



Trustees' Annual Report

Period start date March 2024 to Period end date March 2025

Financial period for year ended 31st March 2025.

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">1. Create Memories by bringing the school community together through events and initiatives2. Make a Difference by enriching the children's learning environment through the provision of additional resources and;3. Be kind to our planet by working in a sustainable way, as much as possible, and supporting the school in delivering its sustainability goals
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 linked to our objectives for this reporting period are: Objective 1: <ul style="list-style-type: none">• Running our Second-Hand Uniform Shop• Our Summer Social 2024• Sports Day 2024• The Christmas Fayre 2024• Our Cheese & Wine Event 2025• Appointment of new trustee responsible for communications and the subsequent roll out of our WhatsApp Community• Maintaining our social media and online presence• Building our network of local suppliers and supporters• Utilising our PTA Year reps & their social events



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		<p>Objective 2: We raised £18,038 towards providing additional provisions for the school. £6583 from events & easy fundraising, and £11,440 from our second-hand uniform shop (after returning £11,857 to parents from the total receipts of 23,297).</p> <p>We invested £28,374.97 during this period (utilising this funding and monies raised and unspent from previous years). See summary of achievements and treasurer report for the full breakdown.</p> <p>Objective 3:</p> <ul style="list-style-type: none"> • 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. • 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. • See also the pond work we have invested in and natural oak lecterns with educational information, produced by pupils from the school
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:



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	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	Objective 1: <ul style="list-style-type: none">• Summer Social 2024 – a chance for parents to socialise together in a less formal way than a traditional Ball and provides some additional fundraising opportunities. This is always well received by those who attend. Raised £1776.• Sports Day 2024- fresh strawberries for parents and students. This is a traditional offering that parents and children all love. It also attracts a very healthy number of volunteers, and provides a great opportunity for parents to get involved in a manageable way.• Christmas Fayre 2024 – a biennial event for the whole family (and close friends), with a luminated woodland wonderland, games, music, singing, external indoors Christmas market, food and drinks. A hugely successful event, which is loved by all. This brings the whole school community together on site



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		<p>and has contributed significantly to our fundraising efforts.</p> <ul style="list-style-type: none">• Cheese & Wine Event 2025 – This was held in place of our usual quiz in 2024 due to significant other commitments. It was an intimate event, held onsite and run by an external wine and cheese provider. This event is easy to put on and involves little effort from volunteers and the school. It was neutral from a fundraising perspective and was focused on building community and offering variety.• Updated Comms approach with the appointment of a new deputy Chair responsible for Communications and the role out of a new WhatsApp Community, which has been very successful to date.• Website and brand – supported by parent body to further extend the brand of the PTA and foster support in its objectives and activities. This helps us share communications, and information about the PTA and events. It is also our primary vehicle for channelling ticket sales for events.• 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. <p>Objective 2 We raised £18,038 towards providing additional provisions for the school. £6583 from events & easy fundraising, plus £11,440 (after returning £11,857 to parents from the total receipts of 23,297). We invested £28,374.97 during this period (utilising this funding and monies raised and unspent from previous years). This illustrates a significant uplift in performance</p>
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		<p>against this objective compared to the previous few years when we had struggled to invest significant funds.</p> <p>Investments in additional provisions for the school included:</p> <ul style="list-style-type: none">• £21,282 - Pond Project and Stage to help improve outdoor learning and creative spaces.• £5,256 Oak Lecterns to Woodland Walk – designed by pupils in Year 2 at the schools and providing a wealth of information about the wildlife, plants, trees, birds etc., within the woodland walk.• £419.99 – Pre-Prep Play Equipment for children to build strength and coordination through play• £113.98 Wildlife Cameras for the children to learn about, monitor and capture special moments from the wildlife around them in real time.• £408 Four Square Line Painting to Prep Playground – a hugely popular physical lunchtime activity for the children. <p>Objective 3:</p> <ul style="list-style-type: none">• The second-hand uniform shop 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.• 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.
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		<ul style="list-style-type: none">See also our investments that support the outside learning objectives (pond and information boards)
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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, we focused primarily on bringing the community together, whilst contributing where we could to fundraising.
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, however there is always a risk that there will not be the volunteers with the appetite to continue to manage the charity / aspects of the charity.

