



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	09	2024	<b>To</b>	31	08	2025

## Section A Reference and administration details

<b>Charity name</b>	KELVEDON ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHER ASSOCIATION
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<b>Other names charity is known by</b>	KELVEDON ST MARY'S PTFA
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<b>Registered charity number (if any)</b>	1024572
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<b>Charity's principal address</b>	Kelvedon St. Marys C Of E Primary Academy Docwra Road		
	Kelvedon		
	Colchester		
<b>Postcode</b>	CO5 9DS		

### 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	Katherine Bird	Chair		PTFA members and existing Trustees
2	Katie Chisnall	Co-Treasurer		
3	Bethany Scotchford	Co-Treasurer		
4	Tracey Peters	Secretary		
5	Camille Wilson	Vice-Chair		
6	Catriona Golden			
7	Rebecca Avery			
8	Laura Wolton			
9	Alison Rowe			
10	Lucy Kerr			
11	Sally Wilson			

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

Name	Dates acted if not for whole year
N/A	

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

Type of adviser	Name	Address

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

N/A

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Parentkind Constitution Constitution adopted 18th June 1993. As amended 6th October 2010.
How the charity is constituted (eg. trust, association, company)	An association
Trustee selection methods (eg. appointed by, elected by)	Nominations for election to the committee may be made by any member of the association and seconded by another.  Committee members/trustees shall have the power to co-opt committee members/trustees at any time, and co-opted committee members/trustees shall serve until the date of the next AGM. The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/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.

This year we adopted two additional policies:

A Safeguarding Policy to support and offer guidance to our trustees as many of our activities bring us into contact with Kelvedon St Mary pupils and an Equality and Diversity Policy, to help encourage participation amongst, and representation of, all our members.

## Section C Objectives and activities

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

The object of the association (the objects) is to advance the education of pupils in the school by:

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)**

Funds raised by the PTFA enrich the children's learning through a variety of funded events, trips and activities across the school. The PTFA raises funds through a variety of events. These include major events like the local village Fireworks Display, but also smaller events such as quiz nights and pre-loved uniform sales. The PTFA also raises money by applying for grants and funding for projects which meet the charity's objectives.

The PTFA develops effective relationships between the staff, parents and others associated with the school by acting as a conduit for communications and information and organising events and initiatives that bring all parties together, to work for the benefit of the pupils.

**The trustees declare that they have had due regard to the public benefit guidance issued by the Charity Commission in exercising their powers and duties.**

#### **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.

All the Trustees are volunteers on a non-payment basis.

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

This past year has seen another strong performance from Kelvedon St Mary's PTFA. During the previous year it became apparent that there would be a need for a new playground for the children as the previous one had rotted and needed to be removed. Over an 18month period the PTFA raised the necessary funds to rebuild the playground, whilst also managing to deliver on all its longstanding commitments – such as donations to each year group.

#### September – December 2024

The school year started with the PTFA hosting a coffee morning for new parents/carers to welcome them to the school. This was a well-attended and appreciated initiative which we will continue.

We also hosted a successful 'say goodbye to Summer' Sundowner cocktail event, which raised £1326 and created a social event for parents, carers and teachers to socialise. This was a one-off fundraiser to help boost funds for the playground and unfortunately the venue where this was held is no longer trading, so we do not anticipate this being a regular event.

November brought our annual fireworks display, with an increased capacity, we managed to sell-out and raise a record-breaking £11,017. Changes in the insurance industry meant that we nearly had to cancel this event, which would have been disappointing to the children and the local community but also would have left us with a significant hole in our fundraising.

Every year we work with the school and an external company so that the children produce artwork that can then be turned into Christmas cards and other keepsakes. This year our commission from this initiative was £362. We also ran a Christmas Fair, which, combined with a 'Topsy Toboggan' raffle, raised £1031. The aim of the Fair has never been to make a significant profit, rather, it is to provide some festive fun for the children at low/no-cost. However, the lead up to Christmas is such a busy time for parents, and the school calendar is so full, so we have decided not to run this event next year.

The PTFA had the idea to introduce a lantern parade to the village to coincide with the local community association's Christmas light switch on and to help raise awareness of their work. We organised a Christmas poster competition (the winner got to switch on the lights) and sold some paper lanterns for the children to decorate. This raised £54, although the aim was to provide a fun, community event for the local children, rather than to raise money.

This year we also built a Santa's grotto, in the school's nature reserve area for the KS1 children and we arranged a Christmas quiz for the older children. We did not seek to monetise these events, we wanted to provide a fun, festive experience for all the children.

#### January – April 2025

In February the PTFA turned Valentine's Day matchmaker by asking the school for a list of items they would like for the school. Teachers compiled lists and the PTFA then worked with parents/carers to source pre-loved/gently used examples. This was not a fundraising exercise, but instead an initiative that aimed to provide resources to the school in a smarter, less wasteful way. It was received very positively by the school.

