

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 1093909

For the financial year beginning on 01 09 02

For the financial year ending on 31 08 03

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 The names below are the Trustees as elected at an AGM in October 2002. In addition there were two co-opted members, and four other members of the association helped organise fund-raising events.

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)
Sally Kent Chair			
Niki Hennah Secretary			
John Walton Treasurer			
Sally Armstrong-Davies			
Sarah North			
Stephanie Blades			
Teresa Curtis			
Justine McKinnon			
Linda Northover School			
Sarah Ponsford School			
Kirsty Ferguson			
Andrea Harding			

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
- '100 Club' draw
- Auction of Promises

Minor fundraising/social events:-

- Quiz night
- Ladies night
- Children's disco

Sale of school uniform to parents

The association's main achievements during the year were:

- Provision of new outside classroom
- Repairs to swimming pool

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 four major fundraising events is recognised and appreciated.

SECTION 4 Policies

Reserves policy	The policy of the association is to hold reserves not exceeding the cost of a typical school uniform order plus the advance costs of one major event, totalling around £1500-2000. In the year being reported reserves are higher than that because money which was expected to be paid out in grants was not claimed.
Grant-making policy	The association makes grants (generally to the school) for projects or equipment as requested in the association's approved format and agreed at committee meetings.
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 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	John Alexander Walton
Position	Treasurer
Date	14th June 2004