

# **Trustees' Annual Report**

**Financial Period: 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021**

## **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 20<sup>th</sup> 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 31<sup>st</sup> August 2021, the Association raised £14,212.70 from events and activities. The Association’s total costs (not including donations to the school) were £6,319.29, generating a total gain of £7,893.41.

The main fundraisers of the year were the Summer Raffle and the sale of Theatre and Adventure Island tickets.

The coronavirus pandemic prevented any large fundraising events including the Summer Fair and Inflatables Day.

The sales of second-hand uniform have increased to over £700 this year under the management of Heather Bradshaw.

This year the Association donated a total of £2,397.65 to St. Thomas of Canterbury Junior School. £1,500 for school homework diaries, £587.65 for bibles and £310 for the pupil’s school Christmas party. A further £6,000 has been provisionally accounted for in year 2021/22 to purchase new iPads for the school.

### **Financial Review**

The opening bank account balance on the 1<sup>st</sup> September 2020 was £6,876.04 and the closing bank account balance on the 31<sup>st</sup> August 2021 was £12,371.80.

Total receipts (fundraising and other activities) totalled £14,212.70.

Total payments (fundraising costs, donations to school and expenses) totalled £8,716.94.

The PTA are also requesting a refund amounting to £250 for the party from Rumours.

In addition, there is a cash float of £30.00.

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 Beamyman*

Signature *S Beamyman*

Date *12.10.21*

**Treasurer**

Name *Victoria Penfold*

Signature *V. Penfold*

Date *12/10/21*