

Trustees' Annual Report

Financial Period: 1st September 2019 to 31st August 2020

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 carers 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 minimum number of committee members shall be 4 consisting of a Chair, a Secretary, a Treasurer and Headteacher ex-officio. All voting members of the Association are eligible for election to the committee.

All members of the committee are trustees of the charity and have control of the Association, its property and funds.

Committee members shall be elected at the AGM and shall hold office until the next AGM.

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 2020, the Association raised £19,283.71 from events and activities. The Association's total costs (not including donations to the school) were £16,442.36, generating a total gain of £2,841.35.

The main fundraisers of the year were the Christmas Events and the Mother's Day Sale.

The coronavirus pandemic prevented any potential fundraising from March 2020 onwards. Any West End theatre tickets sold for performances during this time were refunded and the gain to the PTA was lost. Large fundraising events including the Summer Fair, Inflatables and Father's Day Sale did not take place.

The PTA still managed to organise and distribute the Year 6 Leavers Book and Hoodie together with a special 2020 keepsake. Although sadly the Year 6 Leavers party was unable to take place.

The sales of second-hand uniform have increased to over £200 this year under the management of Heather Bradshaw.

This year the Association donated a total of £10,788.68 to St. Thomas of Canterbury Junior School to purchase computers, reading books and homework diaries 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 2019 was £14,823.37 and the closing bank account balance on the 31st August 2020 was £6,876.04.

Total receipts (fundraising and other activities) totalled £19,283.71

Total payments (fundraising costs, donations to school and expenses) totalled £27,231.04.

The PTA opened a new account in March 2020 for receipts and payments for the Year 6 Leavers Book, Hoodie and Party. The purpose of this account is to keep these monies separate from the main Treasurer's Account and consequently make the process easier. This account had a balance of £701.51 on 31st August 2020, which is monies received from parents for the Year 6 party that need to be refunded. The PTA are also requesting a refund amounting to £250 for the party from Rumours.

In addition there are 2 cash floats held totalling £80.00

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 Bearryman*

Signature *S Bearryman*

Date *19 October 2020*

Treasurer

Name *Victoria Penfold*

Signature *V. Penfold*

Date *20/10/2020*