

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2022**

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# REPORT OF THE TRUSTEES

The Trustees present their report with the accounts of the charity for the year ended 31st December 2022.

## REFERENCE AND ADMINISTRATIVE DETAILS

*Principal Office:* St Mary's CVA, Lowry Drive Marple Bridge SK6 5BG

*Elected Trustees:* From 24th February 2022 until 8th February 2023

*Chairperson:* Claire Tognarelli

*Vice Chairperson:* Emma McCubbin

*Honorary Secretary:* -

*Honorary Treasurer:* Adi Tognarelli

*200 Club:* Clare Wall

*Committee members:* Matthew Kayes  
Victoria Kayes  
Sabeen Tempowski  
Helen Mulryan  
Nora Wass  
Kate Scott  
Heather Manuel  
Lucy Gianferrari  
Liz O'Dea  
Louise Rodgers

*Banking Partners:* Royal Bank of Scotland  
Paypal

## GOVERNING DOCUMENT

The Charity's Constitution based on the Parentkind Model Constitution was adopted at the Annual General Meeting on 24th February 2021.

## GOVERNING BODY

St Mary's PTA Committee forms the Board of Trustees of St Mary's CVA Marple Bridge PTA and is responsible for the overall governance of the Charity including the approval of any expenditure. St Mary's PTA's full charity name is "St Mary's CVA Marple Bridge PTA" and its Charity number is 1040736.

## RECRUITMENT AND TRAINING OF TRUSTEES

The elected Trustees are appointed by the Annual General Meeting (the AGM) to which all parents and guardians of pupils attending St Mary's Catholic Voluntary Academy and all teachers and ancillary staff of the school are invited and are entitled to vote.

The committee is elected annually at the AGM. Trustees can be re-elected for subsequent terms.

The elected Trustees share equal responsibility for the charity. They have a legal duty to act in the charity's best interests, manage the charity's resources responsibly and to act with reasonable care and skill.

All new Trustees are inducted into the work of St Mary's PTA by existing members; an electronic file of handover information is provided for them.

### **PRINCIPAL AIMS AND ACTIVITIES**

The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:

- Develop more extended relationship 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.
- Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory fund) as the Committee in consultation with the Governing Body shall from time to time determine.

### **ORGANISATION**

The PTA meets termly as a minimum. From time to time it sets up on-going or ad hoc Committees to run specific events.

### **RISK ASSESSMENT AND MANAGEMENT**

The following matters have been considered as part of our risk assessment.

*Finance* Our financial position is set out in the attached financial report. The trustees have adopted the provisions of section 133 of the Charities Act 2011 ('the Charities Act') and the Charity Commission Internal financial controls for charities (CC8) published 1st July 2012.

*Insurance* We are insured by Zurich Insurance plc under a bespoke PTA policy provided by Parentkind.

# **ACHIEVEMENTS, PERFORMANCE AND CHALLENGES**

## **WORLD BOOK DAY DISCO**

*March 2022. Raised £319.33*

Fantastic Disco - Thanks to Matt our resident DJ. 2 sittings, which we have found works the best 5-6pm and 6-7pm. Fancy dress competition - World Book Day theme with book tokens for prizes. We had our normal UV toys, Tuck Shop, Tattoos and Hot Dogs, which were a huge hit.

## **EASTER EGG RAFFLE**

*April 2022. Raised £783.26*

We ran a non-uniform day in exchange for the children bringing in an Easter Egg, then we made up hampers and had a raffle to win them. The children absolutely loved it and it was very easy to run and set up. The tickets were purchased online on our brand new website. Huge thanks to Adi for setting this up.

## **EASTER DISCO**

*April 2022. Raised £743.68*

Thanks to Matt's DJ skills. 2 sittings, £3 a ticket. We had LED merchandise Tattoos and Glitter, Pizza and Hot dogs and our normal Tuck Shop.

## **STOCKPORT GIN AND BINGO EVENING**

*June 2022. Raised £372.46*

This was our first adult-only evening for a while. Stockport Gin is owned by Cheryl and Paul who have children in St Mary's and they have always been incredibly supportive of our school. They allowed us to design a cover and have a bottle of St Mary's Gin made -which was called 1868 - this sold around 20 bottles. They also ran a Gin and Bingo evening for us and we had food from Dutson's - cheese, bread and olives. It was an amazing evening in the warm Manchester sunshine!

## **COLOUR RUN**

*July 2022. Raised £556.69*

This was the first St Mary's Colour Run. It was something that we had wanted to run for a while. We had music, strawberries and cream, Pimms and a warm up by Clare W, our very own personal trainer. We were lucky to have dry warm weather as the children ran several laps of the course on the field whilst having water squirted at them and coloured powder thrown at them. This was a fantastic event the children and adults loved it! The big purchase was the coloured powder, but we bought enough to do next year as well so the profit should be bigger next year.

## **FAMILY CAMP**

*July 2022. Raised £15.97*

We were blessed with a weekend of amazing sunshine. A record number of families joined us camping in the Derbyshire countryside. Thanks to the wonderful Kate Scott for organizing.

## **KRISPY KREME DONUTS**

*July 2022. Raised £62.32*

Thanks to Matt and Victoria for organising this. We could buy these at a discounted price for charities and sell them on. It was easy to run and we sold out of all donuts!

