

Trustees' Annual Report
(Accompanying Accruals Accounts)

SECTION 1

Legal and Administrative Information

Charity name New Scotland Hill PTA

Any other name the charity is known by NONE

Charity Commission registered number [none]

For the financial year beginning on 01 10 00

For the financial year ending on 30 09 01

Charity's principal address c/o New Scotland Hill School
Grampian Road
SANDHURST
GU47 8NQ

Description of the charity's trusts

Governing document A constitution based on the NCPTA model, adopted at a general meeting on 6th February 2002, and new rules which have been devised to accompany it.

Objects of the charity The object of the association is to advance the education of the pupils of New Scotland Hill School.

Specific investment powers NONE

Professional advisors NONE

Names of trustees There is no record in the minutes of the 2000 AGM or subsequent committee meetings as to who were elected as committee members and who were co-opted for certain events. The list below comprises those individuals who attended committee meetings during the year or who gave apologies.

There was a habit during the year of the two "official" staff members of the committee sending deputies. All trustees who are school staff are noted as "school".

Name of trustee	and office held	Dates during which the named trustee acted (if not for the whole period)	Names of directors of any corporate charity trustee at the date of this report	Name of person (or body) entitled to appoint any charity trustee
(a)		(b)	(c)	(d)
Jacki Coley	Chair		NONE	NONE
Sue Stone	Secretary			
John Walton	Treasurer			
Linda Northover	"school"	attended certain meetings only		
Jackie Gray	"school"	attended certain meetings only		
Sara Liddell	"school"	attended certain meetings only		
Dill Westerman-Childs	"school"	attended certain meetings only		
Sally Armstrong-Davies				
Kim Paine				
Jane Marshall				
Sally Kent				
Tanya Hall				
Dave Burton				
Helen Berryman		until July 2001 only		
Sarah Walters				
Louisa Shaw				

Trustee selection method

Trustees are elected annually at the Annual General Meeting.

Names of the charity's custodian trustees

NONE

Charity's activities and achievements during the year

The association attempts to meet its object in two ways:
 firstly by trying to develop relationships between staff, parents and others associated with the school; and
 secondly by engaging in activities and providing facilities or equipment which support the school.

The main activities the association undertook in pursuit of these aims were:

Major fundraising events:-
 Christmas bazaar
 Summer fete

Minor fundraising/social events:-
 Quiz night
 Bingo night
 Children's disco

Sale of school uniform to parents

The association's main achievements during the year were:

Provision of new library furniture
 Provision of new library carpet
 Provision of new nursery furniture

In terms of general comment, the trustees would report that:

The contribution of the committee members, co-opted members and all ordinary members of the association in helping make a success of the two major fundraising events is recognised and appreciated.

The association became aware at the end of the year of the need to register as a charity, which is why the accounts have been prepared in this manner. As a consequence of this:-

the association has adopted a new constitution and rules with effect from 6th February 2002;

it is likely that this year will be the last in which reserves of cash in excess of a working float of about £1500-£2000 are carried forward;

the size of the committee will be reduced, to save on administration, as we move towards the end of the 2001-2002 financial year;

the financial year end is being moved to 31st August, so that accounts can be prepared and audited in good time for the AGM.

SECTION 4**Policies**

Reserves policy	The association intends in future years to hold reserves not exceeding the cost of a typical school uniform order plus the advance costs of one major event, totalling, say, £1500-2000. In the year being reported, the association held reserves of about £7000, as it had done for some years, for reasons which are no longer known to the committee.
Grant-making policy	The association makes grants (generally to the school) for projects or equipment as requested and agreed at committee meetings. From February 2002, the school has agreed that it will apply for grants in writing in accordance with the newly adopted rules of the association.
Investments selection policy	The association does not invest except in its bank deposit account.
Review of major risks	The association has recognised that there are risks associated with losing money instead of raising it, and of over-expenditure on activities which do not directly generate funds. Accordingly the association's new rules lay down limits on what trustees may do without prior agreement of a full committee meeting.

SECTION 5**Signature and Declaration**

Declaration I declare in my capacity as trustee, that the trustees have:
approved the above report; and
authorised me to sign it on their behalf

Signature

Full name

Position

Date