



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 01/09/2024 **Period start date To** 31/08/2025 **Period end date**

**Charity name:** Southwater Infant and Junior Academies Parent Teacher & Friends Association

**Charity registration number:** 1036794

## 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 education of pupils in the school in particular by: <ul style="list-style-type: none"><li>Developing effective relationships between the staff, parents and others associated with the school;</li></ul> Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
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	Running events for the school community and raising funds to support both academies. Expanding resources by contributing to the cost of specific items or general expenses that match the charity's stated objectives.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of and have regard to the guidance issued by the Charity Commission on public benefit.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The PTFA writes and submits funding bids with specific projects in mind to be either fully funded or partially funded. All projects are aimed at improving the academies for its pupils, i.e. new library books.
Policy on social investment including program related investment	Para 1.38	N/A
		N/A

Contribution made by volunteers	Para 1.38	
Other		N/A

## 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 period of 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025, we held a total of 27 events raising over £29,000 for our academies. Key events included golden ticket bars, Christmas Fair and Summer Fair, Krispy Kreme doughnut sales, recycled clothing collections and a Scarecrow Trail. The PTFA raised much needed funds for both Southwater Infant Academy and Southwater Junior Academy to go towards:</p> <p><b>Southwater Infant Academy</b></p> <ul style="list-style-type: none"> <li>• Year 2 leavers gifts</li> <li>• Christmas gifts</li> <li>• Resurfacing the ball space and EYFS playgrounds</li> <li>• New library books</li> <li>• Inclusive projects</li> <li>• Other projects to help advance the education and experience of pupils</li> </ul> <p><b>Southwater Junior Academy</b></p> <ul style="list-style-type: none"> <li>• Year 6 leavers gifts</li> <li>• Christmas gifts</li> <li>• New library books</li> <li>• Inclusive projects</li> <li>• Other projects to help advance the education and experience of pupils</li> </ul> <p>The total surplus made was £29,593.14 which includes two grants totalling £2,000 ringfenced for Southwater Infant Academy.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The PTFA's objectives have always been to enhance the education and experiences of children at both academies. This has been achieved through multiple new PTFA events but also from the funds raised throughout the past 12 months. Children
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		will treasure the memories and benefit from the equipment/tangible assets in which the funds will provide for the academies for many years to come.
Performance of fundraising activities against objectives set	Para 1.41	As a PTFA we set ourselves a fundraising target of £20,000 and we're happy to have exceeded this for the second consecutive year. We reached a £10,000 surplus at our Summer Fair and identified several smaller events that generated high impact and profit with little organisation required. We plan to do more of those in the coming year.
Investment performance against objectives	Para 1.41	We review investment performance against objectives every quarter.
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity finished the year in a positive financial position, with all monies raised either spent or allocated to the academies with specific projects in mind.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A small reserve is held each year in case there is a drop in income or events are unable to go ahead. Reserve funds will help us pay for the charities running costs and help fund expenses for the Christmas Fair. Or reserves may be kept in savings if the academies would prefer a larger, more expensive project funded over several years.
Amount of reserves held	Para 1.22	£1,245.30 (2024-2025 reserves) £2,911.66 (total reserves to remain in the account)
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	Availability and support of volunteers, particularly Trustees/Committee members. Agreement from both academies to support the PTFA and support how funds are split.

### 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	The principal sources of funds are those fundraised from our academy families and volunteers. We are fortunate enough to receive ongoing support from the local community, including local businesses who sponsor and donate raffle prizes for our big events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Lack of volunteers, interest in PTFA events and cost of living crisis. The PTFA will continue to work hard to keep our academy families engaged with the PTFA and our on-going activities.
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		The charity is registered with the Charity Commission; its purpose is to provide additional resources and learning experiences for the children attending both The Southwater Infant Academy and Southwater Junior Academy.
Type of governing document (trust deed, royal charter)	Para 1.25	Parentkind 2021 Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
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	<p>Parents and friends of the academies are invited to become PTFA trustees, with trustees opting to take on key roles within the trust voted for at an AGM/EGM.</p> <p>Under the constitution, the Committee shall comprise of: Chair, Treasurer, Secretary and other officers duly appointed.</p> <p>The committee shall be elected at the AGM and shall hold office until the next AGM. Nominations for elections to the Committee may be made by one member and seconded by another member.</p>

### 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	7 Trustees have undertaken the following training: GDPR/Data Protection training and Safeguarding training. In total 7 trustees are all DBS checked with both academies.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The charity is led by 7 committee members: Chair, Treasurer, Secretary, Grants &amp; Awards Officer, Partnerships Officer, Class Reps Officer and Events Co-ordinator. The Chair provides leadership, presides over meetings, drives the charity forward and oversees the organisation's activities and fundraising initiatives with the support of all committee members.</p> <p>Our registered charity is a Parentkind member and receives support and guidance from the organisation with regards to the running of the PTFA and its fundraising initiatives.</p>
Relationship with any related parties	Para 1.51	The charity has strong relationships with local businesses, sponsors and its PTFA network.
		N/A

Other		
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## Reference and Administrative details

Charity name	Southwater Infant and Junior Academies Parent Teacher & Friends Association
Other name the charity uses	Southwater Academies PTFA (abbreviation)
Registered charity number	1036794
Charity's principal address	Southwater Infant and Junior Academies PTFA The Southwater Infant Academy Worthing Road Southwater West Sussex RH13 9JH

