



Pate's Grammar School Parents' Association – Trustee Governing Document (November 2024)

1. Purpose:

The purpose of Pate's Parents' Association (PPA) is to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school, specifically those not normally provided by the local education authority.

This is achieved through supporting school events and holding other fundraising activities. In the year this included: the provision of a nearly new uniform shop; two online raffles; biennial spring fair; annual quiz night; 100 Club lottery, and providing refreshments at school-organised concerts, performances and cultural events.

2. Public Benefit

Decisions regarding the allocation of funds generated by PPA fundraising activities are taken at PPA meetings (attended in person and digitally by committee members, 2 x school representatives and wider PPA membership). The school (through its representatives and the student council) request financial support for facilities that advance the education of students. These requests are discussed and voted on by those trustees present at the meeting (quorum is always observed).

Trustees always ensure that:

- The request falls within the PPA's purpose and students and their education will benefit from these requests
- That the funding could not be provided by the local education authority
- If relevant, the trustees will prioritise the funding requests.

3. Financial Review and Reserves

In the year (up to 31 July 2024), PPA fundraising activities generated £42,476. Once expenses and other deductions were considered, there was a surplus of £33,418. The PPA donated £24,500 to the school. This consisted of money to purchase equipment for the climbing wall (£9,500) and the development of the Student Support Centre (£15,000). These are facilities that are available to all students throughout the year. Plans for the remaining surplus are being considered in conjunction with the school and will be aligned to its vision.

At the year end, the charity had reserves of £52,799 (in 2023 reserves were £43,881). The trustees aim to hold reserves of at least £5,500. Trustees are aware that the charity currently holds reserves above this amount. Excess reserves will be donated to the school when appropriate projects have been identified.

4. Achievements and Performance

In addition to the financial review provided in Section 3, this document will highlight 3 activities that the trustees believe best represent the PPA's achievements and performance over the last year. These are the provision of a nearly new uniform shop, biennial spring fair, and online raffles.

The nearly new uniform shop is much more than a significant income generator for the PPA (£7,310 in the featured year). It provides parents with quality school uniform items at affordable prices and promotes sustainability throughout the school community.

The biennial spring fair is a popular event that is well-supported by both the local community and the school, particularly by the students in Years 7 and 8. This year, the fair raised £5,246. Local businesses and charities were represented; thus, growing connections and students' awareness of wider societal issues. Year 7 and Year 8 students practise their entrepreneurial skills by providing stalls at the event.

Two online raffles have become a regular fundraising activity for the PPA, raising a total of £7,826. Again, there is an emphasis on community with parents joining together, usually within tutor groups to provide prizes, and local businesses donating prizes. Tickets are priced at £1 each, making it possible for most families to purchase tickets and support their child's educational experience at Pate's.

5. Overview of Charity's Trusts

As an unincorporated association, we adhere to a constitution (adopted September 1986 and amended September 1987). Trustees are all volunteers and are appointed annually through an in-person election at the charity's annual general meeting (usually held in November). The trustee committee consists of 8 people: chairperson, vice-chairperson, treasurer and secretary. The other 4 roles are currently: nearly new uniform, volunteer coordinator, marketing/communication, and 100 Club. All parents, guardians, or carers of current students are members of the PPA, can stand in the trustee election, and can vote in the appointment trustees at the annual general meeting.

Additional Information

All trustees obtain DBS clearance following their appointment and complete/renew safeguarding training on an annual basis. PPA trustees are supported in their fundraising activities by a pool of approximately 20 regular event volunteers. All parents, guardians and carers are invited to become volunteers.

Reference and Administrative Details

The charity is referred to as Pate's Parents' Association or PPA by the school community.

Charity number: 298307

Principal Address:

Pates Grammar School
Princess Elizabeth Way
CHELTENHAM
Gloucestershire
GL51 0HG

Trustees

All trustees have been in place since the 2023 AGM (8 November 2023). There have been no in year resignations and appointments.

