



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2022 To 31/08/2023

Charity name: The Ashford School Parents and Friends Association

Charity registration number: 1029241

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the all round development of pupils attending Ashford School in any of its constituent parts by engaging in any activities which support the school. To promote the experience of pupils attending the school. To encourage the relationship between Ashford School and the wider community and to support the schools strategic direction.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The main activities undertaken by the PFA for the period were:</p> <p>Christmas Fair - This has become an annual event hosted by the PFA which is open to the whole school community and the general public. Small local businesses have stalls at the event to advertise and sell their products.</p> <p>The Coffee Box – The PFA run a regular morning a week of selling coffee and other hot drinks from the horse box. The Coffee Box has also hosted other events this year. Various Sports Days selling cakes and drinks. End of Half Term treat sales selling treats such as hot chocolate, lollies and candy floss at the end of each half term and also Arts Week – selling alcoholic drinks, soft drinks and snacks to parents attending the Arts Week events. The Coffee Box has been very well received and helps keep the PFA visible at the Schools.</p> <p>School Disco – The PFA have brought back the annual School disco for Prep School. This was very popular with 95% attendance across all the years (R-4). Following this success the November 2023 will also include years 5 and 6.</p>

		<p>100 Club – Although the number of participants has reduced slightly, the 100 club is still a popular and profitable venture.</p> <p>Uniform Shop – The PFA runs the secondhand uniform shop which sells good condition secondhand uniform. Parents donate uniform and the profits made on sales go directly to the PFA to generate funds. The shop provides an invaluable service to parents. This uniform shop turnover has been impacted in part by the decision to slim down the stock and keep in storage rather than having a dedicated shop area, however, it is still a very profitable initiative.</p> <p>Christmas Cards – The PFA ran the popular Christmas Card event again this year where each child's artwork was made into Christmas Cards, which parents could purchase to help raise funds for the PFA.</p> <p>Wreath Making Workshop – Members spend an evening with a florist learning the skill of wreath making. This has proved a very popular and profitable evening.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In dealing with the Charity, the trustees have had due regard to the guidance issued by the Charity Commission as regard to the public benefit. Each trustee has received and read the guidance "Public benefit" – PB1, PB2 and PB3. The trustees would like to thank all the volunteers who have supported the PFA this year without who many of the events held and the running of the school uniform shop would not have been possible.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the year the PFA has made a surplus of over £18,000, raising these funds from social events, donations, 100 club draws and secondhand uniform shop sales.</p> <p>The Christmas Fair built on the success of the previous year raising over £1,400 more than the previous year. There were visitors from the School community but also the general public.</p> <p>The 125th Anniversary Ball was a big undertaking which took a lot of effort from members of the PFA. The event was a huge success and very enjoyable, marking the 125th Anniversary of Ashford School.</p> <p>Both these events and others like them during the year are great achievements for the PFA in terms of meeting our objectives of encouraging a relationship between Ashford School and the wider community as well as raising funds to enhance the development of the children attending the School.</p> <p>This year the PFA have made donations to the School directly of £17,395 for equipment and activities. They have also made a donation to the Ashford School Foundation of £2,500.</p> <p>Donations to the School were used for the following items, all of which enhance the School experience for the pupils and enrich the activities they partake in:</p> <p>Update of the Quad play area – for Pre-Prep children – enhancing the Quad area and making play time more interactive</p> <p>Swimming lane lines and starting blocks – Senior School – upgrading the swimming pool for better competition equipment</p> <p>Canopy for the Forest School - Prep School – this will allow the Forest School area to be utilised more fully even during inclement weather</p> <p>Netball post protectors and hockey goals - refreshing the look of the sporting courts and pitches</p>

		<p>Bean bags in the Global Perspectives area, allowing the children a comfortable and quiet area to relax</p> <p>Equipment to host a School Colour Run – a fun way to end the Summer term</p> <p>The items purchased from the donations will support the education and welfare of pupils attending Ashford School and other groups using the facilities.</p>
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has ensured that its financial position and closing funds remain buoyant this year and similar to the previous year. Funds carried forward are to ensure that the PFA has enough working capital to fund future fundraising and to ensure the long-term viability of the PFA. The amount of available funds will also be used when reviewing funding requests from the School at the AGM in November 2023.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	There is no policy to accumulate funds for reserves and the PFA has actively sought to donate funds regularly to the School for all funding requests to ensure all money raised by the PFA is donated back to the School within reasonable timescales.
Amount of reserves held	Para 1.22	£21,030
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Charity is governed by the constitution adopted 6 th October 1993 as amended by resolution dated 16 th October 2008 as amended by resolution dated 8 th November 2011 as amended by resolution 18 th November 2020.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association of members
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by election of the members at the AGM which is held annually in the Michaelmas term.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Ashford School Parents and Friends Association
Other name the charity uses	
Registered charity number	1029241
Charity's principal address	East Hill Ashford Kent TN24 8PB

