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|  | **Trustees' Annual Report for the period** | Z:\GOOGLE DRIVES\TREASURER DRIVE\Logos\PSA Logo.JPG |
| **From** | Period start date | To | Period end date |
| 01 | Sept | 2017 | 31 | May | 2018 |
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| Section A Reference and administration details |
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| **Charity name**  | Soho Parish School PTA |
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| **Other names charity is known by** | “Soho Parish PSA” or “the PSA” |
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| **Registered charity number (if any)**  | 1097917 |  |
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| **Charity's principal address**  | 23 Great Windmill Street |
| London |
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| Postcode | W1D 7LF |
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|  | **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  | Lorraine Snape | Chair | Whole period | Self |
| 2 | Lucy Tammam | Vice Chair | Whole period | Self |
| 3 | Robert Moore | Treasurer | From start until 26/04/18 | Self |
| 4 | Anthony Holmes | None | Whole period | Self |
| 5 | Steven Tooley | None | Whole period | Self |
| 6 | Bruce Mennell | None | From start until 26/04/18 | Self |
| 7 | Secil Ozgur Mennell | None | From start until 26/04/18 | Self |
| 8 | Mary Peretz | Secretary | Whole period | Self |
| 9 | Tracey Rivers | None | From 26/04/18 to end | Self |
| 10 | David Mountain | Treasurer | From 26/04/18 to end | Self |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
|  | **Names of the trustees for the charity, if any, (for example, any custodian trustees)** |
|  | **Name** | **Dates acted if not for whole year** |
| None |  |
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| **Names and addresses of advisers (Optional information)** |
| Type of adviser | **Name** | **Address** |
| Finance & Administration | Robert Moore |  |
| Independent Examiner | Roman Lutz |  |
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| **Name of chief executive or names of senior staff members (Optional information)** |
| Not applicable |

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|  | Section B Structure, governance and management |  |
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| **Description of the charity’s trusts** |
| Type of governing document (eg. Trust deed, constitution)  | PTA UK June 2016 model constitution |
| How the charity is constituted (eg. Trust, association, company) | Association |
| Trustee selection methods (eg. Appointed by, elected by) | Elected by Members of the Association at the AGM |
| **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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| Soho Parish School PTA (the “Charity”, “Soho Parish PSA” or “the PSA”) has a very close relationship with Soho Parish Primary School (“the School”).**Constitution:** Like many similar school charities in the UK, the PSA has chosen to adopt a model constitution as its governing document (the “Constitution”). The Constitution follows PTA UK’s June 2016 model, which has since been revised in January 2018. The revision occurred shortly after PTA UK changed its name to ParentKind[[1]](#footnote-1). As there were no other significant changes, and the last constitution was only adopted in late 2016, the PSA has not updated its constitution to minimise paperwork. It may do so in the future.Among other important things, the Constitution sets out:* **The PSA’s charitable objectives** - listed below in section C
* **Trustees** – legal minimum number of trustees to form the Committee is two, but the recommended minimum is three officers: Chair, Treasurer and Secretary. The PSA always seeks to appoint these officer roles at its AGM and a staff representative that the Committee allows the Head teacher to choose.
* **Committee meeting rules** – at least three meetings to be held per annum, quorum of 50% provided 3 or more trustees on the Committee. The PSA aims to hold at least one Committee meeting every school term.
* **General meeting rules** – at least one to be held every calendar year, the AGM. The PSA usually holds its AGM in the spring term (around April/May) so that new Reception class parents will have had time to settle in, get to know the School and may wish to get involved and put themselves forward as potential Committee members.

**ParentKind:** The ParentKind organisation seeks to bring parents and schools closer, partly by assisting associations like the PSA in running its organisation. For a modest annual membership fee (just over £100) ParentKind organises i) appropriate public liability insurance for its members, ii) provides a legal advice line and a very useful advice hub with model policies and guidelines, and iii) access to trust and grant databases. The PSA uses ParentKind extensively for guidance and will typically adopt / review its written materials when determining its own policies.**Charity Name:** Although the Charity is officially named “Soho Parish School PTA” it has elected to be a parent staff association (a ‘psa’) under the Constitution, and not a parent teacher association (a ‘pta’). This decision reflects the Charity’s desire to recognise the significance of *both* its teaching and non-teaching staff members. Technically, under the adopted Constitution (see section 4.1), association membership extends to all staff anyway i.e. for a pta as well as a psa. While the naming convention is meaningless in a legal sense the optics remain important. The Charity decided not to change its official name (because of the administrative burden) but instead uses “Soho Parish PSA” or “the PSA” as its brand and trading names.**Training:** Given its low risk and limited activities, the charity has not felt it necessary to formally train its trustees. However, the charity asks new trustees to:1. familiarise themselves with the responsibilities of being a charity trustee. See:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>1. understand the relevant rules and regulations
2. disclose any previous convictions

