



Trustees' Annual Report for the period

From 1st September 2020 To 31st August 2021

Charity name: Alban City School Parent Teacher Association

Charity registration number: N/A

Objectives and Activities

<p>Summary of the purposes of the charity as set out in its governing document</p> <p>SORP reference Para 1.17</p>	<p>The object of the Association is to advance the education and wellbeing of pupils in the school in particular by—</p> <ul style="list-style-type: none">• 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 or wellbeing of the pupils.
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p> <p>Para 1.17 and 1.19</p>	<p>The main activities are:</p> <ul style="list-style-type: none">• Fundraising events run for pupils or parents/carers of the school. These not only raise funds but also bring parents, teachers, pupils and the community together• Nearly New School Uniform Sales, this raises funds and also provides all parents/carers the opportunity to dress children in school uniform for reasonable prices. Wearing the uniform is part of the way the school encourages a community ethos within the pupils.• Funds are given to Alban City School for educational enrichment activities such as attendance at local theatre or other school trips, or for equipment such as I.T equipment, art supplies or library books.• Donations may also be given to the school for larger items such as funding for building work, such as the school Theatre.• Purchase of trees from a carbon offset scheme, to offset the schools carbon emissions. This helps the school achieve its Eco School status and enhances the long term well-being of the pupils by mitigating the effects of Climate Change.
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p> <p>Para 1.18</p>	<p>In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making Para 1.38	The school provides a 'wish list' of items they would like, and the committee takes this into consideration when choosing how to spend the PTA's funds.
Policy on social investment including program related investment Para 1.38	
Other	We are grateful for the many hours the trustees and other member volunteers have spent in organising our fundraising events. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Para 1.20

This was another challenging year where the Covid-19 Pandemic restricted many of our normal activities. Pupils were home schooled for periods, and when in school separated into year group bubbles. Parents and Carers were not able to enter school. As the PTA normally uses spaces in the school to host many of our fundraising events, we could not run our usual programme of events, including the Christmas and Summer Fairs, which in other years raise several thousand pounds each. However, we set about finding other events to host, several of which have been run online. The events we did run were perhaps even more important than in other years in promoting effective relationships between the parents/carers and the school and supporting the Alban City School community of pupils, staff, and parents/carers.

The PTA has run 12 different types of fundraising initiatives over the last school year including a virtual balloon race, an online quiz night for parents, two hamper raffles, video messages from Santa, and sales of items such as tote bags, nearly new uniform and ice lollies.

We have also embraced online payment methods and platforms this year such as Ticket Tailor, Stripe and Paypal. This has been generally welcomed by parents as an easier way to make donations.

Our parent/carer community continued to be generous in their support, as did local estate agent Bradford and Howley who sponsored several of the PTA's activities and our net income from fundraising events and other income sources was **£10,576.53**

Summary of Activities:

Throughout Year

Nearly new uniform sales
100 club

Autumn:

Hamper Raffle

Santa Message
Christmas Cards

Spring:

Balloon Race
Quiz Night
Easter Trail
Crazy Hair Day (money went direct to school and not reported in these figures.)
Teddy Bear deliveries

Summer:

Tote Bags
Leavers Print
Summer Hamper Raffle
Ice Lolly Sales

Our net expenditure for the year was **£5,554.69**.
£5,254.06 of this was used to fund items for the school or activities for the children. The remainder was used to cover the general running costs of the PTA.

Summary of Donations:

Art equipment
Books for school library
Chromebook charging trolley
5 Fans for classrooms
Trees for Life donation to Alban City School grove
Pantomime subsidy
Funding of Christmas disco for all pupils in school
School leavers activity subsidy

Financial Summary:

Opening Cash: £10,899.06

Total Gross Receipts: £12,576.07

Total Gross Payments: £7,554.23

Remainder of this year's funds to be added to savings, to be used for future donations to support the children's education as and when suitable opportunities arise: **£5,021.84**

Closing Cash: £15,920.90

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set Para 1.41	
Performance of fundraising activities against objectives set Para 1.41	
Investment performance against objectives	
Other Para 1.41	

Financial Review

Review of the charity's financial position at the end of the period Para 1.21	Cash at the Bank and Paypal accounts at the end of the year was £15,921 .
Statement explaining the policy for holding reserves stating why they are held Para 1.22	Reserves are held to cover the usual annual running costs for items such as insurances, licences and our commitment to purchase trees from the carbon offset fund. Plus enough to fund the outlay needed to run of our larger events such as our Christmas fair.
Amount of reserves held Para 1.22	£2500
Reasons for holding zero reserves Para 1.22	-
Details of fund materially in deficit Para 1.24	-
Explanation of any uncertainties about the charity continuing as a going concern Para 1.23	The main risks facing the charity would be in the event that suitable volunteers cannot be found to replace the outgoing Chair and Communications officer in Jan 2022.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising) Para 1.47	<p>Our principal sources of funding are various fundraising events held throughout the year. In most years the Christmas and Summer Fairs are the largest income producing events. These could not happen this year due to the Covid 19 Pandemic, but the committee worked hard to run other events, such as online balloon race and Easter Trail and raised a similar amount of money to other years.</p> <p>Our programme of fundraising activities brought in a net income of £7,067.</p> <p>We run a 100 Club which raised £1518 net this year.</p> <p>We receive £1000 in unrestricted sponsorship from a generous local estate agents – Bradford and Howley.</p> <p>Sales of nearly new uniform raised £360 this year. We receive some extra income through charity cashback schemes such as Easyfundraising and this year those sources raised us £630.</p> <p>Around half of our net income this year has been used to provide donations to Alban City School or to fund enrichment activities for the pupils. The remaining income will be given as donations in the future as and when suitable opportunities come up.</p>
Investment policy and objectives including any social investment policy adopted Para 1.46	-
A description of the principal risks facing the charity Para 1.46	-
Other	-

Structure, Governance and Management

Description of charity's trusts:	
Type of governing document Para 1.25	Constitution adopted 21 st January 2021
How is the charity constituted? Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees Para 1.25	Trustees are elected or re-elected annually at the Annual General Meeting held in January.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees Para 1.51	
The charity's organisational structure and any wider network with which the charity works Para 1.51	The PTA is open to the parents, guardians or carers of all pupils currently attending the school and the teaching and non-teaching staff currently employed or engaged at the school. The PTA holds meetings every two months and an AGM once a year. The officers of the PTA are the Chair, Secretary, Treasurer, Communications Officer and Staff Representative. All of these except the Staff representative are trustees.
Relationship with any related parties Para 1.51	The PTA works closely with the school when arranging activities, most of which take place on school premises. The school provides a wish list of items which the PTA considers when choosing how to spend funds.
Other	All trustees give their time voluntarily and received no remuneration or other benefits.

Reference and Administrative details

Charity name	Alban City School Parent Teacher Association
Other name the charity uses	Alban City School PTA
Registered charity number	N/A
Charity's principal address	Alban City School 7 Hatfield Road, St Albans, AL1 3RR

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	Elizabeth Hodgkinson	Chair		
2	Julie Fernandes-Tansley	Communications Officer		
3	Julia Milligan	Treasurer	From 1 st Sept 2020 to 21 st Jan 2021	
4	Helen Page	Treasurer	From 21 st Jan 2021	
5	Amy Leary	Secretary		
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

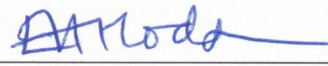
Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Helen Page	
Full name(s)	HELEN PAGE	ELIZABETH HOPE-KINISON
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR
Date	20/01/2022.	