



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 31	Month 08	Year 2023		Day 31	Month 08	Year 2024

## 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	Natasha Hryniewicz	Chair	31/8/23 - 10/10/23	
2		Trustee	10/10/23 – 31/8/24	
3	Fiona Greenaway	Trustee	31/8/23 – 10/10/23	
4		Chair	10/10/23 – 31/8/24	
5	Charles Brock	Secretary	31/8/23 – 31/8/24	
6	Lauren Franklin	Vice Chair	31/8/23 – 10/10/23	
7		Trustee	10/10/23 – 31/8/24	
8	Rebecca Hacker	Vice Chair	10/10/23 – 31/8/24	
9	Mariela Alvarez	Treasurer	10/10/23 – 31/8/24	
10	Keith Mitchell	Treasurer	31/8/23 – 10/10/23	
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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 dated 28/09/2009
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM or co-opted

### 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**

Let me begin by saying a huge thank you to all those who have supported the PTA over the course of 2023/24. Those who have volunteered their time, the class reps delivering all our comms, those who have donated gifts, contributed to the fundraising efforts, and those who have attended our many events - the PTA thank you.

My first year as Chair has seen us raise significant funds that will go towards developing the Forest School and the EYFS area, while also having contributed towards the many activities the school ran throughout the year. You can access a full breakdown of our finances in the Financial report found on the school website, however we are extremely happy to announce that we raised a total of £10,807.83 for 2023/24! This is a HUGE community effort and we are very proud that all the hard work has paid off in such a successful way.

Echoing my predecessor in last year's Chair report, this has been in no small measure the result of the hard work put in by our small core PTA team. My personal thanks to Natasha, Charles, Keith (who has continued to do our bookkeeping years after his children have left St Peter's!), Becci, Lauren and Mariela, who have put up with my many spreadsheets and made my job all that more enjoyable, and dare I say, easy (kind of)! It has been tough at times, collecting donations in the rain, packing Mother's Day gifts until the wee hours, and generally just hustling hard. But it has all been worth it and a real pleasure working alongside you all.

As a registered charity, all funds raised go directly back to the school towards equipment, facility development, and subsidies for school trips and activities, and ultimately benefiting the children. All fundraising goals are done in consultation with the teaching staff and the children themselves.

We also support the wider school community by providing opportunities for parents and carers to be involved in their children's school journey while also having a rare social experience for themselves! For those new to the school, as you become more familiar with the surroundings you will see the results of previous PTA fundraising. The outdoor playground equipment and markings, the staging and IT infrastructure in the hall, to the 3D globe art project in the stairway, all have been provided for in part, if not completely, by the PTA. We have also committed to providing funds for class trips, swimming lessons, the Young Voices initiative and Arts Week on an ongoing basis, with all being taken into consideration by the School in their Enrichment of the Curriculum payment plan initiative, as mentioned in a recent school newsletter.

Event-wise, the past year has been a busy one, with the many WhatsApp groups pinging every two seconds with another flyer, reminder or request! We appreciate that these come thick and fast however hope that everyone understands the work that goes behind these messages and in turn, why we do what we do. We also appreciate that there is a lot of communication that comes from the school. We have tried to differentiate our comms from that of the school by making it clear when an email/message is from the PTA and want to stress that there is always a reason they are sent. So whether you're an email or WhatsApp reader, we've got it covered to ensure that everyone receives all PTA communications.

This year our Christmas and Summer Fairs have continued to be our flagship events. The Summer Fair was one we were particularly proud of, seeing a greater involvement from class parents/carers to create the 'Class Stall Arena', and saw the introduction of the tug-o-war competition. This is sure to be an annual rumble, with the students relishing the opportunity to go up against the teaching staff. As always, the funds raised were topped up by several match funding donations from

employers, so we'd urge you to look into whether your workplace offers a similar scheme.

We ran many seasonal events throughout the year, including our popular Winter disco, Mother's Day and Father's Day sales, class stalls, as well as non-uniform days. We supported the school with its Woodlands development and gave people the opportunity to 'sponsor' their tree, with all names being displayed in the school (we promise this is coming!!). We kicked off the year with the Inaugural Trivia Night (with huge thanks to our Quiz Master, Tim G), and from all accounts, this looks set to be bigger and better this year. We introduced a Movie Night, which the children were very excited to be engaged in by voting to screen 'The Super Mario Bros Movie' (to those in my age bracket, it was NOT the Bob Hoskins one!) , as well as selling supporter merch at the annual Sports Day. With the addition of a fourth house, we hope to add even more colour and atmosphere to the next Sports Day.

To sound like a broken record, thank you to all of the volunteers who have made these events possible, with particular thanks to Becci H and Fran R for running our disco, and Mariela S who led the team of Fran R, Helen C, and Sheena A in making the Movie Night a wonderful red carpet event (I hear Mario has a sequel coming out in 2026!). Carmel T for her amazing work wrapping all the Easter raffle hampers, Chris L and Dorothy M for packing the Father's Day gifts, Kirstin M for designing the 'Friend's of St Peter's Woodlands' poster. And of course, to everyone who helped from set-up to clean-up at our fairs. Thank you to all...and apologies if I have forgotten anyone!

In addition to the events, our second hand uniform store also brings in a steady income, as well as providing an affordable and environmentally friendly option for parents. If anything, when your child loses their 458th jumper, it won't hurt so much knowing it only cost a few quid! Thanks to Mandy R for taking it on this past year. If anyone is ever in need of some spare uniform items please reach out to Mandy or the PTA at any point - No need to wait until the next time we run a stall!

Finally, our continued thanks go to Mrs Langton, Mrs Page, Mrs Hussein and the entire school/office staff for their ongoing support. It makes such a difference when working with a team who are collaborative and supportive...and love organising dates in the diary a year in advance as much as I do!

We hope that you will consider joining the PTA in some capacity, whether it's as a committee member or volunteer, a bucket rattler or envelope stuffer. Any and all levels of involvement ensure that our valuable fundraising efforts can continue.

Thank you.

Fiona Greenaway Chair

2023/24 St Peter's CEP School PTA

## 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.

### 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.

## 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)	Fiona Greenaway	Charles Brock
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	1 <sup>st</sup> October 2024	