



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 April 2023**

Period start date To

31 March 2024

Period end date

Charity name: Sevenoaks Primary School Parent Teacher Association

Charity registration number: 283688

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of the Association (the Objects) is to advance the education of pupils in the School in particular by:</p> <p>2.1 Developing effective relationships between the staff, parents and others associated with the school;</p> <p>2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</p>
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	<p>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 Association, as detailed above.</p> <p>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 Association undertook in the year.</p> <p>The main activities were the running of events to raise funds. These were used for the purchase of equipment and facilities to enhance the</p>

		<p>education of the children at the School.</p> <p>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 events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.</p> <p>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.</p> <p>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.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	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.
Contribution made by volunteers	Para 1.38	The Committee cannot stress enough the great contribution made by volunteers to the work of the PTA.

		<p>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.</p>
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Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>The Trustees are pleased to announce that 2023/24 has been another successful year in terms of raising funds for the school.</p> <p>The fundraising has been achieved primarily through PTA fundraising events, but also from donations and sponsorships from local businesses.</p> <p>Net receipts were raised of -£16,933 (last year receipts of £4,337). But this was after donations to school to purchase equipment of £38,030 (last year £17,561).</p> <p>The Committee organised 6 main fund-raising events in the year raising receipts of £28,744 (last year £28,288). These were a Coronation Celebration, Colour Fest, Party in the Playground, Band Night, Halloween Disco and Film Night. The most successful event was the Christmas fair which raised £8,627. There were also other smaller events organised such as cake and lolly sales and break the rules day.</p> <p>As well as fun and games, the Committee continued to give the children chances to undertake educational activities such as making their own Christmas decorations and decorating biscuits at the Christmas Fair.</p> <p>The PTA is committed to making available good quality second hand uniform at very affordable prices in support of our charitable objectives.</p>

		<p>The previous monthly lottery Top Draw was closed during the year, and a new lottery run by Your school lottery was set up just before the year end. The balance in the Top Draw account of £1,428 was transferred to school to buy new books.</p> <p>We also continued to support families through financial difficulties by maintaining a Hardship fund which is available to be used to ensure that all children get the same access to school opportunities and experiences.</p> <p>Future plans of the Committee:</p> <p>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 also have a focus on providing inclusive events for all children at the school through a variety of SEN friendly initiatives.</p>
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Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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

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Other optional information

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the end of the year is healthy with cash funds of £26,475.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	At the end of the year, £5,000 was held in reserve.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties currently about the charity continuing as a going concern.

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	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.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Due to the poor interest rates available in the year, surplus funds were not placed on Deposit. This situation is constantly under review.
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Committee has adopted in full the PTA-UK (Formerly NCPTA) Model Constitution for Parent Teacher Associations.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association of Parents, Carers, Staff and Friends of the School.
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	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 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	<p>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.</p> <p>PTA is a member of PTA-UK which provides advice and help to Parent Teacher organisations.</p> <p>The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Head teacher of the Sevenoaks Primary School and the Chairs of PTA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the NCPTA and the Health and Safety Executive. In addition, training is provided to members when appropriate.</p>
The charity's organisational structure and any wider	Para 1.51	

network with which the charity works		
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Sevenoaks Primary School Parent Teacher Association
Other name the charity uses	
Registered charity number	283688
Charity's principal address	Sevenoaks Primary School, Bradbourne Park Road, Sevenoaks 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)
3	Fiona Dennis	Co - Chair		
4	Joanne Forder	Co - Chair		
5	Katherine Sutcliffe	Treasurer		
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Corporate trustees – names of the directors at the date the report was approved

Director name		


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	K. Sutcliffe		Jo Forde
Full name(s)	KATHERINE SUTCLIFFE	Fiona Dennis	Jo Forde
Position (eg Secretary, Chair, etc)	Treasurer	Co Chair	Co Chair
Date	13/11/24		



Receipts and payments accounts

For the period
from

01-Apr-23

To

31-Mar-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					
Fundraising events	28,744	-	-	28,744	28,288
Sales of school uniform	3,536	-	-	3,536	2,687
Sale of hoodies and Christmas cards	2,908	-	-	2,908	1,482
Bank interest	92	-	-	92	17
Donations from year 6 performances	-	528	-	528	-
Other donations	281	-	-	281	100
Grant income	-	756	-	756	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,561	1,284	-	36,845	32,574
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,561	1,284	-	36,845	32,574
A3 Payments					
Costs of fundraising events	8,447	-	-	8,447	7,824
Costs of school uniform	2,981	-	-	2,981	1,310
Cost of new parents and leavers gifts	2,012	-	-	2,012	202
Governance costs	474	-	-	474	507
Costs of Christmas cards and hoodies	852	-	-	852	209
Bank fees	981	-	-	981	625
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	15,747	-	-	15,747	10,676
A4 Asset and investment purchases, (see table)					
	-	-	-	-	0
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	15,747	-	-	15,747	10,676
Net receipts/(payments) before donations to school	19,814	1,284	-	21,098	21,898

Donations to Sevenoaks Primary School
Net receipts / (payments)

A6 Cash funds last year end
Movement in prepayments

-	38,031	-	-	-	38,031	-	17,561
-	18,216			-	16,933		4,337
	43,173	-	-		43,173		39,319
					235	-	483
Cash funds this year end	24,957	1,284	-		26,475		43,173

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Total to nearest £
B1 Cash funds	Current account	17,144	1,537	18,681
	Savings account	1,714	6,000	7,714
	Petty cash	80	-	80
	Total cash funds	18,938	7,537	26,475
	(agree balances with receipts and payments account(s))			ok
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Total to nearest £
	Stock	353	-	353
	Prepayments	5	-	5
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	Misc assets		-	982
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
Net assets	Total net assets			27,815
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees

Sevenoaks Primary School PTA (formerly Sevenoaks Primary School Association)

On accounts for the year ended

31 March 2024

Charity no
(if any)

283688

Set out on pages

Receipts and payments

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

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:

- 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;

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.

Signed:

Date:

15/11/2024

Name:

Marguerite Hasluck

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

Chartered Accountant (SA)

Address:

8 Lakeview Road

Sevenoaks

TN13 3EH

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.

None noted