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"> • PTA shop, • PTA events and activities, • Annual £10 family donations. • Sponsorship and advertising (primarily linked to events at the stage)
Investment policy and objectives including any social investment policy adopted	Para 1.46	Our investment policy is detailed on our website. Fundamentally both the PTA and SLT need to agree any investments. PTA approval should be sought from the full, however ultimately it must receive a majority approval from trustees.
A description of the principal risks facing the charity	Para 1.46	At this time our risks are well managed. We have been investing a healthy amount of the money raised over the last couple of years. We always face the risk that there will not always be volunteers who are willing or able to take the charity forward. This will always be a risk of such a charity but we do what we can to continue to recruit and induct new volunteers to help mitigate this risk.
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	The Charity was registered on 17th June 2021 under a standard registration. It operates under a constitution the charitable



		<p>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:

	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



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		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	Ton Close PTA
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 Cassie Cox	Chair	Feb 2023 - Current	All Trustees
Mrs Lydia Hutchinson	Deputy Chair & Comms	Jun 2024 - Current	All Trustees
Ms Marcella Hill	Deputy Chair	Jun 2024 – Current	All Trustees
Mrs Louise Bosworth	Treasurer	May 2021 to Nov 24	All Trustees (Vacancy)
Mrs Ruth Jones	Secretary	Jun 2024 to current	All Trustees
Hannah Ellis	Shop Lead	Jun 2024 - Current	All Trustees

Town Close PTA

Apr 2024 to
Mar 2025

Apr 2023 to
Mar 2024

Bank Balances at 31/3/2025

Current Account (Events ending 5992)	15,566	7,868
Current Account (Uniform Shop ending 4000)	4,740	2,099
Deposit Account	58,774	53,469
SumUp Account (Events)	0	384
Cash Tin (Uniform Shop)	283	128
SumUp Account (Uniform Shop)	0	254
PayPal Account (Uniform Shop)	0	0
Unbanked Cheques (Account ending 4000)	-165	-107
Trade Creditors	-541	418
Deferred Income (May Ball 25)	-22,990	1,728
Deferred Expenditure (Fireworks 25 & May Ball 25)	538	1,559
Total	56,205	67,800

PTA Events

Income	19,838	23,822
Expenditure	-13,240	-12,284
Sub Total for PTA Events	6,598	2,538

Uniform Shop

Income	23,297	24,512
Expenditure	-11,857	-12,393
Sub Total for Uniform Shop	11,440	12,119

Overheads

Income (£10 donation per family as invoiced by TCH)	2950	3,220
Expenditure, such as Insurance, Sage, Parentkind etc	-783	-723
Bank Interest (Deposit Account)	806	602
Sub Total for Overheads	2,973	3,099

Surplus / (Deficit) for year

21,011 17,756

PTA Funded Projects

-28,375 -2,249

The accounts have been independently examined by Jane Holliday on 11th June 2025 following directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

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

Dated

7/11/25

Signed.....
Mrs L Hutchinson (Trustee)

Dated

7/11/25

Town Close PTA

Treasurers Report - April 2024 to March 2025

PTA Events

Summer Social 24	Receipts	7,702	
	Payments	<u>(5926)</u>	1,776
Sports Day Strawberries 24	Receipts	1,120	
	Payments	<u>(592)</u>	528
Xmas Fayre 24	Receipts	10,551	
	Payments	<u>(6466)</u>	4,085
Cheese and Wine 25	Receipts	250	
	Payments	<u>(256)</u>	-6
Easyfundraising	Receipts	215	
	Payments	<u></u>	215
			<u><u>6,598</u></u>

This year we have hosted the traditional events and all 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	23,297	
	Payments	<u>- 11,857</u>	<u><u>11,440</u></u>

The uniform shop has had another successful year, with sales very similar to the last two years.

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

£895 Gazebo branded Tent for events

£419.99 Pre Prep Play Equipment

£21,282 Pond Project and Stage in Pre Prep

£113.98 Wildlife Cameras

£408 Four Square Line Painting to Prep Playground

£5,256 Oak Lecturns to Woodland Walk



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Independent examiner's report on the accounts

Report to the trustees

Charity Name

Town Close Parent Teachers Association

On accounts for the year ended

31 March 2025

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 31/03/2025

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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

11/06/25

Name:

Mrs Jane Holliday

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

Chartered Accountant (ICAEW)

Address:

72 Church Street, Old Catton, Norwich NR6 7DR

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