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	Michael Hall	Trustee		Head of Ashford School
2	Nicholas Tiley-Nunn	Trustee		Head of Ashford Prep School
3	Adam Geering	Trustee and Treasurer	Appointed 13/10/22 Resigned 22/11/23	Election by members
4	Henrietta Sawdon	Trustee and Chair		Election by members
5	Sarah Kershaw	Trustee and Deputy Chair	Resigned 25/04/23	Election by members
6	Leeann Royle	Trustee	Resigned 25/04/23	Election by members
7	Antony Royle	Trustee and Treasurer	Resigned 13/10/22	Election by members
8	Rosalind Booth	Trustee and Treasurer	Appointed 22/11/23	Election by members
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rozalind Booth	
Position (eg Secretary, Chair, etc)	Treasurer and Trustee	
Date	20 th March 2024	

The Ashford School Parents and Friends Association
Income and Expenditure Account
Year ended 31/08/23

	<u>2023</u>			<u>2022</u>		
	Income (£)	Expenses (£)	Surplus/(Deficit) (£)	Income (£)	Expenses (£)	Surplus/(Deficit) (£)
Social Events						
Christmas Fair	7,231	1,783	5,448	6,375	2,305	4,069
Comedy Night	-	-	-	4,334	3,673	661
125th Anniversary Ball	16,157	13,484	2,673	-	-	-
School Disco	1,231	714	517	-	-	-
Coffee Box, Sports Days and Arts Week	5,247	2,201	3,046	-	-	-
Wreath Making Evening	817	680	137	630	440	190
Total	30,683	18,862	11,821	11,339	6,418	4,920
Other Initiatives						
Christmas Cards	642	-	642	448	-	448
Amazon / Give as You Live	104	-	104	8	-	8
Yearbooks	-	1,386	(1,386)	407	1,279	(872)
Total	746	1,386	(640)	863	1,279	(416)
100 Club	4,785	2,547	2,238	4,876	2,603	2,273
Secondhand Uniform Shop	6,615	1,965	4,650	7,522	-	7,522
Net Surplus/(Deficit)	42,829	24,760	<u>18,069</u>	24,601	10,300	<u>14,301</u>
Donations Made:						
Ashford School Foundation		(2,500)			-	
Ashford School PFA Funded Equipment / Events		(17,395)			(32,019)	
			(19,895)			(32,019)
Operating Expenses						
Parentkind Membership		140			128	
Sundry / Equipment Purchased		42			750	
			(182)			(878)
Surplus (Deficit) for year			<u>(2,008)</u>			<u>(18,597)</u>

The Ashford School Parents and Friends Association
Balance Sheet
Year ended 31/08/23

	<u>2023</u>	<u>2022</u>
Current Assets		
Ashford School PFA Current Account	26,061	28,349
Ashford School PFA 100 Club Account	4,243	1,711
Cash in Hand	585	30
Debtors	1,959	-
Accrued Income	-	448
	<u>32,848</u>	<u>30,538</u>
Current Liabilities		
Provision for Payment / Payments on Account	11,818	7,500
	<u>11,818</u>	<u>7,500</u>
Net Current Assets	<u>21,030</u>	<u>23,038</u>
Represented By:		
Total Funds Brought Forward	23,038	41,635
Net Movement in Funds - Surplus / (Deficit)	<u>(2,008)</u>	<u>(18,597)</u>
Total Funds Carried Forward	<u>21,030</u>	<u>23,038</u>



Section A

Independent Examiner's Report

Report to the trustees

Atford School Parents and Friends Association

On accounts for the year
ended

31-08-2023

Charity no
(if any)

1029241

Set out on pages

Income and Expenses (1 PAGE)
Balance Sheet (1 PAGE)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

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 (other than that disclosed below *) 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.

Signed:

Date:

5-03-2024

Name:

ANTHONY DESMOND BOYLE (Tax Assistant Accountant)

Relevant professional
qualification(s) or body

N/A

(if any):

Address:

TAFEST Accountants
1 Pigeon House Station Road
Ashford Kent TN23 1PP

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A