



Trustees' Annual Report

For the year ending 31 August 2025

Section 1: Reference and Administrative Details

Chair: Joanne Gerring
Secretary: Amanda Thorn
Treasurer (Since September 2025): Jane Coates Ulrichsen

Charity Name and Number: WILLIAM WESTLEY SCHOOL PTA (1211055)

School Address: William Westley Church of England Primary School
Mill Lane
Whittlesford
Cambridgeshire
CB22 4NE

Section 2: Structure, Governance, and Management

The PTA runs based on a constitution provided by ParentKind that follows an association constitution model whereby the charity has a wider membership, including voting members other than the charity trustees.

Trustees volunteer from current parents and carers of children at the school. They must meet legal criteria and make the declaration to the effect that these criteria are met. They must be nominated at a committee meeting at which there is a quorum of more than 5% or 3 members and voted in by a majority of the members present.

The PTA meet as a wider committee including at least one teacher representative once every half term, update on achievements, plans and challenges and vote on intended expenditure for the school. Votes may be held virtually (e.g. WhatsApp) but must be unanimous in order for a decision to be made in this way. If this is not achieved the decision will be made in an official meeting.

Section 3: Objectives and Activities

Our Parent-Teacher Association aims to enhance the educational environment and foster a stronger community. Our public benefit centres on providing resources to advance pupils' education and wellbeing (which school budgets often can't cover) and creating deeper collaboration between staff, parents, and the wider local community.

Section 4: Achievements and Performance

The main achievements for the school year 2024/2025 were as follows:

- Christmas Activities:
 - Santa visits and spends time with the children playing games and giving out gifts including some larger gifts for each classroom
 - Christmas hamper raffle
 - Winter disco
 - Christmas wreath making for parents
- Other Seasonal festivities:
 - Pancakes flipping
 - Easter Bonnet Decorating
- Annual Quiz Night which is open to the village and normally includes teams from the governors, the local churches, the teachers, local groups such as Whittle Women
- Summer Fete
- Leaver's disco
- Preloved uniform providing year-round access to very affordable uniform and giving clothes a new lease of life

Other activities this year included:

- "Frozen Fridays" proves an affordable ice lolly at the end of the week during warmer weather and a boost to the PTA account
- One member periodically runs book sales at the end of the school day or at events (e.g. the summer fete)
- Our local dance teacher (Anna of Perform Fit) collaborated with us to raise money at a dance show she puts on with the children

There are also simple fundraising activities that are not events. These include

- A donation from ASDA
- Clothes bin collections from the lawns trust
- "Easy Fundraising" whereby online shopping results in a percentage coming to the PTA
- MyNameTags, whereby on mentioning the William Westley the PTA receives a percentage of the sale
- General generous donations from family or community members

This year we have provided:

- Book bags and bottles
- Christmas class gifts and individual child gifts
- Half termly payments to give teachers a flexible pot of money for minor expenses
- Leavers books
- Outdoor furniture
- Class resources: An electric piano and History Boards

- School event: Christmas pantomime and online security sessions provided by The Two Johns for both parents and children

Section 6: Financial Review

Please see a separate document prepared by the previous treasurer in post for the financial year 2024/45 (Hannah Peace).

Reserves policy

The PTA Trustees have the power to set aside funds for special purposes or as reserves against future expenditure.

Taken directly from our constitution: It is good practice for an association to maintain reserves to cover planned expenditure and to meet the kind of expenditure which may be required at short notice. But reserves shouldn't be built up without an agreed committee decision or be excessive in relation to the amount known or reasonably estimated to be required. Funds raised must be spent achieving the association's objects (purpose) in a timely way.

Declarations and Sign-Off

The trustees declare that they have approved the trustees report above. Signed on behalf of the charity's trustees

Date: 25/Jun/2026

Name: Dr Jane Coates Ulrichsen

Role: Treasurer

William Westley Parent Teacher Association

Charity Accounts

For the year ending 31 August 2025

Charity Number 1211055

Achievements & Performance

The group arranged a number of activities to fundraise throughout the year, these included:

Event	When
Christmas Activities: • Santa visit & class sessions • Winter disco • Christmas hamper raffle • Wreath making event for parents	• 12 December 2024 • 12 December 2024 • Drawn 12 December 2024 • 3 & 4 December 2024
Pancake Flipping sponsored event	7 March 2024
Easter Bonnet decorating (at home)	25 April 2024
Annual Quiz night	16 May 2024
Summer Fete	18 July 2024
Leavers Disco	22 July 2024
Preloved Uniform Shop	Available all year

