

Trustees' Annual Report

Financial Period: 1st September 2018 to 31st August 2019

Reference and Administrative Details

Charity Name: Brentwood St. Thomas of Canterbury C.E. Junior School Association

Registered Charity Number: 286107

Charity's Principal Address: St. Thomas of Canterbury Church of England Junior School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BX

Objectives of the Charity

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.

Develop effective relationships between the staff, parents and others associated with the school.

Engage in activities which support the school and advance the education of the pupils attending it.

Structure, Governance and Management

Type of Governing Document: Constitution dated 20th September 1982.

How the Charity is constituted: the Charity is constituted as an Association.

Membership: Members of the Association are the parents or guardians of any pupil currently attending the school, together with the teaching staff and governors of the school. All members are eligible to vote.

Trustee Selection Method: the Association is administered by a committee which consists of a Chair, Treasurer, Secretary, the Head Teacher (ex-officio), 2 members of the teaching staff, a School Governor and 6 other members. The Chair and the 6 other members must be parents. All voting members of the Association are eligible for election to the Committee. The Chair, Treasurer, Secretary and 6 other members are elected annually at the A.G.M. by a majority vote and hold office until the next A.G.M. The teaching staff and School Governor representatives are elected by their respective bodies.

The following trustees served for the period of this report:

Samantha Bearryman – Chair

Alice O'Flaherty – Vice Chair

Victoria Penfold – Treasurer

Ann Hillery – Vice Treasurer

Julie-Ann Cansell – Secretary

Elizabeth Wright – Vice Secretary

Dean Moran – Head Teacher ex-officio

Achievements and Performance

In the year ending 31st August 2019, the Association raised £31,643.14 from events and activities. The Association's total costs (not including donations to the school) were £21,335.48, generating a total gain of £10,307.66.

An invoice for £2,271.50 was paid to Groupline on the 20th September 2018 in respect of theatre tickets which were bought and paid for in the previous financial year. As a result of this, there is a negative balance of £11.50 (£7,992.00 raised - £8,003.50 paid) for theatre tickets in the financial year 2018/2019. The 'true' amount raised for theatre tickets in 2018/2019 would have been £2,260.00 (£7,992.00 raised - £5,732.00 paid).

Consequently the 'true' total gain for the 2018/2019 financial year should have been £12,579.16

The main fundraisers of the year were the Christmas Events, Summer Fair and Mother's and Father's Day sales. Other events included a Bingo Night, Kids Quiz and Inflatables Day. In addition to this, the PTA raised money by selling tickets to West End shows, Adventure Island and SeaLife.

The Association donated a total of £6,206.58 to St. Thomas of Canterbury Junior School to purchase whiteboards, a communications cabinet, homework diaries and a kit car, as well as making their usual donations to the School Christmas Party and the School Year 6 Leavers Party.

Financial Review

The opening bank account balance on the 1st September 2018 was £10,722.29 and the closing bank account balance on the 31st August 2019 was £14,823.37.

Total receipts (fundraising and other activities) totalled £31,643.14.

Total payments (fundraising costs, donations to school and expenses) totalled £27,542.06.

In addition there was a cash float held of £50.00

The Association does not have a policy on reserves but the Treasurer looks to maintain enough money in the bank account to fund all forthcoming expenses and any commitments to donations to the school. At no point in the year was the bank account overdrawn.

Declaration

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

Signed on behalf of the charity's trustees:

Chair

Name *Samantha Bearyman*

Signature *S Bearyman*

Date *26th February 2020*

Treasurer

Name *Wicky Perfold*

Signature *W Perfold*

Date *26th February 2020*