



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2023 To 31/08/2024

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 – Following the success of bringing back the School disco in 2022 the PFA widened attendance of the event in 2023 to include Years 5 and 6, creating extra income. This was very popular with 95% attendance across all the years (R-6).</p>

		<p>100 Club – Although the number of participants fluctuates through the year, 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 £17,000, 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, generating more income. However with higher costs, the funds raised were equivalent to the previous year. There were visitors from the School community but also the general public.</p> <p>The now bi-annual Comedy night was undertaken this year and was a great social event for parents, friends and teachers alike, but doesn't produce a great profit.</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 £11,863 for equipment and activities.</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>Green Power Car Racing Kit – allow pupils at the Senior School to design, build and race a green powered car.</p> <p>Prep School Play Equipment - to ensure broad playing options at play time.</p> <p>Books for Prep School Library - non-fiction books to help replace well used books.</p> <p>PlayStation 5 – For use by the boarders in the Senior School</p> <p>Year 6 Leavers Yearbooks – now a regular feature on the donations from the PFA, the Yearbooks for the Year 6 leavers from the Prep School</p>

		<p>Stables Nursery library corner - creation of a Library Corner in the hub area at Stables Nursery.</p> <p>Stables Nursery Sensory garden</p> <p>Cricket Covers – Mobile cricket pitch covers for Prep and Senior schools to protect the pitches from inclement weather.</p> <p>Lego / Construction / Building Kits – for the Prep School.</p> <p>3D Printing Pens</p> <p>Meat Grinder – for use within the Senior School</p> <p>Pickleball Equipment – Pickleball sports equipment for the senior school.</p> <p>Drums for KS3 Music</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. The value is also higher than in previous years as we have held back some funding for the possible refurbishment of an area of the School to be used as a PFA hub / new School Uniform shop. 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 October 2024.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	There is a PFS reserves policy which states that The PFA retains no less than £3,000 every financial year to cover expenses for the following year. The Reserves policy is reviewed annually after the end of the financial year and may be changed if appropriate. This review should occur prior to the AGM and be reagreed at the AGM.
Amount of reserves held	Para 1.22	£26,214
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	Resigned 16/10/2024	Head of Prep School
3	Phillipa Archer	Trustee	Appointed 16/10/2024	Head of Prep School
4	Adam Geering	Trustee and Treasurer	Appointed 13/10/22 Resigned 22/11/23	Election by members
5	Henrietta Sawdon	Trustee and Chair		Election by Members
6	Rosalind Booth	Trustee and Treasurer	Appointed 22/11/23	Election by members
7				
8				
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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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

--

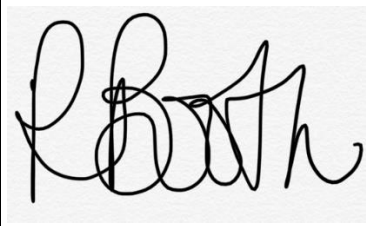
Other optional information

--

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	9 th October 2024	

The Ashford School Parents and Friends Association
Income and Expenditure Account
Year ended 31/08/24

	2024			2023		
	Income (£)	Expenses (£)	Surplus/(Deficit) (£)	Income (£)	Expenses (£)	Surplus/(Deficit) (£)
Social Events						
Christmas Fair	8,734	3,472	5,262	7,231	1,783	5,448
Comedy Night	3,031	3,125	(94)	-	-	-
125th Anniversary Ball	-	-	-	16,157	13,484	2,673
School Disco	2,058	1,133	925	1,231	714	517
Coffee Box Events	6,090	2,664	3,426	5,247	2,201	3,046
Wreath Making	989	805	184	817	680	137
Total	20,902	11,199	9,703	30,683	18,862	11,821
Other Initiatives						
Christmas Cards	477	-	477	642	-	642
Amazon / Give as You Live	63	-	63	104	-	104
Yearbooks	-	1,798	(1,798)	-	1,386	(1,386)
Total	540	1,798	(1,258)	746	1,386	(640)
100 Club	5,135	2,676	2,459	4,785	2,547	2,238
Secondhand Uniform Shop	6,569	95	6,474	6,615	1,965	4,650
Net Surplus/(Deficit)	33,146	15,768	17,378	42,829	24,760	18,069
Donations Made:						
Ashford School Foundation	-	-			2,500	
Ashford School PFA Funded Equipment / Events	-	11,863			17,395	
			(11,863)			(19,895)
Operating Expenses						
Parentkind Membership	-	153	(153)		140	
Coffee Machine Repair	460	560	(100)			
Sundry / Equipment Purchased	-	79	(79)		42	
			(332)			(182)
Surplus (Deficit) for year			5,183			(2,008)

The Ashford School Parents and Friends Association
Balance Sheet
Year ended 31/08/24

	<u>2024</u>	<u>2023</u>
Current Assets		
Ashford School PFA Current Account	35,993	26,061
Ashford School PFA 100 Club Account	1,315	4,243
Cash in Hand	100	585
Debtors	-	1,959
Accrued Income	-	-
	<u>37,408</u>	<u>32,848</u>
Current Liabilities		
Provision for Payment / Payments on Account	11,195	11,818
	<u>11,195</u>	<u>11,818</u>
Net Current Assets	<u>26,213</u>	<u>21,030</u>
Represented By:		
Total Funds Brought Forward	21,030	23,038
Net Movement in Funds - Surplus / (Deficit)	<u>5,183</u>	<u>(2,008)</u>
Total Funds Carried Forward	<u>26,213</u>	<u>21,030</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

THE Asford School Parents & Friends Association

On accounts for the year
ended

31-08-2024

Charity no
(if any)

1029241

Set out on pages

PROFIT & LOSS and Balance SHEET

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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.

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

Signed:

Anthony Royle

Date:

16-01-2025

Name:

ANTHONY ROYLE (Director - Royle Accounting Ltd.)

Relevant professional
qualification(s) or body

PART QUALIFIED CA(SA)

(if any):

Address:

DUTCH HOUSE
NEW ROMNEY
TN28 8QZ

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.