March saw the return of 'Quiz night' – which managed to raise £395, again this was more an initiative focused on promoting goodwill amongst PTFA members rather than profit, but the raffle helped us make this a financial success too.

Our main fundraiser during this period is always the Easter Eggstravaganza which was well-supported by the local community in the form of chocolate egg donations, and by the school population in terms of raffle tickets sold. We raised £2644. We had to change the way we ran the event this year as the old format was unsustainable, we think it was fairer, but there is potential to improve it further.

### **May – September 2025**

Over the Summer term we benefited from the very popular 'Break the Rules Day' – a non-uniform day of sorts which the school allows us to hold once a year with the sole purpose of allowing the children to break (some of) the rules and choosing to donate to the PTFA for the privilege. This year we raised £285 on this day.

We had a long, hot Summer this year, so our 'Frozen Fridays', which run every Friday during the last half-term were very popular. We sold ice lollies (purchased at a supermarket) for 50p each, and over 7 weeks we managed to raise £366.

During the Summer, PTFA trustees also helped refresh some of the garden areas around the school grounds by successfully applying for vouchers from a local garden centre (Perrywoods) and then rolling up their sleeves and putting in the hard work. Trustees even gave their time over the summer holidays as the beds needed regular watering when the school was closed. The children are benefiting from the improved learning environment, and some pupils are enjoying getting their hands muddy and getting involved in a gardening club that has been set up as part of this project.

Some initiatives run in the background over the course of the year. We are signed up to Easyfundraising which provides donations in the form of cash-back from certain online shops (£242 this year) and Asda Cashpot, which is similar but related to online Asda supermarket shops (£289). We also run a second-hand uniform service, providing good quality, second-hand uniform for no/low cost. Sales/donations relating to this raised £104.

### **Donations to the school**

This year we pledged a total of over £30,000 to the school. The majority of this was for the new playground (£24,822), followed by year group donations (£3750) and then costs associated with Christmas treats, the Year 6 leavers' trip to Clacton and end of year parties. This larger than usual donation was planned for and intentional. It included £10,000 that we had ring-fenced from the previous year's profits to go towards the new playground.

### **Future plans**

Stage two of the playground rebuild still needs to take place – the rebuilding of Jasper's Stage and the accompanying 'creativity lab'. We

have the necessary funds in place, and the school has also committed £5000 to the project, but we need to find the right time to start the build.

The PTFA's financial position is strong heading into the next year which is important as schools continue to feel the pressure of budget cuts and the need to deliver 'more' with 'less'.

## Section E Financial review

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

The policy is to keep £3000 in reserve. We run an annual fireworks event which if it were to be cancelled would mean we are liable for some non-refundable costs, £3000 would cover our liabilities.

### Details of any funds materially in deficit

N/A

### 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.

Our account balance at the end of the 24/25 financial year was £9604. During the year we raised £27,797, leaving a profit of £21,305 once costs were deducted, and before our donation to the school. Most of this money was raised through events, but we also received grants/donations totalling £4300 from the Tudwick Foundation, Braintree District Council and the Rotary club. After the planned exceptional level of donations to the school during the year, the financial outcome was the year was a deficit of £7,257.

A copy of the annual accounts is appended to this document.

## Section F Other optional information

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## 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)	Katherine Bird	Katie Chisnall
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date		

**Kelvedon St Mary's Church of England Primary School**  
**Parents' and Teachers' Association**  
Registered Charity Number 1024572

**Accounts for Year Ending 31 August 2025**

**Receipts and Payments Account**

		<b>Unrestricted Funds 2025</b>	<b>Unrestricted Funds 2024</b>
<b>Receipts</b>			
Event Proceeds		23,497	22,721
Donations	4,300		42
Other Income			
	Bank Interest	-	-
	Miscellaneous	-	-
<b>Total Receipts</b>		<b><u>27,797</u></b>	<b><u>22,763</u></b>
 <b>Payments</b>			
<b>Direct Charitable Expenditure</b>			
	Donations to School	28,562	2,771
		28,562	2,771
<b>Other Expenditure</b>			
	Events	6,330	10,447
		6,330	10,447
<b>Non Event Expenditure</b>			
	Accountancy fees	-	
	PTFA Sundry		-
	Membership costs	162	140
		162	140
<b>Total Payments</b>		<b><u>35,054</u></b>	<b><u>13,358</u></b>
Net Receipts/ (Payments) for Year	(7,257)		9,405
Balance Brought Forward	16,861		7,455
Balance in Hand	9,604		16,861
 Cash & Bank Balance at August 31		<b><u>9,604</u></b>	<b><u>16,861</u></b>



**Kelvedon St Mary's Church of England Primary School**  
**Parents' and Teachers' Association**  
Registered Charity Number 1024572