## **QUIZ**

*September 2022. Raised £51.56*

We advertised our first Quiz which was aimed at parents but sadly we didn't sell many tickets and we decided to cancel this. We are going to conduct a poll to see what adult-only events parents want us to run, if any.

## **SCARECROW FESTIVAL**

*September 2022. Raised £0.*

We decided not to charge for entry this year as we didn't get many entries last year and thought that it was enough work to make a scarecrow in the first place. We had 5 entries, which brightened up the school entrance and the children loved seeing them. The winner was Paddington Bear having his lunch.

## **SPARKLE DISCO**

*November 2022. Raised £668.93*

This was a great evening. 2 discos, Pizza, Hot dogs, sweets and UV - we had lots of lovely new volunteers as many of the committee couldn't make it, and that was great to see.

## **CHRISTMAS FAIR**

*December 2022. Raised £1130.92*

This was the first post-COVID Christmas Fair - and it was brilliant! We raised lots of money and everyone had a great time. We couldn't run this event without the staff support, so a big thank you to them. We had Santa, Craft room, Games (ran by our wonderful Year 6 students), Turkey Sandwiches and Mulled Wine, Elfridges, Tree of treats, Cake Room and our Chocolate and Bottle Tombolas.

## **CHRISTMAS CINEMA TRIP**

*December 2022. Raised £281.87*

This was a trip for the whole school to see 'Muppets Christmas Carol' at Marple Cinema. We had 2 sittings, Infants and Juniors. and it was a lovely experience for all. Thanks to Heather for organising.

## **50P FRIDAYS**

*Throughout 2022. Raised £707.14*

These have run throughout the year and in the summer we ran 'Frozen Fridays'. Earlier in the year, it was clear that charging only 50p for ice cream and chocolate made negligible profit, so we switched to buying from Hancock's Wholesale and making our own pick and mix in 50p bags - kids love them and we make more money! Win, Win!

## **200 CLUB**

*Throughout 2022. Raised £1603*

All are welcome to join our small lottery that is drawn on Facebook each month by Clare Wall. There are a total of 200 numbers that can be entered into the monthly draw, and each month there is a cash prize to be won. Half of the money raised goes into PTA funds and the rest into the prize pot.

## **£22 FOR 22**

*Throughout 2022. Raised £724.63*

The idea was that we asked children to fundraise £22 in whichever way they could. It was started by the children who attend Holy Spirit parish doing a cake sale outside church and raising nearly £100. We had children doing cycle rides and a litter pick. We also had a kind donation from Marple Beer Run.

## FINANCIAL OVERVIEW

We started off the year with £23,499.15 funds in our account, of which £7051.43 was restricted, having already been awarded but unspent in 2021.

### INCOME

The Receipts and Payments accounts show **£8,167.42** raised from events during the year.

200 Club	£1,603.00
Special Friends Photos	£33.43
2022 Leavers' Hoodies	£19.00
£22 for 22	£724.63
World Book Day Disco	£319.13
Easter Raffle	£783.26
April Disco	£743.68
Gin and Bingo	£372.46
Colour Run	£556.69
Krispy Kreme Donuts	£62.32
Family Camp	£15.97
Quiz (cancelled)	£51.56
Sparkle Disco	£668.93
Cinema Trip	£281.87
Xmas Fair	£1,130.92
50p Friday	£707.14
Amazon Smile	£53.55
Gift Aid	£103.05
Interest received	£13.63
<i>Sum Up machines x 2</i>	<i>- £59.98</i>
<i>Stationery and Stamps for 200 Club</i>	<i>-£16.82</i>
<b>TOTAL</b>	<b>£8,167.42</b>

### EXPENDITURE

The restricted funds of **£7051.43** from 2021 were paid to the School in full.

Grants of **£7947** were awarded during at the 2022 AGM, and were paid to the School in full.

Technology	£3000
Class Budgets	£400
Maths Equipment	£1000
Contributions for coaches on school trips	£700
Mindfulness Garden	£2847
<b>TOTAL</b>	<b>£7,947</b>

Further awards were granted as the year progressed, and were paid to the School in full.

Basketballs	£154.89
Additional Class Budgets	£400
Rectifying the Top Playground	£5000
Further Mindfulness Garden Works	£4559
Panto in School	£550
<b>TOTAL</b>	<b>£10,663.89</b>

## **RESERVES POLICY AND FINANCIAL POSITION**

At the end of 2022, the Association held unrestricted cash reserves of **£6004.25**.

It is our policy to maintain a cash balance of at least £2,500 unrestricted funds. We therefore currently hold **£3504.25** available for making grants.

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES AND GOVERNANCE**

The Trustees are responsible for their Annual Report and the preparation of the Receipts and Payments Accounts in accordance with applicable law and generally accepted Accounting Practice.

In preparing these financial statements the Trustees should follow best practice and:

- Select the most suitable accounting policies and apply them consistently;
- Make judgements and estimates which are reasonable and prudent;
- Follow applicable accounting standards and the Charities Act, disclosing and explaining any material departures in the financial statements;
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which are such as to disclose, with reasonable accuracy, the financial position of the Charity at any time and enable them as Trustees to ensure that the financial statements comply with charity law.

The Trustees are also responsible for safeguarding the Charity's assets and ensuring their proper application in accordance with Charity Law, and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

This Annual report was approved by the Committee at the AGM on 8th February 2023.

Claire Tognarelli  
08/02/2023