



Trustees' Annual Report for the period			
	Period start date		Period end date
<b>From</b>	01/06/2018	<b>To</b>	31/08/2019

**Section A Reference and administration details**

**Charity name** Soho Parish School PTA

**Other names charity is known by** "Soho Parish PTA" or "the PTA"

**Registered charity number (if any)** 1097917

**Charity's principal address** 23 Great Windmill Street  
London  
**Postcode** W1D 7LF

**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)
Lorraine Snape	Chair	From start until 03/05/18	Self
Lucy Tammam	Vice Chair	From start until 03/05/18	Self
Mary Peretz	Secretary/ Chair	Whole period	Self
Anthony Holmes	None	Whole period	Self
Steven Tooley	None	Whole period	Self
Tracey Rivers	None/ Secretary	Whole period	Self
David Mountain	Treasurer	Whole period	Self
Malinda Griffin	None	From 03/05/18	Self
Sandra Taboda	None	From 03/05/18	Self

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
None	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Independent Examiner	Roman Lutz	xxxx

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

NA

## Section B Structure, governance and management

### 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 or appointed unanimously by the Trustees.

### 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

**Soho Parish School PTA** (or "the PTA") has a very close relationship with Soho Parish Primary School ("the School") but has no related parties.

**Constitution:** Like many similar school charities in the UK, the PTA 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<sup>1</sup>. As there were no other significant changes, and the last constitution was only adopted in late 2016, the PTA has not updated its constitution to minimise paperwork. It may do so in the future.

Among other important things, the Constitution sets out:

- **The PTA'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 PTA always seeks to appoint these officer roles at its AGM however Trustees can be added if the current Trustees unanimously vote to add them.
- **Committee meeting rules** – at least three meetings to be held per annum, quorum of 50% provided 3 or more trustees on the Committee. The PTA aims to hold at least one Committee meeting every school term.
- **Members** – all staff and parents or carers of children attending Soho Parish School are members of the PTA.
- **General meeting rules** – at least one to be held every calendar year, the AGM. The PTA usually holds its AGM just after Easter (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.

**Charity Name:** The Charity is officially named "Soho Parish School PTA".

**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>

<sup>1</sup> 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 PTA'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 review every 5 years.

2. understand the relevant rules and regulations
3. disclose any previous convictions

Trustees appointed to officer roles undergo a period of handover from their predecessors.

**DBS checks:** the PTA 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 PTA's charitable objectives). The Committee would likely review this position if there were a particular safe-guarding concern or increased risk to the PTA's activities or a specific Trustee role.

**Risk:** The PTA does not need to have a separate risk assessment process to the School as it would not expect to hold any events that the School was not associated with. However the Trustees will continue to periodically assess the major risks and whether they need a system and procedures to manage them.

Other salient features of the PTA, relevant to its annual return reporting:

- The trustees identified no serious incidents during this reporting period
- The PTA does raise funds from the public
- The PTA has decided not to work with a professional fundraiser nor a commercial participator
- Grant making is one way the PTA carries out its charitable purposes, but not the only way; for example, it also organises and funds social and fund-raising events
- The PTA does not receive income from overseas or spend funds overseas
- The PTA 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 PTA's activities. This is reviewed periodically
  - To date the Trustees have decided not to have a trading subsidiary
  - The PTA did not review its financial controls during the reporting period
- The PTA did not remunerate Trustees or Volunteers during the reporting period
- The PTA did not have any employees during the reporting period
- The PTA did not receive income from contracts or grants from central government or a local authorities
- All members of the PTA both staff and parents may volunteer to help at PTA events

## Section C

## Objectives and activities

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

As per the PTA 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.

