drinks and fireworks. We increased the capacity of this in 2023 to enable many families to attend, we also invited a local business who allowed us to use their car park facilities.</li> <li>• Quiz night – held off site at local venue.</li> <li>• Summer Social 2023 – a chance for parents to socialise together</li> <li>• Website and brand – supported by parent body to further extend the brand of the PTA and foster support in its objectives and activities.</li> <li>• Social media presence – Enabling parents and supporters to follow our activities on social media.</li> <li>• Network of suppliers and supporters – this has built professional relationships and set a standard in events.</li> <li>• PTA Year reps – new year reps have been inducted but many remained in post for another year.</li> </ul> <p><b>Objective 2:</b></p> <ul style="list-style-type: none"> <li>• For the Heart – every student and member of staff were given 3 edible hearts to eat / share.</li> <li>• Blue Johanna Composting BIns.</li> </ul>



		<ul style="list-style-type: none"><li>• Gazebos to help provide environment for refreshment and presence at school and OTA events</li><li>• New PA system for school events such as Prize Day and Year 8 Leavers activities</li></ul> <p><b>Objective 3:</b></p> <ul style="list-style-type: none"><li>• PTA Second Hand Uniform Shop – this is a significant contributor to our sustainability goals. We encourage the purchase of second-hand clothes over buying new, which has a significant positive impact environmentally to buying new. We also send significant amounts of old uniform to local communities and for textile reuse / recycling.</li><li>• We ask all vendors at events to use environmentally friendly cutlery / containers etc and encourage recycling. We also look to ensure the majority of our purchases are environmentally friendly or reusable / good quality.</li><li>• We have purchased Green Johanna Composters for the school eco council. These are being used and managed daily including waste from the school kitchen.</li></ul>
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#### Additional information (optional)

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, where possible, raise funds in support of the



		three core objectives. In light of financial challenges UK wide and as we have a reasonably healthy balance, this year we focused primarily on bringing the community together this year.
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: <ul style="list-style-type: none"> <li>• PTA shop,</li> <li>• PTA events and activities,</li> <li>• Annual £10 family donations.</li> </ul>
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 PTA continues to be monitored as the charity continues to work in close collaboration with the school.



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Other		The PTA has launched a new website to raise awareness and support ticket sales for events.
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### 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 between May and July. This is 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)

You may choose to include further statements where relevant about:



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	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 (up to Feb 2024 EGM) Mrs Cassie Cox (from Feb 2023 EGM)	Chair	May 2021 to Jan 2023 Feb 2023 - Current	All Trustees
Mrs Cassie Cox (Until Jan 2023 EGM)	Deputy Chair		All Trustees
Mrs Kate Smith	Deputy Chair	May 2021 to current	All Trustees
Mrs Louise Bosworth	Treasurer	May 2021 to current	All Trustees
Dr Eloise Ellis	Secretary	May 2022 to current	All Trustees

# Town Close PTA

Apr 2023 to  
Mar 2024

Apr 2022 to  
Mar 2023

## Bank Balances at 31/3/2024

Current Account (Events ending 5992)	7,868	982
Current Account (Uniform Shop ending 4000)	2,099	304
Deposit Account	53,469	44,867
SumUp Account (Events)	384	480
Cash Tin (Uniform Shop)	128	175
SumUp Account (Uniform Shop)	254	174
PayPal Account (Uniform Shop)	0	0
Unbanked Cheques (Account ending 4000)	-107	-66
Trade Creditors	418	-183
Deferred Income	1,728	0
Deferred Expenditure	1,607	1,535
<b>Total</b>	<b>67,800</b>	<b>48,268</b>

## PTA Events

Income	23,822	24,937
Expenditure	-21,284	-15,719
<b>Sub Total for PTA Events</b>	<b>2,538</b>	<b>9,218</b>

## Uniform Shop

Income	24,512	25,183
Expenditure	-12,393	-13,114
<b>Sub Total for Uniform Shop</b>	<b>12,119</b>	<b>12,068</b>

## Overheads

Income (£10 donation per family as invoiced by TCH)	3,220	3,080
Expenditure, such as Insurance, Sage, Parentkind etc	-723	-605
Bank Interest (Deposit Account)	602	36
<b>Sub Total for Overheads</b>	<b>3,099</b>	<b>2,511</b>

<b>Surplus / (Deficit) for year</b>	<b>17,756</b>	<b>23,797</b>
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<b>PTA Funded Projects</b>	<b>-2,249</b>	<b>-1,293</b>
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The accounts have been independently examined by Jane Holliday on 1st May 2024 following directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Signed.....  
Mrs C Cox (Chairperson)

Dated

5/7/24

Signed.....  
Mrs L Bosworth (Treasurer)

Dated

5 Jul 2024





Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Town Close Parent Teachers Association

On accounts for the year  
ended

31 March 2024

Charity no  
(if any)

1194846

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

1/5/24

Name:

Mrs Jane Holliday

Relevant professional  
qualification(s) or body  
(if any):

Chartered Account (ICAEW)

Address:

72 Church Street

Old Catton

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A