



Teddington School Parent Teacher Association (PTA)
Trustees' Report and Annual Accounts
For the Year Ending 31 August 2024

Charity Number 295617



Trustees

Verity Royle – Chair (appointed 16 October 2023)

Lucia Prentice – Chair (resigned 16 October 2023)

Linn Karpinnen - Secretary

Angela Motha - Treasurer (appointed 16 October 2023)

Verity Royle – Treasurer (resigned 16 October 2023)

Address and contact details

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Report of the Trustees for the year ended 31 August 2024

The Trustees present their annual report and the financial statements of the charity, Teddington School Parent Teacher Association (PTA), for the year ended 31 August 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities published in 2005.

Structure, governance and management

The Trust is a registered charity, number 295617, and was registered on 20 November 1986. The charity's constitution was adopted on 29 September 1986 and amended on 8 March 2016.

Objectives and Activities

The object of the PTA is to advance the education of pupils in the School by

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

The charity's activities are to advance the education of pupils in the school by developing effective relationships between the staff, parents and others associated with the school and engaging in activities or providing facilities or equipment that support the school. The main way the charity carries out these activities is the making of grants to support:

- Education and training
- Arts, culture, heritage and science
- Amateur sport
- Environment, conservation, heritage

Membership

Members of the PTA are parents, guardians or carers of any pupil currently attending the School and the members of the teaching and non-teaching staff currently employed by the School.

The PTA is keen to attract as many new members as possible, and to that end encourages new volunteers in the following ways:

- Hosting transition disco for Year 6 students who are joining the School community as Year 7s.
- Attending the Parents' Evening for new Year 7 students to present an introduction to the PTA.

- Organising a welcome event for Year 7 parents in the first term of the year.
- An Association newsletter which is distributed weekly as part of the School newsletter.
- Encouraging new parents, guardians and carers to register on Classlist which is a key communication channel for the PTA with its members.
- Maintaining a PTA page on the School website which includes information of how to contact the PTA, its activities and a calendar of future events.

General Meetings

All members are entitled to attend any AGM or EGM of the PTA. General meetings are called by 14 clear days' written notice to the members specifying the business to be transacted. In practice notice of meetings and minutes are circulated via Classlist, and additionally notice of meetings is given on the School website at <https://www.teddingtonschool.org/1327/teddington-pta> and also in the weekly newsletter issued by the School.

There is a quorum at the general meeting if the number of members personally present is at least two times the number of the Committee Members in office at the commencement of the meeting.

The Committee

The Committee as charity trustees have control of the PTA and its property and funds. The Committee when complete shall comprise:

- The President, who shall be the Head Teacher
- The Officers: the Chair, the Secretary and the Treasurer
- Ordinary Committee Members: three or more named members of the Association
- Co-opted Committee members, but the number of co-opted Committee Members shall not exceed 50% of the number of ordinary committee members.

The Committee is approved at the AGM and shall hold office until the next AGM but the co-opted Committee members may be co-opted by the Committee at anytime and shall hold office until the next AGM.

The officers shall be elected at the AGM and shall hold office until the next AGM. The Chair should be a parent guardian or a carer member.

A Committee member automatically cease to be a member of the Committee if he or she

- is disqualified under the Charities Act 1983 if acting as a charity trustee
- is incapable, either mentally or physically of managing his or her own affairs
- is absent from three consecutive meetings of the Committee
- ceases to be a member of the Committee of the Association
- resigns by written notice to the Committee (but only if at least two Committee members will remain in office)

- is removed by a resolution passed by all the other members of the Committee after inviting the views of the Committee member concerned and considering the matter in the light of any such views

A retiring Committee member is entitled to an indemnity from the continuing Committee members at the expense of the Association in respect of any liabilities properly incurred while he or she held office.

A technical defect in the appointment of a Committee member of which the Committee are unaware at the time does not invalidate decisions taken at a meeting.

Committee Meetings

The Committee must hold at least one meeting per term. Any member may attend or take part in a committee meeting.

A quorum at a Committee meeting is 50% of the total current membership of the Committee members.

The Chair, or if the Chair is unable to do so, some other member of the Committee chosen by the members present presides at each Committee meeting.

Every issue may be determined by a simple majority of the votes cast at a Committee meeting but a resolution which is in writing and signed by all members of the Committee is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

Except for the chair of the meeting, who has a second or casting vote, every committee member present has one vote on each issue.

Powers of Committee

The Committee have the following powers in the administration of the Association

- to delegate any of their functions to the sub-committees consisting of two or more persons appointed by them (but at least one member of every sub-committee must be a Committee member and all the proceedings of sub-committees must be reported promptly to the Committee).
- to make Rules consistent with this Constitution about the Committee and sub-committees, to govern proceedings at general meetings, and generally about the running of the Association (including the operation of bank accounts and the commitment of funds).

