

Annual Report

30 SEPTEMBER 2024 TO 30 SEPTEMBER 2025

St Mark's CEP School Parent Teacher Association

Registered Charity Name: (from Sept 2025)
St Marks CEP School PTA Tunbridge Wells

Registered Charity No. 1037130

PUBLIC

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Structure, Governance and Management

Trustees

Trustee name	Office	Dates acted if not for whole year	Selection Method
Katie James	Chair		AGM Election
Kate Watson	Deputy Chair		AGM Election
Jackie Tsui	Treasurer	09/10/24-27/03/25	AGM Election
Yi-Ting Teng	Co-Treasurer		AGM Election
Not Filled	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.

Aims, Objectives and Public Benefit

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

The Association's principal income stream is raised through running social events for the school community, which also build relationships between staff, families and the local community. Thank you to you and all those that have been involved over the past year. We have yet again applied ourselves to the fullest at each event we held and achieved a great outcome. Mr Lawrence has been kept very happy by being able to tick off the school's wish list items with the generous donations and profits made. The whole community have shared their joy and thanks in some well-deserved feedback and comments.

A special mention needs to go both new and old relationships we have made in the wider community. The Round Table have again graciously donated us £1000 towards the playground upgrades and even invited us along to their awards event to celebrate. This relationship is one that has slowly grown over the years with us selling firework tickets, to borrowing their amazing Santa's sleigh at Christmas and by being kept in the loop of their various award ballots and other events- we now even have an official member in our ranks.

Also, to Lettology for agreeing to sponsor our Summer Fair boards. This is another example of a relationship that has come from a school contact and something we really wish to improve in the coming year through parents' connections and some 'networking'.

Overall, we have had another year to be proud of and hopefully made some enjoyable memories for the school community.

As always, we try 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 and SEN-friendly social activities to strengthen connections between families and the school.

Formalities

All committee members have re-read and agreed that there are no outstanding items from last year's report.

Before we move on, I would like to inform you all that our registered charity name has been approved and changed by the charities commission.

Formally : TUNBRIDGE WELLS ST MARKS SCHOOL PARENT TEACHER ASSOCIATION

Now : ST MARKS CEP SCHOOL PTA TUNBRIDGE WELLS

No other changes have been made. We are now awaiting confirmation from our bank that they have implemented the name change on our account.

Some things we plan to implement or attempt going forward are:

- Sign in and out sheet for any sharp or dangerous items we may use at events. Kate Watson has kindly sourced some knife tubes for us to number and store them in.
- Once the bank account name has been updated to match our new name, we are going to apply to the HMRC to be recognised for Gift Aid on all applicable donations.
- Try and create a market place for advertisers and grow our connections.
- Some minor adjustments to the PTA constitution if approved by the Charities Commission. (word changes and official committee numbers)

Financial Review

As mentioned previously, we have had another successful year of fundraising.

The total amount raised (as of 7/7/2025) : £15,145

The total amount donated to the school : £ 12,563

Average per student: about £35

Breakdown

- Reading Scheme Funding – £1,500
- School Trip Contribution – £2,000
- Panto Experience/Trip – £2,409
- Leavers' Awards – £214
- Classroom Gifts – £750
- New Starter Welcome Bags – £227
- Team & Leaders: Survival and Playground Contribution – £240
- Contribution to Playground Spending – £3,000
- Sports Day Ice Pops – (no amount listed)

Our biggest earnings once again came from the Christmas and Summer fairs which raised record breaking amounts of £4,865 and £5000.

We had the added bonus of another large event in September last year of our Wonka Cinefest. A week long run up of selling chocolate bars and the anticipation of when and who would find the golden tickets culminating in our first ever outdoor cinema event was just amazing. This event raised £1,631.06.

The rest of our funds were through a culmination of treat stalls, grants, pre-loved uniform sales, sponsorship and direct donations.

Included in the totals is the sub-committee organised by the outgoing Year 6 parents for their legacy gift. This year they raised a total of £2,040 for a sun dial and the rest is being put toward the planned playground upgrades. Years 5 and 6 enjoyed a fabulous disco and organised their own playground sales - an amazing result.

Expenses were made up of membership fees, event items, sundries and bank account fees. We are currently awaiting Lloyds to move us over to a fee free charity account now that they are charging for their standard business account.

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. (see Wishlist)

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 around £4,000, 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.

Bank Balance

Income & Expenses

Bank Balance

Income & Expenses

Bank Balance

	30-Sep-24	30-Sep-25
ASSETS		
Cash		
Saving Account(0.6%):	£3,931.27	£4,007.61
PTA Account:	£9,137.54	£11,209.78
Coin Float:		£1,550.00
TOTAL Cash	£13,068.81	£16,767.39
Other Assets	£0.00	£0.00
TOTAL ASSETS	£13,068.81	£16,767.39
LIABILITIES		
Liabilities	£0.00	£0.00
TOTAL LIABILITIES	£0.00	£0.00

Income and Expense

2024/9/30 to 2025/9/30			
INCOME		EXPENSES	
Events		Events	
Cinefest	£4,781.55	Cinefest	£3,150.49
Christmas Fair	£6,663.85	Christmas Fair	£1,711.09
Summer Fair	£8,009.36	Summer Fair	£4,286.82
TOTAL Events	£19,454.76	TOTAL	£9,148.40
Activities / Sales		Activities / Sales	
Christmas Tree	£78.00	Christmas Tree	£0.00
Fireworks	£491.88	Fireworks	£464.50
Uniform Sale	£548.00	Uniform Sale	£150.00
V-Day	£262.90	V-Day	£200.00
Easter Hamper	£475.00	Easter Hamper	£26.50
Easter Sweet	£193.32	Easter Sweet	£20.18
WorldBookDay	£43.55	WorldBookDay	£0.00
London Mini Marathon	£897.82	London Mini Marathon	£0.00
Y6 Legacy	£2,355.73	Y6 Legacy	£300.00
TOTAL Sales	£11,445.40	TOTAL	£4,861.58
Others		Others	
Local Giving	£498.15	Local Giving	£360.00
Parentkind PTA	£84.61	Parentkind PTA	£162.00
Round Table	£1,000.00	Round Table	£0.00
TW LOTTO	£258.00	TW LOTTO	£20.00
PayPal Giving	£9.62	Welcome Gifts	£171.98
TOTAL Others	£1,850.38	Miscellaneous / Account Fee.Container.BBQ. Stationerv.etc)	£637.83
		Donation to School	
		Bookbags	£227.50
		KS1 School trip	£619.00
		KS2 PANTO	£1,790.00
		Read to succeed	£1,500.00
		25% of Canopy	£5,037.82
		2023 Y6 Legacy	£672.00
		TOTAL	£11,198.13


Below no to display in report

	IN	OUT	final
Grand TOTAL	£32,750.54	25,208.11	7,542.43

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	K.James	<i>K E Watson</i>	
Full Name(s)	Katie James	Kate Watson	Yi-Ting Teng
Position	Chair	Deputy Chair	Co-Treasurer
Date	08.10.2025	09.10.2025	08.10.2025