



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	Sep	2016		31	Aug	2017

Section A Reference and administration details

Charity name Colyton Grammar School Parents' Association

Other names charity is known by

Registered charity number (if any) 273999

Charity's principal address

Colyton Grammar School	
Whitwell Lane	
Colyford	
Postcode	EX24 6HN

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	Mark Agnew	Chair		
2	Carolyn Blanshard	Vice-Chair & PA Stores Organiser		
	Carolyn Blanshard	Winter Draw Organiser	11 Oct 16 – 31 Aug 17	
3	Petra Bacon	Secretary	1 Sep 16 – 11 Oct 16	
4	Rebecca Russell	Secretary	26 Oct 16 – 31 Aug 17	
5	Elaine Gamwell	Assistant Secretary		
6	Antony Smith	Treasurer		
7	Martin Smith	Assistant Treasurer	1 Sep 16 – 11 Oct 16	
8	Emma Baker	Assistant Treasurer	11 Oct 16 – 31 Aug 17	
9	Bhavna Chandra	250 Club Organiser		
10	Alastair Bruce	Website Organiser		
11	Louise Mayor	Social Media Co-ordinator		
12	Sally-Ann Dewhurst	Second-Hand Uniform		
13	Heidi Merrett	Garden Fair Organiser	1 Sep 16 – 11 Oct 16	
14	Frances Rogers	Garden Fair Organiser	11 Oct 16 – 31 Aug 17	
15	Sharon Thwaites	Garden Fair Organiser	11 Oct 16 – 31 Aug 17	
16	Matthew Day	Silent Auction Organiser		
17	Sara Bor	Art Exhibition Organiser	1 Sep 16 – 11 Oct 16	

18	Helen Hasham	Art Exhibition Organiser	11 Oct 16 – 31 Aug 17	
19	Jane Welch	Festive Evening Organiser & Book Club Organiser	1 Sep 16 – 11 Oct 16	
20	Heidi Merrett	Book Club Organiser	11 Oct 16 – 31 Aug 17	
21	Madeleine Vercoe	Winter Draw Organiser & Festive Evening Organiser	1 Sep 16 – 11 Oct 16	
22	Nicola Strawbridge	Festive Evening Organiser	11 Oct 16 – 31 Aug 17	
23	Ruth Cohen	Summer Fete Organiser		
24	Clare Hickman	Summer Fete Assistant		
25	Carolyn Selley	Event signage Co- ordinator		
26	Catherine Gaukroger	Goose Fayre stall organiser		
27	Tim Harris	Head Teacher		

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 3 December 1976 as amended on 6 November 2012 as amended on 24 April 2017
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the members at the Annual General Meeting

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.

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 by:

Developing more extended relationships between the staff, parents and others associated with the school;

Engaging in activities which support the school; and

Providing and assisting in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall from time to time determine.

The main activities of the Parents' Association have been to hold a number of fundraising events and to receive donations.

In planning the activities for the year, the trustees have kept in mind the guidance on public benefit issued by the Charity Commission.

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)

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.

Summary of the main achievements of the charity during the year

The PA raised a net total of £24,882 from activities during the year which was an increase from the previous year's figure of £19,227, largely as a result of the Big Colyton Art Show being held during the current financial year (it is a biennial event).

Other income totalled £11,259 compared with £6,063 in 2015-6, the increase primarily being donations received from the Space4Science Appeal which ran for the full financial year.

During the year the PA made donations to the school of £33,670, which was lower than the £69,651 donated in 2015-6. The main donation was £32,000 towards the school's Space4Science Appeal which this year was funded out of donations raised during the current financial year (in 2015-6, these donations were paid out of a combination of amounts raised during the year and net funds available from previous years).

The PA's administration costs amounted to £641 and include PTA-UK annual membership dues (which includes annual insurance), catering costs for new parents' evenings and PA meetings, as well as office and other miscellaneous expenses.

At year-end, the PA has sundry receivable amounts totalling £439.

At year-end, the PA's net funds available amounted to £4,313 compared to £2,483 at the end of 2015-6.

Section E Financial review

Brief statement of the charity's policy on reserves

The trustees consider fund requests by the head teacher and members of staff before any payments are made to the school.

Reserves are maintained at a level considered to be prudent and appropriate to fund future funding requests from the school, to meet the Parents' Association's every day running costs and also to be able to organise and run future fund raising events.

Details of any funds materially in deficit

None

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.

Section F Other optional information

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)	Michael Mark Agnew	Antony Paul Smith
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	17 October 2017	