**Accounts for Year Ending 31 August 2025**

**Statement of Assets and  
Liabilities**

	<b>Unrestricted Funds 2025</b>	<b>Unrestricted Funds 2024</b>
<b>Monetary Assets</b>		
<b>Bank &amp; Cash Balances</b>		
Deposit Accounts	0	0
Current Account	9,604	16,861
<b>Total</b>	<b>9,604</b>	<b>16,861</b>
 <b>Liabilities</b>		
Liabilities now due	0	0
 <b>TOTAL</b>	 <b>9,604</b> <hr/>	 <b>16,861</b> <hr/>

**Kelvedon St Mary's Church of England Primary School**  
**Parents' and Teachers' Association**  
Registered Charity Number 1024572

**Accounts for Year Ending 31 August 2024**

**Receipts and Payments Account**

		<b>Unrestricted Funds 2024</b>	<b>Unrestricted Funds 2023</b>
<b>Receipts</b>			
Event Proceeds		22,721	21,536
Donations	42		41
Other Income			
Bank Interest	-		-
Miscellaneous	-		-
<b>Total Receipts</b>		<u><b>22,763</b></u>	<u><b>21,577</b></u>
 <b>Payments</b>			
<b>Direct Charitable Expenditure</b>			
Donations to School	2,771		15,500
		2,771	15,500
<b>Other Expenditure</b>			
Events	10,447		10,192
		10,447	10,192
<b>Non Event Expenditure</b>			
Accountancy fees	-		
PTFA Sundry			-
Membership costs	140		140
		140	140
<b>Total Payments</b>		<u><b>13,358</b></u>	<u><b>25,832</b></u>
Net Receipts/ (Payments) for Year	9,405		(4,255)
Balance Brought Forward	7,455		11,710
Balance in Hand	16,861		7,455
Cash & Bank Balance at August 31		<u><b>16,861</b></u>	<u><b>7,455</b></u>

**Kelvedon St Mary's Church of England Primary School**  
**Parents' and Teachers' Association**  
Registered Charity Number 1024572

**Accounts for Year Ending 31 August 2025**

**Receipts and Payments Account**

		<b>Unrestricted Funds 2025</b>	<b>Unrestricted Funds 2024</b>
<b>Receipts</b>			
Event Proceeds		23,497	22,721
Donations	4,300		42
Other Income			
Bank Interest	-		-
Miscellaneous	-		-
<b>Total Receipts</b>		<u><b>27,797</b></u>	<u><b>22,763</b></u>
 <b>Payments</b>			
<b>Direct Charitable Expenditure</b>			
Donations to School	28,562		2,771
		28,562	2,771
<b>Other Expenditure</b>			
Events	6,330		10,447
		6,330	10,447
<b>Non Event Expenditure</b>			
Accountancy fees	-		
PTFA Sundry			-
Membership costs	162		140
		162	140
<b>Total Payments</b>		<u><b>35,054</b></u>	<u><b>13,358</b></u>
Net Receipts/ (Payments) for Year	(7,257)		9,405
Balance Brought Forward	16,861		7,455
Balance in Hand	9,604		16,861
Cash & Bank Balance at August 31	<u><b>9,604</b></u>		<u><b>16,861</b></u>

**Kelvedon St Mary's Church of England Primary School  
Parents' and Teachers' Association**

Registered Charity Number 1024572

**Accounts for Year Ending 31 August 2024**

**Statement of Assets and Liabilities**

	<b>Unrestricted Funds 2024</b>	<b>Unrestricted Funds 2023</b>
<b>Monetary Assets</b>		
<b>Bank &amp; Cash Balances</b>		
Deposit Accounts	0	0
Current Account	16,861	7,455
<b>Total</b>	<b>16,861</b>	<b>7,455</b>
 <b>Liabilities</b>		
Liabilities now due	0	0
 <b>TOTAL</b>	<b><u>16,861</u></b>	<b><u>7,455</u></b>

**Kelvedon St Mary's Church of England Primary School  
Parents' and Teachers' Association**

Registered Charity Number 1024572

**Accounts for Year Ending 31 August 2025**

**Statement of Assets and Liabilities**

	<b>Unrestricted Funds 2025</b>	<b>Unrestricted Funds 2024</b>
<b>Monetary Assets</b>		
<b>Bank &amp; Cash Balances</b>		
Deposit Accounts	0	0
Current Account	9,604	16,861
<b>Total</b>	<b>9,604</b>	<b>16,861</b>
 <b>Liabilities</b>		
Liabilities now due	0	0
 <b>TOTAL</b>	<b><u>9,604</u></b>	<b><u>16,861</u></b>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

Charity Name

Kelvedon St Mary's Church of England Primary School Parent Teacher's Association

#### On accounts for the year ended

31 August 2025

Charity no  
(if any)

1024572

#### Set out on pages

8-9 of the trustees' annual report

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination/ of the accounts of the above charity ("the Trust") for the year ended 31/08/2025.

#### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### 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 Charities 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 no concerns and 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Brian Smith

Date:

27/11/2025

Name:

Brian Smith

Relevant professional qualification(s) or body (if any):

F.C.C.A

Address:

159 High Street

Kelvedon, Colchester