In addition to these regular events, we have ad-hoc fundraising opportunities which included:

Event	When
Perform Fit Christmas Show	20 December 2025
Frozen Fridays	Every Friday in July 2024
Book sales	At end of each term

We also receive income classed as donations from the following streams:

'Donated' by	Additional Info
ASDA Cashpot for schools	One off for 2024
Clothes bin collections	Joint venture with the Lawns Trust
Easy Fundraising	Income from users shopping online
MyNameTags	% of sales made when WW referenced
General Donations from Parents/community	As received

The below information summarises the complete income and expenditure of the Charity for the year:

School Year	2024/2025		
Row Labels	Income	Expenditure	Sum of Net Gain
[-] Donation	£722.65	-£7,303.14	-£6,580.49
To PTA	£722.65		£722.65
To School		-£7,303.14	-£7,303.14
[-] Event	£15,809.96	-£5,963.30	£9,846.66
Ad-hoc Fundraising	£824.55	-£134.42	£690.13
Christmas	£2,514.12	-£1,125.87	£1,388.25
Easter	£1,673.80		£1,673.80
Leavers Disco	£487.85	-£20.00	£467.85
Preloved	£909.00		£909.00
Quiz Night	£2,967.35	-£1,591.63	£1,375.72
Summer Fete	£6,433.29	-£3,091.38	£3,341.91
[-] Overhead	£778.95	-£1,586.57	-£807.62
File Storage		-£7.47	-£7.47
General Expenses	£778.95	-£1,384.13	-£605.18
Insurance		-£162.00	-£162.00
Marketing		-£32.97	-£32.97
[-] (blank)	£562.76	-£562.76	£0.00
(blank)	£562.76	-£562.76	£0.00
Grand Total	£17,874.32	-£15,415.77	£2,458.55

Breakdown of Overheads:

Event/Donation/ Overhead	Overhead		
School Year	2024/2025		
Row Labels	Sum of Funds In	Sum of Funds Out	Sum of Net Total
Canva		-32.97	-32.97
Event resources		-276.36	-276.36
Google Drive		-24.94	-24.94
ParentKind Insurance (yearly)		-162	-162
Stock Value	778.95	-1090.3	-311.35
Grand Total	778.95	-1586.57	-807.62

Breakdown of ad-hoc fundraising income:

School Year	2024/2025		
Event or expense type	Ad-hoc Fundraising		
Row Labels	Sum of Funds In	Sum of Funds Out	Sum of Net Sum
Book Sale	90.5		90.5
Frozen Friday	237.05	-78.25	158.8
Perform Fit Show	497	-56.17	440.83
Grand Total	824.55	-134.42	690.13

Breakdown of 'donations' into the PTA:

School Year	2024/2025	
Event or expense type	To PTA	
Row Labels	Sum of Funds In	
Donation	£722.65	
ASDA Cashpot for Schools	£83.34	
Clothes Bin Collection	£171.80	
Easy Fundraising	£384.51	
My Name Tags	£53.00	
Parent Donation	£30.00	
Grand Total	£722.65	

Donations to William Westley Primary School

The following shows the items that the PTA agreed to fund for the school for the academic year. These are made up of either regular donations that we aim to cover each year, or additional 'one-off requests'. For the latter, requests to fund will be passed to the PTA to vote and ensure it aligns with the Charities constitutional objectives.

School Year	2024/2025	
Event or expense type	To School	
Row Labels	Sum of Funds Out	
Donation	-£7,303.14	
Book bags & bottles	-£258.00	
Christmas class gifts	-£294.56	
Class Resources	-£1,449.00	
Half Termly Payments	-£600.00	
Leavers Books	-£200.00	
Mothers' Day Flowers	-£86.47	
Outdoor Furniture	-£2,113.51	
Santa Gifts	-£491.60	
School Event	-£1,810.00	
Grand Total	-£7,303.14	

*The committee agreed to cover the cost for another 2 air-conditioning units from the 2024/25 financial year accounts. However, as of 25/09/2025, these have yet to be ordered and paid for by the School. We will show as an accrual on the accounts once complete. This is estimated to be approx £5k, in addition to the £7,303.14 shown above.

Report Completed by:

Hannah Peace - Treasurer (Sept 2020 - Aug 2024)

25/09/2025