



# Trustees' Annual Report for the period

**From**

**Period start date**

Day 1 Month April Year 2021

**To**

**Period end date**

Day 31 Month March Year 2022

## Section A

## Reference and administration details

<b>Charity name</b>	Sevenoaks Primary School Parent Teacher Association (formerly Sevenoaks Primary School Association)		
<b>Other names charity is known by</b>	None		
<b>Registered charity number (if any)</b>	283688		
<b>Charity's principal address</b>	Sevenoaks Primary School Bradbourne Park Road, Sevenoaks, Kent <b>Postcode</b> TN13 3LB		

### 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)
C Malone	President		
Leanne Terry	Treasurer		
Kelly Jepp	Co-chair		
Corrie Kevan	Co-chair		
Jane Durkin			
Arina Jones			
Sally Crooks			
Victoria Carr			
Andrea Garner			
Fiona Dennis			
Fiona Wade	Secretary		
Johanne Tyrrell-Clark			
Kate Holman			

Names of the trustees for the charity, if any, (for example, any custodian trustees) NONE

Names and addresses of advisers (Optional information) 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 trusts

Type of governing document (eg. trust deed, constitution)	The Committee has adopted in full the Parentkind (Formerly PTA-UK) Model Constitution for Parent Teacher Associations.
How the charity is constituted (eg. trust, association, company)	Unincorporated Association of Parents, Carers, Staff and Friends of the School.
Trustee selection methods (eg. appointed by, elected by)	Trustee vacancies are communicated to all members via the School Newsletter. Members who wish to become Trustees are co-opted at a Committee meeting, until they can be formally elected at the next AGM.

### 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.

The management of Sevenoaks Primary School Parents Teacher Association (PTA) is undertaken by the Trustees Committee, all of which give their time voluntarily and receive no remuneration. The Headteacher of Sevenoaks Primary School is the President of the Association. The organisation has no paid staff. The organisation has no related parties.

PTA is a member of Parentkind which provides advice and help to Parent Teacher organisations.

The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Headteacher of the Sevenoaks Primary School and the Chair of PTA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the Parentkind and the Health and Safety Executive. In addition, training is provided to members when appropriate.

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

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.

When organising PTA activities the Trustees kept in mind the Charity Commission's guidance on public benefit. The Trustees understood that in order to act for the public benefit, all activities must be undertaken within the main aims (objects) of the PTA, as detailed in Section C above.

The Trustees took care to ensure that the Association's activities (taken as a whole) fulfilled all these aims and that these were at the heart of everything that the PTA undertook in the year.

The main activities were the running of events to raise funds and the receipt of donations from local businesses, parents, carers and friends. These were used for the purchase of equipment and facilities to enhance the education of the children at the School.

**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)**

The Committee focused on providing a varied range of activities that in addition to raising funds, also fostered more effective relationships between the staff, parents and others associated with the School. The majority of events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.

The Committee assisted directly (where possible and appropriate) in providing educational opportunities to the children. For example, the Trustees were pleased to assist the School children to design their own Christmas Cards, which their families could then purchase.

The PTA also runs a second-hand school uniform shop, the main aim being to promote recycling and good relationships between the School and Parents or Carers. This is done by encouraging donations of good quality second hand school clothing and making it available to the parents at a reasonable price, for the benefit of the children attending the School.

**Additional details of objectives and activities (Optional information)**

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

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

The only grants are those made directly to the School to fund facilities and educational activities. All such expenditure is discussed and approved in advance at Trustee Committee meetings.

The Committee cannot stress enough the great contribution made by volunteers to the work of the PTA. These include committee members, parents, carers, staff and not least the pupils themselves. It is through the continued support of all these people that the PTA can achieve its objectives and we would like to thank everyone involved in organising and running the fundraising and other activities for their time and effort.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

The Trustees are pleased to announce that 2021/22 has been another successful year in terms of raising funds for the new school. We are especially grateful to those who have been able to deliver some school events again after the lifting of Covid restrictions.

The fundraising has been achieved largely through PTA fundraising events, but also from donations and sponsorship from parents and local businesses.

Net receipts were raised of £12,366 (last year £9,788)

The Committee organised 5 fund-raising events in the year, raising receipts of £22,460 (last year £9,275). The most successful event was the Christmas Bazaar and the other varied events were Break the rules day, Summer Sizzler BBQ party, a Comedy Night and Halloween Disco.

