

Riverhead Infants' School Parent Teacher Association
Trustees Annual Report For The Financial Year Ended 31 August 2025
Registered Charity Number 1024375

CHARITY TRUSTEES

Katherine Myatt (appointed 19 September 2024), Mridula Murali, Hannah Diddams, Vicki Grimwood, Alexandra Massey (appointed 14 October 2024), Rebecca Skinner (resigned 19 September 2024)

REGISTERED ADDRESS

Worships Hill, Riverhead, Sevenoaks, Kent TN13 2AS.

OBJECTIVES AND ACTIVITIES

The objective of the Riverhead Infants' School Parent Teacher Association (the PTA) is to advance the education of pupils at the School. This is achieved by:

- Developing relationships between staff, parents and others associated with the school;
- Engaging in activities which support the School and advance the education of its pupils;
- Assisting in the provision of educational facilities and equipment at the School; and
- Engaging in fund raising activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PTA is governed by the Constitution adopted 8th July 1993, as amended on 19th October 2022. Membership consists of all parents, guardians and carers of pupils attending Riverhead Infants' School and all staff (teaching and non-teaching) currently employed by the School. Management of the PTA is vested in a Committee consisting of at least one representative per class group, a minimum of one teacher and the following Officers: Chair, Vice-Chairs and Treasurer.

For the year to 31 August 2025, the Officers of the PTA Committee were as follows:

CO-CHAIRS	Katherine Myatt (elected September 2024) Emma Couch (elected September 2024)
VICE-CHAIRS	Mridula Murali Alexandra Massey (elected October 2024)
TREASURER	Hannah Diddams

For the year ended 31 August 2024, the PTA Committee was headed by the Officers listed below:

CHAIR	Rebecca Skinner
VICE-CHAIRS	Angharad Swain (resigned March 2024) Mridula Murali
TREASURER	Hannah Diddams

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ACHIEVEMENTS AND PERFORMANCE

The PTA, led by its new co-chairs Katherine and Emma, had a successful year of fundraising, with net funds raised before payments for charitable activities totalling £25,386 (2024: £17,910). The fundraising highlight of the year was the biennial Spring Ball, which is held jointly with Amherst School PTA, raising a fantastic £5,718 for the School. This was followed by our annual Spring Fair raising an impressive £9,116 (2024: £7,571). The PTA also successfully raised £2,120 (2024: £2,321) from raffles, namely the advent calendar, Christmas hamper and Easter egg raffles. Nearly new, ice cream and cake sales throughout the year contributed £1,404 (2024: £1,337), movie nights £1,357 (2024: £1,111), the school disco £811 (2024: £657) and the quiz night £770 (2024: £591).

Throughout the year, the PTA supported some wonderful projects at the School, providing total funds of £21,705 (2024: £25,661). The largest donation of £15,000 was towards the renovation of the year 1 classrooms, which was undertaken over the summer holidays. The PTA also purchased a smokeless stove for forest school, costing £356, and new outdoor sheds for storage of the children's wet weather clothing, costing £1,449. We continued our annual funding of coach hire for each year group to go on an educational outing, at a total cost of £4,070 (2024: £3,915). Furthermore, the PTA supported the School's Christmas activities, attendance trophies and general classroom resources.

Cash funds of £5,669 (2024: £1,988) were available at the financial year end. None of this could have been achieved without the dedication and hard work of the Committee, or the help and support of the parents and teachers of the School.

The accounts have been drawn up on a receipts and payments basis, which is consistent with the previous year. The charity does not have a reserves policy.

Approved by the Trustees on 23rd September 2025 and signed on their behalf by:

Katherine Myatt (Co-Chair)

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RIVERHEAD INFANTS' SCHOOL PARENT TEACHER ASSOCIATION

I report to the trustees on the accounts of the Riverhead Infants' School Parent Teacher Association for the year ended 31 August 2025.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The Trustees consider that an audit is not required for this financial year under section 144(2) of the 2011 Act and that an independent examination is needed. It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

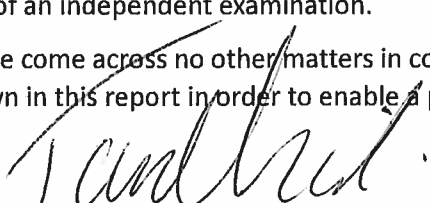
My examination was carried out in accordance with the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Tara Wright
31 Serpentine Road
Sevenoaks
TN13 3XR
Date: 4 May 2026

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STATEMENT OF RECEIPTS AND PAYMENTS