Trustees appointed to officer roles undergo a period of handover from their predecessor.**DBS checks:** the PSA does not feel it necessary to DBS check all trustees as standard procedure. Trustees are normally members of the charity association prior to appointment and therefore, by definition, already directly connected with the School (and usually DBS checked already if staff OR simply trusted as a parent/guardian of children at the school with a strong vested interest in furthering the PSA’s charitable objectives). The Committee would likely review this position if there were a particular safeguarding concern or increased risk to the PSA’s activities or a specific Trustee role.Other salient features of the PSA, relevant to its annual return reporting:* The trustees identified no serious incidents during this reporting period
* The PSA does raise funds from the public
* The PSA has decided not to work with a professional fundraiser nor a commercial participator
* Grant making is one way the PSA carries out its charitable purposes, but not the only way; for example, it also organises and funds social and fund-raising events
* The PSA does not receive income from overseas, central government or local authorities
* The PSA does not operate outside of England & Wales and therefore does not have monitoring controls in place for overseas expenditure
* Policies:
	+ To date the Trustees have not felt it necessary to have a risk management policy document due to the low risk of the PSA’s activities. This is reviewed periodically.
	+ Although it has been discussed and contemplated in the past, the Trustees have decided not to have a trading subsidiary. This could change if the PSA engaged in more significant commercial activities and events, as it would minimise Trustee liability and achieve continuity of the management of such events (by using separate Directors that are not elected by the Members at the AGM, but by the Committee itself)
	+ The PSA did not review its financial controls during the reporting period
* The PSA did not remunerate Trustees or volunteers during the reporting period
* The PSA did not have any employees during the reporting period
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| **Section C Objectives and activities** |
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| **Summary of the objects of the charity set out in its governing document** | As per the PSA constitution:1. Developing effective relationships between the staff, parents and others associated with the school.
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
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| **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)** | Raising funds for Soho Parish Primary School* Via donations from parents, local businesses and visitors
* From sales at events
* From applications/grants

Spending funds on Soho Parish Primary School* On equipment, facilities and services for the School/pupils
* Covering the cost of expenses on trips
* Covering the cost of specialist training
* Operating costs of the charity and specific event costs

Communication & Relations* Hosting community events
* Providing regular coffee mornings for parents
* Organising volunteers for School and PSA events
* Maintaining a website, Google group and social media (Twitter)
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| **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.
 | PSA has established a Staff Grant Scheme which allows Teachers and Parents to apply for up to £500 funding per class per annum on any items they choose provided it receives approval from the senior leadership team.The School and the PSA have established a separate grant bank account that the School has access to. Any grants that the PSA issues are paid into this account and from then on deemed as spent funds. This allows the Trustees to monitor and track how the School uses its funds in real time and minimises the need to keep cumbersome invoice records. |
| Section D Achievements and performance |
| **Summary of the main achievements of the charity during the year**  | **1 Sep 2017 to 31 May 2018:*** Increase in donations owing to increased support and some sizeable donations from parents helping to fund additional teaching assistant resources. This resulted in total receipts of £22.7k.
* Total payments were £21.1k. This comprised approx. £0.9k in operation expenses and £1.5k in cost of sales. The remaining £18.7k was funding for the school. The PSA provided £10k for teacher assistance funding, £4k in miscellaneous grants as requested by the school, £2k for the annual John Ong award and around £100 per week on the provision of fruit and other supplies.
* PSA hosted new events that have proven to be popular and rewarding like the quiz and a second-hand book stall in addition to having the old events such as cake sales and Christmas fair.
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| **Section E Financial review**  |
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| **Brief statement of the charity’s policy on reserves**  | In past years the PSA did not have an official reserves policy; it basically maintained a large fund (originating from a very successful art auction) and hoped to generate sufficient interest income and donations to give the School an annual gift of £10,000. This is no longer practical, given i) the depletion of the fund, ii) the lack of interest income over several years and iii) the growing needs of the School.The PSA intends to hold the minimum amount of reserves possible and welcomes the opportunity to fund projects and items that meet its charitable objectives. That said, the PSA intends to maintain sufficient reserves to cover:1. Fluctuations in cash flow from operations i.e. interim expenditure which is required to cover costs before sales are generated. An example might be buying food & drink to be sold at an event – or marquee hire. For a large event this could easily be thousands of pounds.
2. A few years of normal annual operating expenses (typically <£5k)

Therefore as a minimum the PSA plans to maintain reserves of £5-10k to ensure its effectiveness. The PSA will review this regularly and in particular consider it after we have trialled running some larger events.At the end of the reporting period 31 May 2018 the PSA had approximately £51.6k in reserves, which the Trustees deemed more than sufficient to maintain operations for the foreseeable future. |
| **Details of any funds materially in deficit**  | This is not applicable as the PSA uses receipt & payment accounting. In any event it has no 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.
 | Key source of funds* Approx £5k p.a. comes from regular donations from parents
* Approx £5k p.a. generated from sales at PSA events
* In future years PSA hopes to raise significant funding from external events, increased parental contributions and corporate grants

PSA expenses are minimal. The vast majority of expenditure is on funding (either general or specific) and on sales related costs. |

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| Section F Other optional information |
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| Key aims and objectives for next accounting period (1 September 2018 – 31 August 2019):* Build relationships with any new staff at the School
* Continue to host a healthy calendar of PSA events
* Understand the School’s needs and fund “wish list” items via the Staff Grant Scheme as they arise
* Maintain parent communication and rapport
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| **Signature(s)** |  |  |
| **Full name(s)** | Mary Peretz | David Mountain |
| **Position (eg Secretary, Chair, etc)** | Chair | Treasurer |
| **Date**  | 22/07/2019 | 22/07/2019 |

1. See <https://www.parentkind.org.uk>. It is worth noting that this organisation has a habit of changing its name, at least twice before in the history of the PSA’s existence. One should expect it to happen again, along with an updated constitution. There is no need to change the constitution with every name change, but aim to refresh every 5 years.
 [↑](#footnote-ref-1)