### **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	Sarah Langley	Chair		
2	Caroline Carter	Treasurer		
3	Georgina Foster	Secretary		
4	Amanda Ramm	Partnerships Officer		
5	Sarah Weston	Grants & Awards Officer		
6	Hannah Borrett	Class Reps Officer		
7	Sarah Sanderson	Events Co-ordinator		

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	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

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

Type of adviser	Name	Address
Independent Examiner	Nicole Singh	Broadbridge Heath, Horsham RH12 3TY

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information



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## Declarations

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

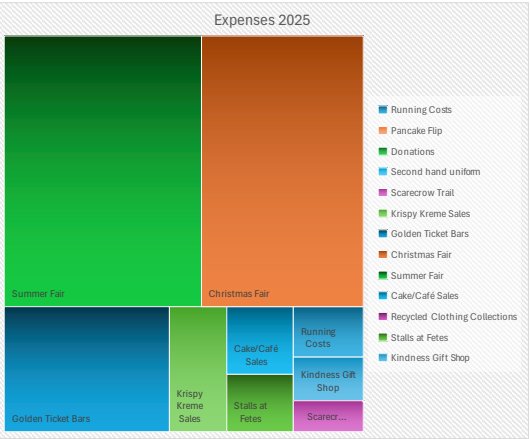
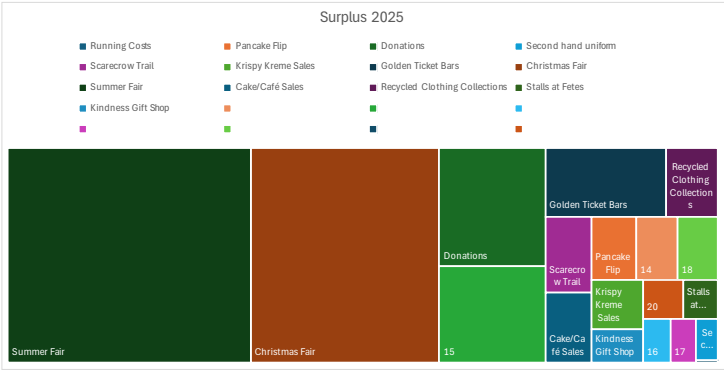
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sarah Langley	Caroline Carter
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	15/01/2026	

Southwater Infant and Junior Academy PTFA  
End of Year Accounts  
1st September 2024 - 31st August 2025

	Sponsorship	Raffle Prize Value	Incoming	Expenses	Surplus	Paid Out	Surplus %
Starting Balance					£ 22,682.99	SIA	
						£1,494.79	
Running Costs			£ -	£296.98	-£ 296.98		
Pancake Flip			£ 558.00	£ -	£ 558.00		100%
Donations			£ 2,455.27	£ -	£ 2,455.27		100%
Second hand uniform			£ 176.21	£ -	£ 176.21		100%
Scarecrow Trail	£200.00		£ 873.23	£ 184.62	£ 688.61		79%
Krispy Kreme Sales			£ 1,101.04	£ 608.17	£ 492.87		45%
Golden Ticket Bars	£150.00		£3,358.82	£ 1,738.00	£ 1,620.82		48%
Christmas Fair	£1,450.00	£3,900	£ 11,702.58	£ 3,735.25	£ 7,967.33	SIA	68%
Summer Fair	£1,750.00	£650	£ 14,720.11	£ 4,507.24	£ 10,212.87	£1,955.19	69%
Cake/Café Sales			£ 1,014.08	£ 381.18	£ 632.90		62%
Recycled Clothing Collections			£ 697.00	£ -	£ 697.00		100%
Stalls at Fetes			£ 585.88	£ 323.86	£ 262.02		45%
Kindness Gift Shop			£ 607.23	£ 263.86	£ 343.37		57%
Easy Fundraising			£ 511.57	£ -	£ 511.57		100%
Grants			£ 2,000.00	£ -	£ 2,000.00		100%
Asda Cashpot			£ 237.93	£ -	£ 237.93		100%
Christmas Gift and Sweet shop			£ 224.36	£ -	£ 224.36		100%
School Assemblies			£ 495.00	£ -	£ 495.00		100%
Just Giving			£ 9.60	£ -	£ 9.60		100%
Gift Aid			£ 304.39	£ -	£ 304.39		100%
Miscellaneous			£ 220.50	£ 220.50	£ -		0%
	£3,550	£4,550	£ 41,852.80	£12,259.66	£ 52,276.13	Paid out so far	£3,449.98
			Overall Surplus	£ 29,593.14		current balance in bank	£ 48,826.15

Account Balance of 31/08/25: £ 48,826.15  
Petty cash tin: £0  
Additional assets: N/A





**Section A**

**Independent Examiner's Report**

**Report to the  
trustees/directors/  
members of**

Southwater Infant and Junior Academies Parent Teacher & Friends Association

**On accounts for the year  
ended**

31 August 2025

**Charity no.:**

1036794

**Company no.:**

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31 / 08 / 2025**.

**Responsibilities and  
basis of report**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

**Independent  
examiner's statement**

[The company'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 (other than that disclosed below \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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: Nicole Singh Date: 06/10/2025

Name: Nicole Singh

Relevant professional qualification(s) or body (if any): Chartered Institute of Management Accounts  
ACMA, CGMA

Address: 25 Churchill Way, Broadbridge Heath, Horsham RH12 3TY

## 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.

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