



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2021 Period start date To 31/08/2022 Period end date

Charity name: Oatlands School Parent Teacher Association

Charity registration number: 802535

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the Association are to advance the education of the pupils of the School by providing and assisting in the provision of facilities for education at the School (not normally provided by the Local Education Authority) and as ancillary thereto and in furtherance of this object the Association may: (a) foster a more extended relationship between the staff, parents, guardians and others associated with the School (b) engage in activities which support the School and advance the education of pupils attending it.
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>The charitable purpose of this charity is the Advancement of Education (as defined by the Charity Commission).</p> <p>We can confirm that the trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake.</p> <p>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)</p> <p>The charity concerned is the Parent Teacher Association of Oatlands School. Its aim is to raise funds through events and charitable donations, in order to pay for equipment and services for the school, to advance the education of the children.</p> <p>As per the Principles laid out by the Charity Commission;</p> <p>Principle 1: There must be an identifiable benefit or benefits The children benefit from equipment and services (ICT support, utilities provision) provided by the PTA</p>

		Principle 2: Benefit must be to the public or to a section of the public Oatlands School is a non-fee paying school open to all the children in the local area.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>Another fantastic year for the charity with lots of money raised through fundraising despite some events earlier in the year not taking place due to COVID.</p> <p>However, there was still a number of fundraising events organised, involving the parents, teachers and children of the school and local community, including:</p> <ul style="list-style-type: none"> • Quiz night • Spring Ball • Family Funday • Children's Disco • Sponsored Bounce <p>The charity has spent the money raised from these events on school equipment and running costs of the school including:</p> <ul style="list-style-type: none"> • The PTA made a sizeable investment to the new reading books for Little Wandle • Story sacks • ICT running costs • Twinkl subscription for all teachers • Buddy hats <p>Run and administer the Friends of Oatlands school covenant scheme.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity remains in a healthy position with money in the accounts to cover the following year committed spend.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	

Reasons for holding zero reserves	Para 1.22	The charity does not have a formal reserves policy. In practise we aim to spend the income within the year of receipt (i.e. to approximately match the income and expenditure in any given year). At year end 2022 the charity held £34,294 in the bank (this includes our business account and FOS account).
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution (last amended 2/3/10)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
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	Elected at AGM by Parent Teacher Association members

Reference and Administrative details

Charity name	Oatlands School Parent Teacher Association
Other name the charity uses	
Registered charity number	802535
Charity's principal address	Oatlands School St Mary's Road Weybridge KT13 9PZ

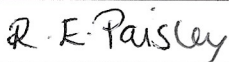

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Tanya Mooney	President		
2	Mrs Elspeth Mitchell	Chair Person		
3	Mrs Ruth Paisley	Treasurer		
4	Charlotte Healey	Secretary		
5	Sally Hawkes	Deputy Chair		
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mrs Ruth Elizabeth Paisley	Mrs Elspeth Mitchell
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	28/06/2023	

Start of meeting 19:14

Present:

Mrs Mooney - Head Teacher	Esther Biddle – New Class Rep Coordinator
Ellie Mitchell - Chair	Alex Fitzpatrick – Community Coordinator
Charlotte Healey – Secretary (Standing down)	Alex Rennie – Leopards
Ruth Paisley – Treasurer	Helen Riordan – Tigers
Sally Hawkes – Deputy Chair (Standing down)	Anel de Plessis – Ladybirds
Carina MacKenzie – New Co Chair	Arooj – Ladybirds
Laura Rust – New Secretary	Erum Suddle – Tigers
Jono Gomez – New Deputy Treasurer	Charlie Paphitis – Jellyfish/Lions
Nicky Stowe - Seahorse	Natasha Longton – Ladybirds
Didi Almauzu - Butterflies	Charlie Langley - Jellyfish
Juju Constantino – 2nd Uniform Coordinator	

Welcome and Apologies

- Apologies received from Juju Constantino, who will be joining late.

Minutes of last meeting

- The minutes of last AGM were approved without amendment and are available on the school website.

Treasurers Report (Annual)

- Ruth Paisley presented the Treasurer's report, rounding up what happened in the last academic year.

BANKING REPORT Notes:

- Christmas Panto was cancelled.
- Some camping trip refunds from the previous year cancelled trip were cashed this year, so profit would have been around £1,200.
- Reception expenses covers the welcome picnic, refreshments from moving up day and the curriculum meeting.
- Ball profit was actually around £5k as some expenses were paid in previous years.
- Other income includes Charities Aid Foundation, Amazon Smile, Elmbridge Lottery and other income that doesn't fit into any other category.
- 1 cheque for committed spend for £6,327 for 2021-2022 was paid but has not yet been cashed, and £3,435 of committed spend from 2020-2021 was cashed so the actual total committed spend for the year 2021-2022 should have been £16,173 (this includes the calendars, reception expenses, insurance renewal and license fee).