As well as fun and games, the Committee continued to give the children chances to undertake directly educational activities such as making their own decorations and decorating biscuits at the Christmas Bazaar. The sale of Christmas Cards made by the children again proved popular and raised net receipts of £773 (last year £910).

The PTA is committed to making available good quality second hand uniform at very affordable prices in support of our charitable objectives.

The Committee also run a popular fundraising initiative, Top Draw, which is a monthly lottery. During the year this provided a net profit of £1,450.

We also continued to support families through the tough times that came with covid lockdowns and other financial difficulties by maintaining a Hardship Fund. That fund will continue to support families in need at any time of the year to ensure that all children get the same access to school opportunities and experiences.

**Future plans of the Committee:**

The Committee will continue to raise funds through events and sponsorship for new equipment, as well as ensuring funds are spent on providing for clubs and activities to support the children. We will maintain the Hardship fund to support Sevenoaks Primary School families. We will also have a focus on providing inclusive events for all children at the school through a variety of SEN friendly initiatives.

Section E

Financial review

Brief statement of the charity's policy on reserves

The PTA aims to hold a reserve of £5,000, being the amount the Treasurer has estimated is required to maintain adequate cash flow on a day to day basis. Time lags may occur between the PTA raising funds and the School being able to spend them but the aim of the Committee is to pass funds to the School as soon as practicable.  
*At the end of the year, £5,000 was held in reserve.*

Details of any funds materially in deficit

NONE

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.

*Net receipts raised from the activities of the Association continue to be used to support the key objective of benefitting children of Sevenoaks Primary School.*

*Due to the extremely poor interest rates available in the year, surplus funds have not been placed on Deposit. This situation is constantly under review.*

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*Corrie Kevan* *Kelly Jepp*

Full name(s)

CORRIE KEVAN KELLY JEPPE

Position (eg Secretary, Chair, etc)

CO-CHAIR CO-CHAIR

Date

24/1/23



## Sevenoaks Primary School Association

Charity number 283688

### Statement of assets and liabilities as at 31 March 2022

Details

£

#### Cash funds

Current account	30,174
Deposit account	7,606
Top Draw	1459
Petty Cash	80
<i>Total cash funds</i>	<b>39,319</b>

#### Other monetary assets

Stock of uniform				0
Gift Aid to be reclaimed				0
Stock for events				353
Catering				0
Glow Toys for events				0
Event expenses paid in advance				0

#### Assets for own use

Equipment and lighting for events				0
Gazebos				0
Misc Assets				739
Coin sorter				0

#### Liabilities

Events income received in advance				0
Invoices unpaid at year-end				0
Other expenditure				0

#### Net assets

**40,411**



# Sevenoaks Primary School Association

Charity number 283688

For the year from 1 April 2021 to 31 March 2022

## Receipts and payments

		2022	2021	2020
		£	£	£
<b>Receipts</b>				
Donations		600	24,153	1,830
Fundraising events		22,461	9,275	25,856
Sales of school uniform		1622	326	1011
Sale of Christmas cards and hoodies		840	3,933	4,033
Bank interest		1	3	75
	<b>Total receipts</b>	25,524	37,690	32,805
<b>Payments</b>				
Costs of fundraising events		7,021	760	5,686
Costs of Christmas cards and hoodies		1,557	3,127	2,400
School uniform costs		1474	175	811
Governance costs		841	1084	1022
	<b>Sub total</b>	10,893	5,146	9,919
<b>Purchase of equipment</b>		0	0	739
	<b>Total payments</b>	10,893	5,146	10,658
	<b>Net receipts before donations to School</b>	14,631	32,544	22,147
<b>Donations to Sevenoaks Primary School</b>		-2,262	-22,759	-24,677
	<b>Net (payments) /receipts</b>	<b>12,369</b>	<b>9,785</b>	<b>-2,530</b>
<b>Cash funds last year end</b>		26,950	17,165	19,695
	<b>Cash funds this year end</b>	39,319	26,950	17,165



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Sevenoaks Primary School PTA (formerly Sevenoaks Primary School  
Association)

On accounts for the year  
ended

31 March 2022

Charity no  
(if any) 283688

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 concerns and have come across no other 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:

Date: 26 January 2023

Name:

Marguerite Hasluck

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

Chartered Accountant CA (SA)

Address:

8 Lakeview Road

Sevenoaks

TN13 3EH

**Section B****Disclosure**

Only complete if the examiner needs to highlight 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.

None.