



Trustees' Annual Report for the period

	Period start date				Period end date		
From	31	08	2022	To	31	08	2023

Section A Reference and administration details

Charity name St Peter's CEP School Parent Teacher Association

Other names charity is known by St Peter's PTA

Registered charity number (if any) 1031496

Charity's principal address c/o St Peter's Church of England Primary School
 Hawkenbury Road
 Tunbridge Wells, Kent
Postcode TN2 5BW

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	Sarah Kilgallon	Chair	31/08/2022 – 19/10/2022	
2	Natasha Hryniewicz	Secretary	31/08/2022 – 19/10/2022	
3		Chair	19/10/2022 – 31/08/2023	
4	Keith Mitchell	Treasurer		
5	Charles Brock	Vice Chair	31/08/2022 – 19/10/2022	
6		Secretary	19/10/2022 – 31/08/2023	
7	Lauren Franklin	Vice Chair	19/10/2022 – 31/08/2023	
8	Fiona Greenaway		19/10/2022 – 31/08/2023	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution 28/09/2009
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM, power to co-opt

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.

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Section C Objectives and activities

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

- To advance the education of pupils in the school in particular by:
- Developing effective relationships between the staff, parents and others associated with the school;
 - Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Running events for the School Community and raising funds to support the School. Expending resources by contributing to the cost of specific items or general expense lines that match the charity's stated objectives.

The Trustees are aware of and have regard to the guidance issued by the Charity Commission on public benefit.

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)

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

The Charity has been hugely successful both in raising funds and in staging events for the school community.

New outdoor play equipment has been installed at the School; that was the focus of our fundraising for the last year and Trustees were delighted to hand over a cheque for £17,500 to cover the costs (after the end of the Financial Year) and look forward to seeing it being enjoyed for many years to come.

Looking back over the last year, the Christmas and Summer fairs have continued to be the biggest events in our fundraising calendar. We couldn't have foreseen what a scorching day we'd have this summer, but were delighted to see so many faces from the school community there, and to raise such a huge amount. This was bolstered by several match funding donations from employers.

We also ran seasonal events throughout the year with our popular autumn and summer discos, Mother's Day and Father's Day Sales, as well as non-uniform days and the Mini Egg challenge over Easter. Thank you to all of the volunteers who have made these possible, with particular thanks to Fran Reddy and Becci Hacker for running our discos, to Nick Parker who took the brilliant photos for our calendar and to Claire Hussein for coordinating the Christmas cards each year. Second hand uniform also brings in a steady income, as well as providing an affordable and environmentally friendly option for parents. Thanks to Natalie Webb for running it for so many years, and to Mandy Read who has kindly agreed to take it on.

In addition to our big fundraising campaign, the PTA has also committed to continue subsidizing school trips, swimming lessons and arts weeks on an ongoing basis.

Our thanks go to Mrs Langton for her support since joining the school, and the fresh ideas that she's put forward. We also owe thanks to Mrs Page, Mrs Hussein and Mr Page for all of their help this year.

Furthermore, Trustees would like to thank everybody who has contributed to the PTA this year, whether that was volunteering at an event, baking for our cake sales or spending a fortune in small change at our fairs.

Section E

Financial review

Brief statement of the charity's policy on reserves

To hold cash reserves approximately equating to one year of expenditure on donations to the School and other operating expenditure. This is to mitigate any potential impact from the charity suffering from a shortage of volunteers in any one year. After the charity's year end Trustees made a payment to the School of £17,500 which brought reserves back to this target level.

Details of any funds materially in deficit

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.

A full Income and Expenditure analysis is available on the charity's webpage under "AGM Minutes"

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)		
Full name(s)	Natasha Hyrniewicz	Charles Brock
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date 13th October 2023