



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 12-09-2023 **Period start date** **To** 31-03-2024 **Period end date**

**Charity name:** MALVERN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION (PTA)

**Charity registration number:** 1204677

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the Malvern Primary School Parent Teacher Association (PTA) is to advance the education of pupils in the school in particular by: 3.1 Developing effective relationships between the staff, parents and others associated with the school 3.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
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	Malvern Primary School Parent Teacher Association (PTA) have established the following activities: <ul style="list-style-type: none"><li>• Toy Swap for Primary children – raised £407.00</li><li>• Set up Easy Fundraising – raised to date £511.57</li><li>• Book Swap for Primary children – raised £183.64</li><li>• Provided food for community Bingo night – raised £78.60</li><li>• Applied for external grants – secured £1250 from Ford Britain to purchase STEM items for the school (yet to purchase, the school are looking at what is most effective)</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a

Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	n/a
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 charity has been successful in developing effective relationships between the staff, parents and others associated with the school. It has brought together the community and has helped the relationship flourish between staff and parents.</p> <p>The charity has also engaged in activities, provided facilities/equipment which support the school and advance the education of the pupils. The charity has been successful in applying for a grant from Ford Britain to the amount of £1250. This money will be used to purchase STEM items for the use of the school to allow the children to be creative in their ideas, have the opportunity to solve real world problems, become critical thinkers which will benefit them through life. This STEM item will also compliment existing school lessons, enhance learning processes across many subjects, including science (to include engineering), art, history, geography and maths. The school are currently looking into what is most suitable for the children.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	n/a
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Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		n/a

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Funds in the charity bank account amount to £2,204.79
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity does not have a policy regarding the holding of reserves. We will shortly be engaging in conversation with the school to identify areas of where the funds can be utilised to enhance the education of the children.
Amount of reserves held	Para 1.22	0
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	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	n/a
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	n/a
Other		n/a

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation' model constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Cio
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	Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	n/a
The charity's organisational structure and any wider network with which the charity works	Para 1.51	n/a
Relationship with any related parties	Para 1.51	n/a
Other		n/a

## Reference and Administrative details

Charity name	Malvern Primary School Parent Teacher Association (PTA)
Other name the charity uses	N/A
Registered charity number	1204677
Charity's principal address	Malvern Primary School Willoughby Road Broadgreen Liverpool L14 6xa

**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	Emma Robertson	Chair	12/09/23 - present	
2	Claire Macit	Treasurer	12/09/23 - present	
3	X	Secretary	12/09/23 - present	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
n/a		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
n/a		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### 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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## Exemptions from disclosure

### Reason for non-disclosure of key personnel details

We have had agreement from the Charity Commission for trustee dispensation that the secretary's name remains off the public register due to the following reason:

#### Statement:

As a social worker dealing with matters of family court and issues pertaining domestic violence, the name of the school in association with my name could alert an indication for where my children attend school, if searched on the internet. This may result in potential dangers from aggrieved individuals of serious court cases, where a threat to the secretary's children attending this school is credible, should they complete a search of her name on the internet.

### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>E. Robertson</i>	
<b>Full name(s)</b>	Emma Robertson	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	15/01/25	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Malvern Primary School Parent Teacher Association (PTA)

1

## Receipts and payments accounts

CC16a

For the period  
from

Nov-23

To

31-Dec-24

### 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 £
<b>A1 Receipts</b>					
PTA Toy Swap	407.00	-	-	407.00	-
Easy Fundraising	72.60	-	-	72.60	-
PTA Book Swap	183.64	-	-	183.64	-
Bingo Food Proceeds	78.60	-	-	78.60	-
Easy Fundraising	221.30	-	-	221.30	-
Ford Grant - 3D Printer	1,250.00	-	-	1,250.00	-
Easy Fundraising	161.70	-	-	161.70	-
Easy Fundraising	55.97	-	-	55.97	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,430.81</b>	<b>-</b>	<b>-</b>	<b>2,430.81</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,430.81</b>	<b>-</b>	<b>-</b>	<b>2,430.81</b>	<b>-</b>
<b>A3 Payments</b>					
High Speed Training - Hygiene course	24.00	-	-	24.00	-
Booker Ltd - Disco drinks, snacks	143.26	-	-	143.26	-
Laura Rossiter - Asda Disco Food	58.76	-	-	58.76	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>226.02</b>	<b>-</b>	<b>-</b>	<b>226.02</b>	<b>-</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>226.02</b>	<b>-</b>	<b>-</b>	<b>226.02</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>2,204.79</b>	<b>-</b>	<b>-</b>	<b>2,204.79</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>2,204.79</b>	<b>-</b>	<b>-</b>	<b>2,204.79</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in Bank Account	2,205	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	2,205	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>			Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Claire Macit	Claire Macit	15/01/2025	
	Emma Robertson	Emma Robertson	15/01/2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Malvern Primary School Parent Teacher Association (PTA)

1

## Receipts and payments accounts

CC16a

For the period  
from

Apr-24

To

01-Mar-25

### 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 £
<b>A1 Receipts</b>					
Easy Fundraising - May 24	221.30	-	-	221.30	-
Grant - May 25	1,250.00	-	-	1,250.00	-
Easy Fundraising - Aug 24	161.70	-	-	161.70	-
Easy Fundraising - Nov 24	55.97	-	-	55.97	-
Easy Fundraising - Feb 25	60.89	-	-	60.89	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>1,749.86</b>	<b>-</b>	<b>-</b>	<b>1,749.86</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,749.86</b>	<b>-</b>	<b>-</b>	<b>1,749.86</b>	<b>-</b>
<b>A3 Payments</b>					
High Speed training - Jul 24	24.00	-	-	24.00	-
Booker Cash & Carry - Jul 34	143.26	-	-	143.26	-
Disco Food purchase - July 24	58.76	-	-	58.76	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>226.02</b>	<b>-</b>	<b>-</b>	<b>226.02</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>226.02</b>	<b>-</b>	<b>-</b>	<b>226.02</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>1,523.84</b>	<b>-</b>	<b>-</b>	<b>1,523.84</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,204.79</b>	<b>-</b>	<b>-</b>	<b>2,204.79</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>3,728.63</b>	<b>-</b>	<b>-</b>	<b>3,728.63</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in Bank Account	2,348	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	2,348	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
	C Macit	Claire Macit	18.12.25	