Appointment	Name
Chairperson	Fiona Crouch
Vice-chairperson	Chloe Murphy
Treasurer	Emilie Taylor
Secretary	Elizabeth Mary Flackett
Nearly New Uniform	Emma Brazier
Volunteer Coordinator	Katie Elizabeth Endacott
Marketing/Communication	Nayana Ghosh
100 Club Lottery	Rachel Frances Webb

Declarations

The Trustees declare that they have approved the Trustee Governing Document report above.

Signed by:

(Name and Position):

Date:

Signed by:

(Name and Position):

Date:



Pate's Grammar School Parents' Association
Income and expenditure account for the year ended 31 July 2024

Unrestricted funds	2024	2023
Income	£	£
PA Events		
House music	2,999	3,241
Autumn concert	631	588
House drama	3,639	3,921
Sweeney Todd	0	1,412
School of Rock	1,402	0
Leavers concert	561	951
Other events	1,715	2,397
Pizza evening	0	2,107
Book Sales	1,098	0
Spring Fair	5,246	0
Quiz night - Tickets	800	680
Quiz night - Bar	904	1,214
	<u>18,996</u>	<u>16,510</u>
Nearly new uniform		
Nearly new uniform sales	<u>7,310</u>	<u>5,627</u>
	<u>7,310</u>	<u>5,627</u>
Raffles		
Christmas raffle	4,736	5,075
Summer raffle	<u>3,090</u>	<u>3,096</u>
	<u>7,826</u>	<u>8,171</u>
Miscellaneous PA income		
Benevity	2,630	2,066
Amazon smile	0	910
Terracycle	269	575
Donation - Ecclesiastical	0	300
Donation - Lloyds match funding	500	556
Other	<u>0</u>	<u>53</u>
	<u>3,399</u>	<u>4,461</u>

100 Club		
Membership	4,690	5,730
Interest	<u>255</u>	<u>89</u>
	<u>4,945</u>	<u>5,819</u>
Total income	<u>42,476</u>	<u>40,588</u>
Unrestricted funds		
Expenditure		
PA Expenditure		
Bar purchases	-3,836	-3,464
Stock movement	-384	238
Pizza evening - expenses	0	-1,235
Raffle expenses	-243	-158
Book purchases	-844	0
Spring fair expenses	-910	0
Operating expenses	<u>-42</u>	<u>-106</u>
	<u>-6,259</u>	<u>-4,725</u>
100 Club		
Prizes	<u>-2,800</u>	<u>-3,300</u>
	<u>-2,800</u>	<u>-3,300</u>
Total expenditure (ex donations to school)	<u>-9,059</u>	<u>-8,025</u>
Surplus for year (before donations to school)	33,418	32,563
Donation to school	-24,500	-36,601
Surplus/(Deficit for year)	8,918	-4,037



Pate's Grammar School Parents' Association	2024	2023
Balance Sheet as at 31 July 2024	£	£
Current account	30,344	23,196
100 Club account	20,785	17,440
Bar stock	71	455
Cash	490	490
Accrual for bar purchases	-837	-1,200
Prepayment for income recognised	4,245	4,601
Accrual for 100 club winner payments	-2,300	-1,100
Total balances	<u>52,799</u>	<u>43,881</u>
Represented by		
Balances at 1 August 2023	43,881	47,919
Surplus/(Deficit for year)	8,918	-4,037
Balance at now	<u>52,799</u>	<u>43,881</u>

Signed by the following trustees on behalf of all trustees:

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Signature approval

Name printed

Date

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Signature approval

Name printed

Date



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Pate's Grammar School Parents' Association

On accounts for the year
ended

31 July 2024

Charity no
(if any)

298307

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/7/2024.

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 (other than that disclosed below *) 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; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

Caroline Ryman

Date:

Name:

Caroline Ryman

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

Chartered Accountant

Address: 11 Aggs Close, Gotherington, Cheltenham, Glos, GL52 9HD

Section B

Disclosure

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.