**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 events such as quiz night
- From applications/grants
- From Merchandise such as tea towels

Spending funds on Soho Parish Primary School

- On equipment, facilities and services for the School/pupils in line with the stated aims in the constitution.
- 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 PTA events
- Maintaining a website, a Google email and social media (Twitter, Facebook and Whatsapp)

**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.

PTA has continues to support 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 PTA is reliant on its trustees and member volunteers to carry out its charitable objectives.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

**June 2018 to Aug 2019:**

- The PTA raised funds of over £41,000 through parent contributions, raffles, events and merchandise sales. PTA continues to host a quiz and runs second hand book stall in addition to having cake sales and Christmas fair. It also ran two raffles at the Soho Food Feast and had a stall at the Soho Society Summer Fair.
- The PTA gave over £64,000 to Soho Parish Primary School supporting the following: - the building of a new Kitchen, Art week, Book week as well as many other items in line with the PTAs charitable objectives.
- The PTA looked to increase funds by selling tea towels and will look to sell other merchandise next year.
- The PTA updated the website <https://www.sohoparishpta.com/>.

**Brief statement of the charity's policy on reserves**

In past years the PTA 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 Soho Parish 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 PTA intends to hold a minimal amount of reserves and welcomes the opportunity to fund projects and items that meet its charitable objectives. The PTA intends to maintain sufficient reserves to cover:

- i) 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.
- ii) A year of normal annual operating expenses including the grant fund and fruit purchases (typically <£10k)

Therefore as a minimum the PTA plans to maintain reserves of £10 - 15k to ensure its effectiveness. The PTA will review this regularly.

At the end of the reporting period 31 August 2019 the PTA had approximately £27,635 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 PTA 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 £28,000 comes from regular donations from parents
- Approx £12,000 generated from sales at PTA events
- In future years PTA hopes to raise more funding from merchandise and increased parental contributions.

PTA expenses are minimal. The vast majority of expenditure is on funding Soho Parish School (either general or specific) and on sales related costs.

**Section F****Other optional information**

Key aims and objectives for next accounting period (September 2019 – 31 August 2020):

- Build relationships with any new staff and parents at the School
- Continue to host a healthy calendar of PTA events including a film night and a Sunday walk.
- Understand the School's needs and fund "wish list" items via the Staff Grant Scheme as they arise
- Get parents and others to sign up to easy funding and amazon smile to increase revenues
- Maintain parent communication and rapport
- Increase the sale of merchandise such as tea towels and Christmas cards

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Mary Peretz	David Mountain
<b>Role(eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	5/5/2020	

## **Annex 1: Charity Commission Questions (as of 2/10/2020) covered in this report**

<b>Ref</b>	<b>2018 and 2019 Annual Return questions Part A</b>	<b>Question status</b>	<b>Who needs to complete the question</b>	<b>Will the information be shown to the public on the register?</b>
<b>3</b>	Income and spending	No change from previous annual returns	All charities	On the public register
<b>4</b>	For the period of this return, where there any serious incidents that the charity failed to report to the commission?	Minor amendment to question wording	All charities with income over £25,000	See section B
<b>5</b>	Does your charity raise funds from the public?	No change from previous annual returns	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
<b>6</b>	Does your charity work with a professional fundraiser?	New question	As above and only asked if the answer is YES to Ref 5	NA
<b>7</b>	Does your charity have written agreements with all of its professional fundraisers?	New question	As above and only asked if the answer is YES to Ref 6	NA
<b>8</b>	Does your charity work with a commercial participator?	No change from previous annual returns	As above and only asked if the answer is YES to Ref 5	NA
<b>9</b>	Does your charity have written agreements with all of its commercial participators?	Minor amendment to question wording	As above and only asked if the answer is YES to Ref 8	NA
<b>10</b>	Is grant making the main way your charity carries out its purposes?	No change from previous annual returns	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	Yes – See section B and E
<b>11</b>	During the financial period for this return, did your charity receive income from contracts (other than grant agreements) from central government or a local authority?	Minor amendment to question wording	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
<b>12</b>	How many contracts (other than grant agreements) did your charity have from central government or a local authority?	New question	As above and only asked if the answer is YES to Ref 11	NA
<b>13</b>	What was the total value of the contracts held from central government or a local authority?	Minor amendment to question wording	As above and only asked if the answer is YES to Ref 11	NA
<b>14</b>	During the financial period for this return, did your charity receive any grant funding from central government or a local authority?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
<b>15</b>	How many grants did your charity receive from central government or a local authority?	New question	As above and only asked if the answer is YES to Ref 14	NA
<b>16</b>	What was the total value of the grants held from central government or a local authority?	New question	As above and only asked if the answer is YES to Ref 14	NA
<b>17</b>	During the financial period for this annual return, did the charity receive income from outside of the UK?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
<b>18</b>	Select countries the charity received income from, or select 'Unknown/don't know if applicable'.	New question	As above and only asked if the answer is YES to Ref 17	NA
<b>19</b>	What is the value of income by country? For each	New question	As above and only asked if the	NA

