



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month SEPT	Year 2016		Day 31	Month AUG	Year 2017

Section A Reference and administration details

Charity name Parents at Ladygrove School (PALS) PTA

Other names charity is known by PALS

Registered charity number (if any) 1164334

Charity's principal address c/o Ladygrove Park Primary School,
Avon Way, Didcot,
Oxfordshire
OX11 7GB

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	Katie Burnett	Chair	All year	
2	Suzanne Kenneally	Treasurer	All year	
3	Jo Keeling	Secretary	1 September 2016 – 12 October 2016	
4	Charlotte Fells		1 September 2016 – 12 October 2016	
5	Gemma Webb		1 September 2016 – 12 October 2016	
6	Claire Smith		1 September 2016 – 12 October 2016	
7	Sam Drew	Secretary	12 October 2016 – 31 August 2017	
8				
9				
10				

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 adopted 4 Nov 2015
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected from membership (which includes all parents and staff at the school)

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.

The charity works in close co-operation with the staff and management at Ladygrove Park Primary School.

Our PTA operates under the school's safeguarding policy. Any risk of threat or harm that might arise from events/ activities is minimised through our risk assessment process.

Our PTA operates from the school premises, with the permission and support of our headteacher.

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:

- 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.

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)

The charity exists to help to create a sense of community and vibrancy around Ladygrove Park Primary school, and to create a sense that parents, staff and children are working together to make the school a creative and caring community.

The charity's events are designed both to enhance children's experience and memories of school as well as to create a sense of positivity around what the whole community can achieve if everyone works together.

To this end, the events and fundraising activities have a dual aim:
- raising money that can be granted to the school for them to spend on a range of resources and projects
- creating occasions simply for the enjoyment of the pupils themselves

Our members do not benefit. The pupils are our beneficiaries and they are not members of our association. The trustees understand that there can be no personal benefit from this arrangement.

Our committee members are parents of pupils at the school. It is these pupils that are beneficiaries. It may be regarded that these parents received a personal benefit by their children being beneficiaries, but this is incidental only.

The types of event that PALS undertakes includes school discos, Christmas and Summer fetes, and other fundraising activities such as Christmas card sales and clothes recycling. Local businesses and organisations also donate to PALS in exchange for advertising or promotional exposure at the events we manage.

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.

We decide as a committee how to allocate the funds we raise. The headmaster and teachers submit a list of requests for funding and the committee reviews the list and decides which projects to support. The decisions are passed on a majority vote basis.

We may undertake some longer-term projects, subject to the management team at the school identifying any larger-scale projects that will benefit the education of pupils at the school. For example funding a building or redevelopment project. These may require funds to be raised over a longer period.

We do not have a formal grant making policy or business plan.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Parents at Ladygrove School have had a very busy and successful year planning and running events for the school community, thanks to the tireless efforts of the committee and volunteers (both parents and school staff). Key achievements include:

- Christmas Craft Fayre (raised £2,451)
- Quiz and Curry night (raised £450)
- Easter Egg Hunt (raised £385)
- Spring clean-up of the playground and gardens
- Disco (raised £383)
- Summer Fete (raised £4,112.30)

The charity also raised £1,754 in donations from local organisations, matched funding and EasyFundraising activity.

We continued trading activities such as the production of charity Christmas cards and a 'Bags to School' clothes recycling programme, which raised £280 and £472 respectively.

At the outset of the 2016/17 year the committee's objective was to raise money for a longer-term project to replace playground equipment. During the year, following discussion with the School, it was agreed by committee members that pupils would benefit more readily from investment in technology.

During this financial year, the charity donated a total of £1,385 for the following:

- £100 to each year group, to support educational activities, or increase resources available in each year group, as chosen by the class teachers. (Total £700)
- £423 for the purchase of a book for each child at Christmas (from 'Santa').
- £262 for new High five sports kits.

The committee also agreed to donate up to £10,000 for the purchase of new chromebooks to support technology enhanced learning and digital literacy initiatives at the School. The funds have been set aside and the school is in the process of completing the technology infrastructure changes needed. This donation will happen next financial year.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity has no formal policy on reserves but allows the Treasurer to set a prudent level of reserve holdings depending on future planned events. The closing bank balance at the end of FY 16/17 stands at £19,919.

- £4,500 of this is held in reserve to cover expenses for events already scheduled for FY17/18 and to cover contingencies.
- £10,000 is being held for the purchase of Chromebooks and the remaining balance is available to be allocated as grants to Ladygrove Park Primary school, subject to the grant making process detailed in section C.

Details of any funds materially in deficit

N/A

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.

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Section F Other optional information

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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)		
Position (eg Secretary, Chair, etc)		
Date		