The funds are unrestricted

	2025	2024
	£	£
RECEIPTS FROM FUNDRAISING ACTIVITIES		
Spring Fair	12,398	10,578
Spring Ball	19,716	-
Nearly New Uniform, Ice Cream and Cake Sales	1,699	1,541
Movie Night	1,434	1,234
Miscellaneous	3,444	2,069
Christmas Carols	1,091	444
Advent Calendar Raffle	545	498
Christmas Hamper Raffle	1,372	1,535
Christmas Wreath Workshop	1,700	1,620
Tea Towels	1,836	1,983
Quiz Nights	1,498	910
Easter Egg Raffle	321	395
School Disco	1,279	1,126
Pizza Making and Wine Tasting Events	-	1,053
Bangers and Bingo	-	679
Riverhead Carnival	379	315
Break the Rules Day	260	339
External fundraisers	274	328
Leavers' Hoodies	-	1,517
Stripe and Classlist Fees	-	-
Sports Day	-	186
	49,246	28,350
INVESTMENT INCOME		
Bank Interest	144	108
TOTAL RECEIPTS	49,390	28,458

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STATEMENT OF RECEIPTS AND PAYMENTS (Continued)	2025	2024
<i>The funds are unrestricted</i>	£	£
COSTS OF GENERATING FUNDS		
Spring Fair	(3,282)	(3,007)
Spring Ball	(13,998)	-
Nearly New Uniform, Ice Cream and Cake Sales	(295)	(204)
Movie Night	(77)	(123)
Miscellaneous	(762)	(88)
Christmas Carols	(372)	(350)
Advent Calendar Raffle	(21)	(28)
Christmas Hamper Raffle	(90)	(79)
Christmas Wreath Workshop	(1,358)	(1,402)
Tea Towels	(1,363)	(1,373)
Quiz Nights	(728)	(319)
Easter Egg Raffle	(7)	-
School Disco	(468)	(469)
Pizza Making and Wine Tasting Events	-	(785)
Bangers and Bingo	-	(185)
Riverhead Carnival	(6)	-
Break the Rules Day	-	-
External fundraisers	-	-
Leavers' Hoodies	-	(1,367)
Stripe and Classlist Fees	(936)	(596)
Sports Day	-	-
	(23,763)	(10,375)
PAYMENTS FOR CHARITABLE ACTIVITIES		
Christmas Activities	(304)	(846)
Thank Yous for Teachers	(154)	(164)
Starlight Safari	-	(108)
FUNDING OF RESOURCES FOR THE SCHOOL		
Classroom Resources	(15,225)	(3,242)
General Resources	(146)	(291)
Educational Trips	(4,070)	(3,915)
Outdoor Resources	(1,806)	(17,096)
	(21,705)	(25,661)
GOVERNANCE COSTS		
Lotteries Registration	(20)	(20)
Parentkind and Grants Online Membership	(221)	(153)
	(241)	(173)
TOTAL PAYMENTS	(45,709)	(36,209)
TOTAL NET MOVEMENT IN FUNDS	3,681	(7,751)

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STATEMENT OF RECEIPTS AND PAYMENTS (Continued)	2025	2024
<i>The funds are unrestricted</i>	£	£
NET INCOME FROM FUNDRAISING ACTIVITIES		
Spring Fair	9,116	7,571
Spring Ball	5,718	-
Nearly New Uniform, Ice Cream and Cake Sales	1,404	1,337
Movie Night	1,357	1,111
Miscellaneous	2,682	1,981
Christmas Carols	719	94
Advent Calendar Raffle	524	470
Christmas Hamper Raffle	1,282	1,456
Christmas Wreath Workshop	342	218
Tea Towels	473	610
Quiz Nights	770	591
Easter Egg Raffle	314	395
School Disco	811	657
Pizza Making and Wine Tasting Events	-	268
Bangers and Bingo	-	494
Riverhead Carnival	373	315
Break the Rules Day	260	339
External fundraisers	274	328
Leavers' Hoodies	-	150
Stripe and Classlist Fees	(936)	(596)
Sports Day	-	186
	25,483	17,975
NET PAYMENTS FOR CHARITABLE ACTIVITIES	(21,705)	(25,661)
INVESTMENT INCOME		
Bank Interest	144	108
GOVERNANCE COSTS		
Lotteries Registration	(20)	(20)
Parentkind and Grants Online Membership	(221)	(153)
	(241)	(173)
TOTAL NET MOVEMENT IN FUNDS	3,681	(7,751)
CASH AT BANK AT START OF YEAR	1,988	9,739
CASH AT BANK AT END OF YEAR	5,669	1,988

The Charity had no other assets or liabilities as at the 31 August 2025 or 31 August 2024.