



Trustees' Annual Report for the period

Period start date				Period end date		
From	1	August	2023	To	31	July 2024

Section A

Reference and administration details

Charity name Courtland Parent Teacher Association

Other names charity is known by N/A

Registered charity number (if any) 275280

Charity's principal address Courtland School

Courtland Avenue

London

Postcode

NW7 4LU

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	Nisha Durgacharan	Chair	From 13 September 2023	
2	Sonal Patel	Vice Chair	From 13 September 2023	
3	Pratima Sood	Treasurer	From 13 September 2023	
4	Pavlina Chingarova	Finance Support / Event coordinator	From 13 September 2023	
5	Jayne Ilic	Secretary / Event coordinator	From 13 September 2023	
6	Leena Teeluck	Secretary / Event coordinator	From 13 September 2023	
7	Sonal Matharu	Event coordinator	From 13 September 2023	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

Name of chief executive or names of senior staff members (Optional information)

None

Section B

Structure, governance and management

Description of the charity's governance and constitution:

Type of governing document
(eg. trust deed, constitution)

Parentkind Model Constitution – March 2021:

[Courtland School - PTA Documents](#)

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Trustees must be members of the association and are elected by members of the Association at the AGM. Trustees shall have the power to co-opt committee members/trustees at any time, these do not need to be members of the association. The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/trustees.

Additional governance issues (Optional information):

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

In June 2024, the charity retrospectively updated its Charity Commission record to reflect up to date trustee appointments which had been made in September 2023 (at the charity's AGM). The changes reflect the 6.2 of the constitution which highlights 'Committee members/trustees shall be elected at the AGM and shall hold office until the next AGM.'

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The primary objective of the association is to advance the education of pupils in the school, in particular by:

- Developing effective relationships between the staff, parents and others associated with the school; and
- Engaging in activities or providing facilities or equipment which support the school, and advance the education of the pupils.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

With due regard for the Charity Commission's public benefit guidance and in line with our objectives, each year the PTA runs a wide range of events both to raise funds towards the school's wish list and to provide social opportunities for the pupils, parents, staff, governors and wider school community.

These include regular annual events like the Summer Fair, Christmas Event, Halloween Disco and Movie Night for the children's enjoyment.

Continued overleaf...

... continued from page 2.

All activities are planned by the committee, drawing on volunteers from the parent membership, school staff and wider community of supporters as appropriate, having regard to safeguarding and risk assessments. The committee is grateful for the time, expertise and donations given by all involved, without whom the PTA would not be able to achieve so much.

The work of the PTA enables the advancements of the pupils' education by giving money to the school for the purchase of equipment, resources, facilities and other wish list items it would otherwise not be able to afford. This not only enhances the student's education experience but also enriches their learning by paying for whole school events like workshops and subsidising class trips related to the curriculum.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A number of parents provide a voluntary contribution per month.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Highlights of last year for Courtland PTA include providing new AV equipment, as well as the following events/activities:

- Chocolate bar sales for world book day
- Christmas and Summer fairs;
- Halloween disco;
- Easter activities;
- Movie night;
- Cake sales;

Courtland PTA benefited the school's pupils thorough the following:

- Workshops and focus weeks;
- Providing coaches for school trips;
- In school pantomime;
- Books for key stage 1;
- Reading Cloud;
- School Library Loan Service;
- 5A Day fitness PE programme subscription; and
- Artist project.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees aim to keep a minimum £10,000 in reserves each year to ensure there is cash to fund recurring annual payments to the school. This normally covers the following (an illustration):

- School Library Loan Service, around £1,750;
- 5A Day Fitness PE Programme Subscription, around £268;

- Focus Weeks & Workshops, around £5,000;
- Y6 Leavers Bowling Party, around £150;
- Y6 Leavers Gifts maximum, around £200;
- In school Panto performance, around £800;
- Y6 Artist Project. around £1,500; and
- Santa Presents x 90 (books for key stage 1) around £150.

Details of any funds materially in deficit

No funds in deficit.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In the current financial climate fundraising for the 2024/25 financial year and beyond may be even more challenging as there is no one to organise big events like the Christmas and summer fairs.

Section F

Other optional information

The charity's plans for the upcoming year include:

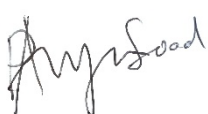
- Raising money for minimum commitment to school of £10k
- As a minimum the Halloween Disco, Christmas fair, Easter activities, Movie Night, and Sponsored spell events will take place in 2024/25

Section G

Declaration

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

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Pratima Sood	Nisha Durgacharan
Position (eg Secretary, Chair, etc)	Trustee, Treasurer	Trustee, Chair
Date	28 May 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Courtland Parent Teacher Association

275280

Receipts and payments accounts

CC16a

For the period
from

01-Aug-23

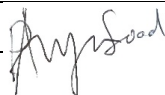
To

31-Jul-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 £
A1 Receipts					
Voluntary receipts	4,511	-	-	4,511	5,326
Fundraising activity income	31,698	-	-	31,698	33,326
Gift aid	-	-	-	-	2,607
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	36,209	-	-	36,209	41,259
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	36,209	-	-	36,209	41,259
A3 Payments					
Fundraising activity cost	7,075	-	-	7,075	6,130
Admin costs	153	-	-	153	140
Funds donated to School	9,183	-	-	9,183	41,865
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	16,410	-	-	16,410	48,135
A4 Asset and investment purchases, (see table)					
Asset purchase	811	-	-	811	128
	-	-	-	-	-
Sub total	811	-	-	811	128
Total payments	17,221	-	-	17,221	48,264
Net of receipts/(payments)	18,988	-	-	18,988	- 7,004
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,906	-	-	26,906	33,911
Cash funds this year end	45,894	-	-	45,894	26,906

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 £
B1 Cash funds	current account held with barclays	45,894	-	-
		-	-	-
		-	-	-
	Total cash funds	45,894	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Gazebo (& sundry assets)	Unrestricted	811	811
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	
		Pratima Sood	28/05/2024	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Courtland Parent Teacher Association

On accounts for the year
ended

31 July 2024

Charity no
(if any)

275280

Set out on

the preceding pages

I report to the trustees on my examination of the accounts of the above charity ("the PTA") for the year ended 31 July 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 PTA's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed: *David Wallis*

Date: 31 May 2025

Name: David Wallis ACA

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

Member of the Institute of Chartered Accountants in England and Wales

Address:

DJW Accounts Consulting Ltd

3 Chivalry Rd, London

SW11 1HT