



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2007		31	08	2008

Reference and administration details

Charity name CLYST ST MARY COUNTY PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

Other names charity is known by Clyst St. Mary PTFA

Registered charity number (if any) 1042551

Charity's principal address
 88 Clyst Valley Road
 Clyst St. Mary
 Exeter
Postcode EX5 1DE

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	Ms Rachel Elliott	Co-chair	23.01.08 to 26.11.08	
2	Mrs Alison Clarke	Co-chair	23.01.08 to 26.11.08	
3	Mrs Caroline Davison	Treasurer	23.01.08 to 26.11.08	
4	Mrs Sarah O'Dywer	Vice-chair	23.01.08 to 26.11.08	
5	Mrs Diane Jones	Secretary	23.01.08 to 26.11.08	
6	Mrs Louise Herbert			
7	Mr Nicholas Tripp			
8	Mrs Wendy Laverick			
9	Mrs Debbie Parnall	Previous chair	01.09.07 to 23.01.08	
10	Mrs Tina Fairman	Previous vice-chair	01.09.07 to 23.01.08	
11	Mr Malcolm Riley	Previous treasurer	01.09.07 to 23.01.08	
12	Mrs Sharon Gove	Previous treasurer	01.09.07 to 23.01.08	
13	Ms Nina Lewin	Previous secretary	01.09.07 to 23.01.08	
14	Miss Verity Charles	Previous secretary	01.09.07 to 23.01.08	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of advisor	Name	Address

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

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Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 13 September 1994
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	New trustees are elected at the AGM or EGM

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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Objectives and activities

Summary of the objects of the charity set out in its governing document

The charity's principal object is to advance the education of pupils in Clyst St. Mary Primary School by providing funds and equipment to the school.

Summary of the main activities in relation to these objects

The charity organises a range of fundraising events during each school term to raise money to provide the pupils of Clyst St. Mary Primary School with additional educational resources.

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

Achievements and performance

Summary of the main achievements of the charity during the year

During the last school year the PTFA have set up a website (www.clyststmaryptfa.org.uk) to promote their activities and raise revenue from advertisers. The PTFA have provided the school with the following items:

- **New banner**
- **£650 of art and specialist items given for all class teachers**
- **New microphone shields and amplifier for outdoor use**
- **Breakfast for all children in the school after all the children in the school walked to school**
- **£1100 contribution towards school trip transport for each class**
- **Breakfast for the Year 6 children each morning before their SATs tests**
- **Trophies for the Clyst St. Mary's Got Talent Competition run at the school Summer Fete**
- **£180 of sport & play items for lunchtime use with the Play Assistants**
- **£50 to the school Breakfast Club to buy more resources for the children**
- **Materials for murals & refurbishment of children's toilets to the children's own designs**
- **New bench seats and covered friendship seating in the grounds**
- **Materials for painting & gardening in the school grounds on annual School Grounds Day**
- **Food and drink for the volunteers on School Grounds Day**
- **Ice lollies for every child in the school on Sports Day**
- **Pantomime for the children at Christmas**

At our committee meeting on 9th July 2008, we were presented with a wish list from the teachers and meal-time assistants as follows:

Role Play Area – additional side walls for class 2	@ approx £200
Box of musical instruments for classes 1 and 2	@ approx £60
Box of science equipment for classes 1 and 2	@ approx £60

Achievements and performance

Covered outside area outside of classes 1 and 2	@ TBC
CD Player for class 1	@approx £100
Classroom Cookery items	@ TBC
3 x headmikes for whole school	@approx £212 each
3 x Microphone stands for whole school	@approx £20 each
Committee voted to purchase these prior to the school production.	
Digital camera for class 1	@ approx £150
4 x Sharkfin floats for swimming classes for whole school	@ approx £12 each
Construction toys i.e. Lego etc for whole school	@ approx £600.00
2 x Football posts for whole school	@ approx £150 each
Picnic tables for whole school	@ approx £400 each
Adventure Playground for whole school	@ approx £12000
Musical instruments for whole school	@ approx £500
Language and Maths games for Class 4	@ approx £100
Guillotine for class 3	@ TBC
Digital Dictaphone for class 3	@ approx £40
Plastic storage boxes for class 3	@ approx £50
Storage Box for meal time assistants	@ approx £100
8-10 stacking boxes for meal time assistants	@ approx £50
New playtime toys for meal time assistants	@ approx £50

The committee agreed to put aside £5000 for new equipment for the school. Items the committee agreed to fund on 9th July 2008 were:

Role Play Area – additional side walls for class 2	@ approx £200
Covered outside area outside of classes 1 and 2	@ approx £2000
3 x headmikes for whole school	@approx £212 each
3 x Microphone stands for whole school	@approx £20 each
Digital camera for class 1	@ approx £150
4 x Sharkfin floats for swimming classes for whole school	@ approx £12 each
Construction toys i.e. Lego etc for whole school	@ approx £600
2 x Football posts for whole school	@ approx £150 each
Musical instruments for whole school	@ approx £500
Language and Maths games for Class 4	@ approx £100
Digital Dictaphone for class 3	@ approx £40
Plastic storage boxes for class 3	@ approx £50
Storage Box for meal time assistants	@ approx £100
8-10 stacking boxes for meal time assistants	@ approx £50
New playtime toys for meal time assistants	@ approx £50
CD Player for class 1	@ approx £100
Paint sets for year 5 children were requested to replace those given to them in year 3, as they are usually lost, as were paint brushes for the children.	@ approx £50

TOTAL (approx) £5000

It must be borne in mind that not all of the items above were purchased during the financial year ended 31st August 2008. These items have not been shown as expenditure in the year, but we are committed to funding this spending in the financial year ending 31st August 2009.

This allows for £2000 for the cost of the outside area. If the cost comes in any higher then this will be addressed. Louise Herbert, the Headteacher, also asked if the committee would fund £300 for a travelling theatre in Oct/Nov 08. This was agreed.

The PTFA funds were raised from a Race Night, discos, the Summer Fete & Silent Auction and raffles. Other fundraising was through: the production of Christmas Cards with each child's design, selling advertising space on our website and selling the official school uniform. Uniform sales are solely organised by one parent Wendy Laverick – so a huge thank you to her from the trustees for all her hard work and commitment throughout the year. The PTFA website is solely administered by one parent, Darren Schroeder and so another massive thank you to him for all his hard work.

Achievements and performance

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Financial review

Brief statement of the charity's policy on reserves

The Statement of Financial Activities indicates an income of £14,462 and expenditure of £13,791 generating a surplus of £671 to be carried forward for expenditure in the following year. This surplus includes £799 of income that has been allocated to be spent in the financial year 2008/09.

It is the trustees' intention to maintain cash reserves equivalent to at least three months' running costs or a minimum of £1,000. Whilst the level of cash reserves at the 31st August 2008 are satisfactory, the trustees consider that it will be necessary to hold more fundraising events in the forthcoming year in order to support additional projects within the school in accordance with furtherance of its main object.

A huge thank you to the trustees who have worked tirelessly for the last year raising money for the charity. A big thank you too to Mrs Herbert and her staff for their support and assistance and to all the pupils and parents who have committed time and effort to the PTFA events over the last year.

Details of any funds materially in deficit

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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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Other optional information

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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)	Rachel Elliott	Alison Clarke
Position (eg secretary, chair, etc)	Co-chair	Co-chair
Date	26 November 2008	