

# Annual Report

1 SEPTEMBER 2022 TO 31 AUGUST 2023

**St Mark's CEP School Parent Teacher Association**

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Registered Charity Name:

*Tunbridge Wells St Marks School Parent Teacher Association*

Registered Charity No. 1037130

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### Structure, Governance and Management

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#### Trustees

Trustee name	Office	Dates acted if not for whole year	Selection Method
Jo Leek	Chair		AGM Election
Claire Gomez	Honorary Treasurer		AGM Election
Jess Greatrex	Honorary Secretary		AGM Election

The Charity is registered with the Charity Commission and is a member of PTA UK, with its own constitution. Members of the PTA are parents and guardians of pupils attending St Mark's CE Primary School, Tunbridge Wells and all staff. The Association is non-party political and non-sectarian. The Annual General Meeting is held each September or October.

The Association is managed by a Committee, elected at the AGM, consisting of the following officers: Chair/Co-Chairs, Honorary Secretary, Honorary Treasurer and up to 3 Committee Members.

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### Aims, Objectives and Public Benefit

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The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:-

- a) Develop more extended relationships between the staff, parents and others associated with the school.
- b) Engage in activities which support the school and advance the education of the pupils attending it.
- c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.

We facilitate the above aims and objectives by organising and supporting social, educational and fundraising activities. The trustees ensure we work in partnership with parents and the school to understand the needs of pupils and how these can best be supported. We liaise with the school's senior leadership team to ensure that our activities support their current priorities, mindful of the school's development plan. In doing this, we are providing a public benefit to the schools and wider community in Tunbridge Wells.

### Achievements and Performance

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The Association's principal income stream is raised through running social events for the school community. Our main events are usually the Christmas and Summer Fairs, which were very successful this year - raising the profile of the school, building relations between the school and families, and generating £7088 in total. As well as the usual but popular tuck shop sales, we also ran a series of evening masterclass workshops, which were well received as a different type of activity for parents/carers and that generated £252. Our Easter raffle was also a success, raising £584. Our reinvigoration of the second-hand uniform sales will be a good investment for the future and one that supports cost of living for families.

As well as these events, our localgiving account has seen many parents make regular, valuable contributions and the TW Lotto has generated £508, something we will look to promote more widely next year. Sadly, Amazon Smile closed mid-year so we will look at other ideas for next year, such as easyfundraising.

Donations to the school this year have allowed the school to purchase a variety of equipment including expanding classroom facilities, providing materials for book club and enhancing sensory provisions for the children. Given the increased cost of living and increased cost of fuel, we have increased our provision of financial support to help fund school trips and events in a fair distribution across classes. We arranged thoughtful welcome packs for the reception parents again this year, including book bags as a gift this year to help reduce initial outlay for school uniform.

We've also started to build lasting community links with other local organisations, such as the RoundTable who have donated us commissions for sales of their local fireworks events but they have also supported the school directly with a grant.

We have tried to provide a range of events to suit everyone under the economic circumstances and cost of living. We hope to continue to run affordable events in the next year that are budget- and environment-friendly (such as second-hand uniform pop-up shops) and continue inclusive social activities to strengthen connections between families and the school. We are always seeking enthusiastic people with fresh ideas who can help as little or as often as they can. Please come along to meetings, catch up with all the news in the school's newsletter or on the PTA section of the newly launched school website. Any help you can offer will be gratefully received, especially ideas in this current climate with cost of living increasing.

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# Financial Review

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## Income and Expenditure

Total income for 2022/2023 was £16,455.57, an increase of over £2,00, on the previous year's income due to the success of both the Christmas and Summer Fairs.

Total expenditure for 2022/2023 was £13,701.45 of which the majority were school donations (£7,721.75 please see breakdown).

The bank balance is now at £12,338.79 plus £3,879 in the savings account at the end of this financial year (31<sup>st</sup> August 2023).

All expenditure was incurred on fundraising events, licensing and insurance requirements or donations to the school to support the object of the Association. The trustees and members gave their time and other resources freely and so no funds were expended on the governance of the charity.

Thinking towards the next financial year, there are a few ongoing items that we will continue to fund but any larger items are yet to be agreed.

Please note direct expenses and income was understated in the 2021-2022 due to outstanding receipts & payments, this has caused a correction of £136.78 in this financial year. Expenses in the 2022-2023 financial year were also received late and will be accounting for in the 2023-24 accounts & will create a small reduction in net profit.

## Reserves Policy

The Association has no investments other than cash in the bank. We budget to donate all funds to St Mark's CEP School as soon as the school identify a need that falls within the object of the Association. We hold a modest reserve of at least £2,000, to cover fundraising costs and other funds required to cover our regular expenditure, such as insurance and annual licences. The current reserves held are largely to cover funding requests from the school that have been authorised but procurement of services or equipment has yet to be completed.

**Profit & Loss**  
**St Mark's CEP School Parent Teacher**  
**Association**  
**Year 1st Sept 2022 to 31st Aug**  
**2023**

**ACCOUNTS**

**Income**

2nd hand Uniform	£469
Amazon Smile	£196
Cake Decorating	£210
Fireworks	£144
Tuck shop	£385
Sports day	£90
Icepops	£132
Break the rules	£214
TW Lotto	£508
Xmas Card	£348
Xmas Fair	£4,435
Easter Raffle	£584
Summer fair	£7,290
Local Giving	£395
Gut Health	£120
<b>Total</b>	<b>£15,519</b>

### Direct Expenses

Uniform	£46
Cake Decorating	£62
Costume Bags	£32
Tuck Shop	£277
Sports day	£9
Ice pops	£13
Xmas Fair	£1,806
Easter Raffle	£42
Summer fair	£2,831
Gut Health	£16
<b>Total</b>	<b>£5,980</b>

### Indirect Expenses

Parentkind	£140
Blackboard	£10
Local Giving	£96
<b>Total</b>	<b>£246</b>



### Donations

Classroom Donation	£750
Book Club	£141
Young Voices coach	£310
'22-'23 Reception Welcome	£150
The Week	£109
Marblerun	£25
Coach to Rochester Cathedral	£695
Coach contribution for trips	£2,200
Sensory Garden	£942
Sensory Room	£2,000
Reception '23-'24 Book bags	£240
'23-'23 Reception Worry Worms	£10
<b>Total</b>	<b>£7,572</b>

**Profit & Loss**  
**St Mark's CEP School Parent Teacher**  
**Association**  
**Year 1st Sept 2022 to 31st Aug 2023**

<b>Assets</b>	
<b>Current Assets</b>	
Deposit Account	£3,882
St Marks PTA account	£12,339
Total Current Assets	£16,221
<b>Long-term Assets</b>	
Long-term Assets	£0
<b>Total Assets</b>	<b>£16,221</b>

<b>Liabilities</b>	
<b>Current Liabilities</b>	
Total Current Liabilities	£0
<b>Long-term Liabilities</b>	
Total Long-term Liabilities	£0
<b>Total Liabilities</b>	<b>£0</b>

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## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	JAGreatrex	Claire Gomez	Jo Leek
<b>Full Name(s)</b>	Jessica Greatrex	Claire Gomez	Jo Leek
<b>Position</b>	Secretary	Treasurer	Chair
<b>Date</b>	27 September 2023	04 October 2023	03 October 2023