	IN	OUT	PROFIT/LOSS
2nd Hand School Uniform	£298		£298
Autumn Disco	£982	-£368	£614
Calendars		-£840	
Christmas panto	£1,732	-£2,773	-£1,041
DUG fair	£971	-£722	£249
Family fun day (June)	£5,894	-£1,179	£4,715
Gift Aid through JustGiving	£794		£794
JustGiving Donation	£619		£619
MAG's market	£818	-£517	£301
New reception expenses		-£183	-£183
Oatlands Camping	£15,315	-£15,914	-£599
Other Income	£1,025		£1,025
PTA <u>Non Uniform</u> Days	£954		£954
Queen's Jubilee Coins	£980	-£342	£637
Quiz night	£2,254	-£998	£1,257
Sponsored Bounce	£2,588	-£30	£2,558
Spring Ball	£15,030	-£7,360	£7,670
Year 2 leavers hoodies	£230		£230
Committed Spend		-£12,117	-£12,117
Insurance Renewal		-£121	-£121
License Fee		-£20	-£20
TOTAL	£50,484	-£43,484	£7,841
FOS ACCOUNT	£5,570	£0	£5,570
	£56,054	-£43,484	£13,411

TREASURER REPORT Notes:

- There were no cake or ice cream sales over the course of the year.
- The Queen's Jubilee Coins was a new event for the year.
- Some committed spend from 2020/2021 was cashed in this year
- £6,327 of committed spend for this year was paid but has not yet been cashed so really we would have ended the year with just under £28k across the 2 accounts (we always want to end the year with a reserve big enough to cover the next years' committed spend).
- The money we spend on the committed spend categories is to free up that money for the school to spend on the amazing teachers and teaching assistants at the school (the PTA are not allowed to pay for staff).

Current Balance (31/08/22)

00188015 Community Account	£21,719
90374083 FOS Account	£12,570
	<u>£34,290</u>

Events	Income	Expense	Profit
2nd Hand Uniform sales	£298	£0	£298
Autumn Disco	£982	-£368	£614
Cake Bake & Ice Cream Sales	£0	£0	£0
Christmas pantomime	£1,732	-£2,773	-£1,041
DUG fair	£971	-£722	£249
Family fun day (June)	£5,894	-£1,179	£4,715
MAG Market	£818	-£517	£301
Oatlands camping trip	£15,315	-£15,914	-£599
PTA Non Uniform Day	£954	£0	£954
Queen's Jubilee Coins	£980	-£342	£637
Quiz night (Feb)	£2,254	-£998	£1,257
Sponsored Bounce (Jan)	£2,588	-£30	£2,558
Spring Ball (May)	£15,030	-£7,360	£7,670
Total	<u>£47,817</u>	<u>-£30,203</u>	<u>£17,614</u>

	Committed Spend	Spend to date (21/22)	Left to spend	Spent on last year but come out this year
Photocopier 2020/2021	£0		£0	£2,474
Staff Wellbeing - 2020/2021	£100	£100	£0	£50
Reading book replacement - 2020/2021	£0		£0	£111
Online safety training - 2020/2021				£800
Espresso	£0	£0	£0	Didn't renew
Staff incentive scheme	£300	£300	£0	not yet cashed
ICT Service contract - hosting/support	£3,900	£3,888	£12	not yet cashed
Calendars	£1,020	£840	£180	
New reading books for Little Wandle phonics	£8,000	£7,967	£33	
Buddy Hats	£285	£389	-£104	not yet cashed
Twinkl Subscription - 9 Teachers	£700	£615	£85	
Reception expenses	£150	£183	-£33	
Guest Speakers (Sen speaker)	£250	£0	£250	
Oatlands Staff Christmas Party	£410	£0	£410	
Online safety training	£800	£750	£50	not yet cashed
Curriculum resources	£1,000	£1,000	£0	not yet cashed
	£16,915	£16,032	£883	£3,435

COMMITTED SPEND FOR PTA			
PTA Costs (insurance)	£150.00	£121.00	£29.00
Elmbridge License Fee	£20.00	£20.00	£0.00
Accounting costs	£720.00	£0.00	£720.00
	£890	£141	£749

TOTAL COMMITTED SPEND FOR THE YEAR

<u>£17,805</u>	<u>£16,173</u>	<u>£1,612</u>
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Spend over the years

Year	Spend
2018	£39,565
2019	£77,372
2020	£25,400
2021	£22,903
2022	£13,281 (<i>in real terms the yearly spend should have been £16,173</i>)

- Spend has continued to decrease for 2021/2022 off the back of a lack of fundraising opportunities due to COVID restrictions.
- The school chose to remove some of our previous committed spend categories such as photocopying to allow the PTA to build back some funds into the bank accounts.
- Historically we have always tried to finish the year with around £30k across the 2 accounts to ensure that committed spend for the following year is covered in case of unforeseen circumstances (this is part of how we managed to continue to support the school over COVID).
- Years where there has been a big spend is where we have contributed or paid for a project such as new school toilets etc.
- The spend includes the committed spend for the school and the committed spend for the PTA.