	country specify the source and amount of income from the options: a) Overseas Governments or quasi government bodies; (including EU) b) Overseas Charities, NGO's or NPO's c) Individual donors resident overseas d) Overseas institutional donors/institutions (for example private company donations) e) Unknown/don't know		answer is YES to Ref 17	
<b>20</b>	During the financial period for this annual return, did your charity operate outside England and Wales?	No change from previous annual returns	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
<b>21</b>	Select Countries the charity operated in during the financial period covered by this annual return	No change from previous annual returns	As above and only asked if the answer is YES to Ref 20	NA
<b>22</b>	Record the total expenditure by Country	No change from previous annual returns	As above and only asked if the answer is YES to Ref 20	NA
<b>23</b>	When spending money outside England and Wales, did your charity transfer money other than using the regulated banking system?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10K	No - See section B
<b>24</b>	What methods to transfer money did the charity use and what was the value? A) Cash courier b) Other charities or NGO's/NPO'S c) Money Service Business (MSB) d) Informal Money Transfer Systems e) Online payment methods (e.g. Paypal) f) Other	New question	As above and only asked if the answer is YES to Ref 23	NA
<b>25</b>	Does the charity have monitoring controls in place to monitor overseas expenditure?	New question	As above and only asked if the answer is YES to Ref 23	NA
<b>26</b>	Are the trustees satisfied that the charity's risk management policy and procedures adequately address the risks to the charity arising from its activities and/or where it operates?	New question	As above and triggered when answered YES to Ref 23	NA
<b>27</b>	Does the charity have any trading subsidiaries?	No change from previous annual returns	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
<b>28</b>	How many trustees are also Directors of the trading subsidiaries?	New question	As above and only asked if the answer is YES to Ref 27	NA
<b>29</b>	During the financial period for this annual return, did any of the trustees received remuneration or benefits other than expenses incurred?	Minor amendment to question wording	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
<b>30</b>	For what services were any of the trustees paid? a) paid for being a trustee b) paid for providing professional advice or services to the charity c) any other benefit from the charity	Minor amendment to question wording	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	None – See section B
<b>31</b>	During the period covered by this annual return, did any of the trustees resign and take up employment with the charity?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B (the PTA has no employees)
<b>32</b>	During the financial period for this annual return, did	New question	All Charitable Incorporated	No - See section

	any of your charity's staff receive total employment benefits of £60,000 or more?		Organisations (CIOs) All other charities with income over £10,000	B (the PTA has no employees)
<b>33</b>	Enter the number of staff for each of the following salary bands: £60,000 - £150,000 (increments of £10,000) £150,001 - £500,000 (increments of £50,000) Over £500,000	New question	As above and only asked if the answer is YES to Ref 32	NA
<b>34</b>	What was the value of the total employee benefits provided by the charity to its highest paid employee?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	NA
<b>35</b>	How many UK volunteers, excluding trustees, did your charity have during the financial period?	No change	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	See Section B
<b>36</b>	During the financial period for this annual return, did your charity review its financial controls?	No change	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No – See Section B
<b>37</b>	Has the charity obtained a Disclosure and Barring Service (DBS) check on all trustees, employees and volunteers in eligible positions?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No – See Section B
<b>Part B</b>				
<b>39</b>	No changes to part B questions that have been asked in previous years	No change from previous annual returns	All charities with income over £500,000	N/A
<b>Part C</b>				
<b>40</b>	Send trustees' annual report and accounts	Amendment to upload functionality. You will be able to attach 3 files or 1 consolidated file - trustees' annual report/accounts/auditor's report	All Charitable Incorporated Organisations (CIOs) All other charities with income over £25,000	NA
<b>Declaration</b>				
<b>41</b>	Complete a declaration. It will collect your name, position, contact details and the date.	Minor amendment to the declaration (it will ask for your role)	All charities and CIOs	NA