Reserve policy

Any excess funds each year are held in reserves to support either timing of projects or large-scale commitments with long lead times, or awaiting appropriate access before implementation. Current large-scale commitments are for re-landscaping the front entrance at school and relocating the bike storage. Delays to these projects safeguard that funds are being directed appropriately and effectively for school priorities.

Review of the Year

The Association raised a total of £24,518 during the year, which represents a significant increase on the previous year (2023 £10,908) due largely to taking over the ticketing of the school's annual drama production to improve accessibility.

The Association has again supported the annual school production through ticket sales and bar. The surplus funds over the duration of the school production costs were directly donated to school to fund the school production and contribute to the Performing Arts and Music departments.

Other main events are listed below. Funds raised from these events form part of the general fund.

- Sale of second hand uniform and study aids
- Lower School Quiz Night for parents and teachers
- Christmas Tree sale
- Plant sale
- House Drama competition and Performing Arts Evening bars
- Year 6 Transition Disco

Donations made by the Association totalled £16,619 (2023 £12,036), of which the most significant were:

- School Production £6,150
- School bike sheds £8,000

During the year funds therefore show a net increase of £7,785 (2023 net decrease -£1,335).

Ordinarily the Trustees plan to donate the majority of funds within the year in which the funds are raised. During the year under review the Association had planned to make donations to a significant School project to improve the environment and outdoor facilities for the pupils. The project did not proceed due the re-evaluation of benefits and accessibility issues.

The Trustees would like to thank the many volunteers who work hard throughout the year to organise events which not only raise funds for the Association but which also contribute towards the positive atmosphere of the School and the local community.



Independent Examiner's Report to the Trustees and Members of the Teddington School Parent Teacher Association

I report on the accounts for the year ended 31 August 2024 which are set out on pages 8 and 9.

Respective responsibilities of the Trustees and Examiner

The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act and that an independent examination is needed. It is my responsibility to

- Examine the accounts (under S43 of the Act)
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act)
- To state whether particular matters have come to my attention

Basis of the independent examiner's report

My examination was carried out in accordance with the General Direction given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with section 41 of the Act
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Annette Blaine

Independent examiner



TEDDINGTON SCHOOL PARENT TEACHER ASSOCIATION

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2024

	2024 £	2023 £
Fundraising Activities		
Christmas Tree Sale	2,459	699
Plant Sale	1,436	1,600
School production	7,113	2,059
Year 6 Disco	1,053	703
80s night	347	-
Café/bars		914
Wine tasting	-	279
Quiz night	1,094	442
House drama	359	150
Second hand uniform sales	3,113	2,592
Study aid sales	87	-
Total fundraising activities	17,061	9,438
Donations received		
Contributions	5,918	302
Donations under gift aid	1,345	-
Project plant	25	509
Easy fundraising/ Amazon / Paypal	520	659
Total donations received	7,457	1,470
NET TOTAL INCOME RECEIVED	24,518	10,908
Running costs		
PTA subscription and insurance	114	207
Total running costs	114	207
Charitable activities		
Donation to Teddington School – Equipment and teaching aids		6,230
Donation to Teddington School – School Production	6,150	
Donation to Teddington School – Bike Sheds	8,000	
Donation to Teddington School – Miscellaneous	302	5,806
Donation to Teddington School – Project Plant	2,167	
Total charitable activities	16,619	12,036
NET MOVEMENT IN FUNDS	7,785	(1,335)
FUNDS BROUGHT FORWARD	28,952	30,287
FUNDS CARRIED FORWARD	36,737	28,952



TEDDINGTON SCHOOL PARENT TEACHER ASSOCIATION

BALANCE SHEET AS AT 31 AUGUST 2024

	2024 £	2023 £
FUNDS BROUGHT FORWARD AT 1 SEPTEMBER	28,952	30,287
Total income from all sources	24,518	10,908
Total outgoings for all sources including distributions to School	(16,733)	(12,243)
Net change in funds	7,785	(1,335)
FUNDS CARRIED FORWARD AT 31 AUGUST	36,737	28,952
NET ASSETS		
Cash at bank and in hand	34,532	28,383
Debtors	2,205	569
TOTAL NET ASSETS	36,737	28,952

The notes on page 10 form part of these accounts.

Approved by the Trustees and signed on their behalf by:

Verity Royle

Chair



NOTES TO THE ACCOUNTS

1) Accounting policies

The financial statements have been prepared under the historical cost convention using the accruals concept. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993.

Income is recognised once the charity has entitlement to the resources, it is reasonably certain that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

Resources expended. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the Trust. Single or multi-year grants are accounted for when either the recipient has a reasonable expectation that they will receive the grant and the trustees have agreed to pay the grant without condition, or the recipient has a reasonable expectation that they will receive a grant and any condition attaching to the grant is outside the control of the Association.

Irrecoverable VAT is charged against the category of expenditure for which it was incurred.

2) Related party transactions and trustees' remuneration

Trustees received no emoluments (2023 - £nil). There were no related party transactions during the year (2023 – none).