Income over the years – profit made through money raised at the various events throughout the year:

Year	Money raised ex FOS
2016/2017	£28,018
2017/2018	£26,835
2018/2019	£28,586
2019/2020	£11,600
2020/2021	£12,295
2021/2022	£20,281*

* This figure does not include the FOS account, but does include the events that have made a 'loss' which is why the figure may differ.

- The money raised has bounced back considerably this year as we were able to run some of the events that hadn't been able to be run due to COVID.
- This has put us into a better position going into 2022/2023 in terms of how we can support the school (more on this later).

FOS over the years

Year	FOS
2017	£34,271
2018	£34,057
2019	£11,793
2020	£17,845
2021	£6,893
2022	£5,570

- The FOS account has continued to decrease and there are currently only 20 families paying into
- This year some families have opted to make a regular contribution via our JustGiving page instead, where we have made £835 in monthly recurring payments from 8 families (1 of these also pays into the FOS account so that's a total of 27 families in total making regular contributions to the PTA).
- We need to find a way to promote/explain the FOS account to new and existing parents to start and build up the number of families paying into the account OR paying into the JustGiving account (much easier for us in terms of gift aid)

Chairman's Report

- EM to present her report
- EM went through the role of the PTA Chair. She spoke about how well the school has continued with fundraising and supporting the school over the past academic year.
- EM ran through highlights of 2021/2022 touching on the bigger events we've held this year.
- EM ongoing challenges faced with fundraising and getting helpers on board.
- EM to mention class rep roles.
- EM thank yous.

President's Report

- Mrs Mooney to present her report.
- Mrs Mooney mentioned thank you to all parents for amazing support given throughout the last academic year.
- Thanked PTA for all their hard work.
- Mrs Mooney also thanked and bid farewell to prominent and active members of the PTA as their children left the school and welcomed the new reception parents.

Election of Officers

MAIN COMMITTEE

- Mrs Mooney to nominate Ellie Mitchell, second by Ruth Paisley
- Ellie Mitchell to nominate Carina MacKenzie as Co-Chair, second by Alex Rennie
- Ellie Mitchell to nominate Laura Rust (secretary), second by Ruth Paisley
- Ellie Mitchell to nominate Ruth Paisley, second by Helen Riordan
- Ellie Mitchell to nominate Jono Gomez as Deputy/FOS Treasurers, second by Ruth Paisley
- Ellie Mitchell to nominate Esther Biddle as Class Rep Coordinator, second by Ruth Paisley

Other Roles

- Community Coordinator – Alex Fitzpatrick
- SEND Support Coordinator – Jag Steed.
- 2nd Hand Uniform Coordinator – Juju Constantino with the help from Barbara and Nicky Stowe, with the view for Juju to stand down this year and hand over.

CLASS REPS:

Bumblebees	Nicola Doyle & Meg Khanduja
Butterflies	Laura Rust, Didi Almauza & Lisa
Ladybirds	Shweta Sangewar & Anel du Plessis
Jellyfish	Esther Biddle & Amy Weed
Starfish	Anum & Dominique
Seahorse	Nicky Stowe & Rachel
Tigers	Erum Suddle, Helen Riordan and Dominique
Lions	Remy, Nicola Doyle & Charlie Paphitis
Leopards	Ruth Paisley, Lucy & Rachael

AOB – Charlie Langley presented a few words on who the Governors are and the parents representation on the board.

Close of Meeting 20:17

Independent Examination of Oatlands School PTA Account

Independent examiners statement

Basis:

- an examination included a review of the accounting records
- comparison of the accounts presented with the records
- consideration of any unusual items
- reconciliation of bank statements and cash book

I report in respect of my examination of the accounts carried out under section 145 of the Charities Act 2011 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.

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.



Elaine Jones ACMA AFTA
TaxAssist Accountants

OATLANDS SCHOOL PTA
BANK/CASH RECORDS RECONCILIATION
FOR THE YEAR ENDING 31ST AUGUST 2022

Income for the year:	£56,161.80
Expenditure for the year:	£43,483.90
Profit/Loss	£12,677.90

Barclays Bank

Bank balance as at 1st September 2021	£21,611.60
Income per bank statements	£56,155.90

Plus cash receipt not cleared bank £5.93

Balance: **£56,161.83**

Income per cash book £56,161.83

Expenditure per bank statements £43,483.91

Balance: **£43,483.91**

Expenditure per cash book £43,483.91

Balance C/F as at 30th August 2022 £34,283.59