



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Henry Cavendish School – Parents Teachers and Friends Association

On accounts for the year  
ended

30 September 2023

Charity no  
(if any)

1045839

Set out on pages

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

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Mark Taylor

Date:

26<sup>th</sup> June 2024

Name:

Mark Taylor

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

ICAEW Member

Address:

15 Veronica Road

London

SW17 8QL

Only complete if the examiner needs to highlight 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.

# Trustees' Annual Report for the period

Period start date

Period end date

From

To

## Section A

## Reference and administration details

Charity name

Henry Cavendish Primary School PTFA

Other names charity is known by

Registered charity number (if any)

1045839

Charity's principal address

Henry Cavendish Primary School

Hydethorpe Road

London

Postcode

SW12 0JA

### 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	Melissa Jones	Co-Chair		Committee
2	Emma Hill	Co-Chair		Committee
3	Laura Ennis	Treasurer		Committee
4	Jennifer Aries	Co-Chair		Committee
5	Kayleigh Fox	Co-Chair		Committee
6	Laura Taylor	Co-Chair		Committee
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document	Constitution
How the charity is constituted	Association
Trustee selection methods	Elected by Members

**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.

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## Section C Objectives and activities

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

To help advance the education, sociability and welfare of the children in the school.

To extend the relationship between staff, parents and others associated with the school.  
To engage in activities which support the school and advance the education of the children who attend.  
Provide and assist in the provision of facilities or items for education at the school (in addition to those provided by statutory funding) as the committee, in consultation with the staff and governing body agree.

**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)**

**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.

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

See Accounts and AGM minutes dated 6 November 2023

## Section E

## Financial review

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

A reserve is maintained to cover the associations expected costs and committed spending over the forthcoming year, as if no fund raising were to be carried out. This is reviewed regularly.

### Details of any funds materially in deficit

### 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.

See PTFA Accounts

## Section F


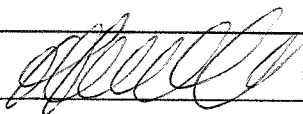
## Other optional information

## 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)	LAURA TAYLOR	EMMA HILL
Position (eg Secretary, Chair, etc)	CO-CHAIR	CO-CHAIR
Date	12 / 7 / 24	

**Henry Cavendish PTFA Accounts**  
**Management Summary: 2022/23 v 2021/22**

	2022/23	2021/22	22/23 v 21/22
<b>Opening Balance: Lloyds Treasurers Account (1 Oct)</b>	<b>38,681</b>	<b>53,247</b>	<b>(14,566)</b>
<b>Fundraising Events &amp; Activities</b>			
Summer Fair	12,052	9,479	2,572
Xmas Fair	11,501	10,285	1,205
Spring Fair	5,512	4,478	1,034
Xmas Cards	1,442	375	1,067
Xmas Trees	2,766	2,610	156
Xmas Shopping Evening	1,722	1,903	(181)
Bingo	1,279	920	358
Quiz night	-	1,185	(1,185)
Disco night	6,133	1,901	4,232
Rugby night	-	206	(206)
Pizza and Cookie	433	617	(184)
Doughnuts	1,176	987	189
Jubilee tea towels	-	1,111	(1,111)
Mothers Day gifts	-	319	(319)
Estate Agents	10,000	10,000	-
Non Uniform Days	501	2,217	(1,716)
Uniform Sale	711	528	183
Gift Aid	1,388	1,085	303
Lucky Numbers	240	130	110
Monthly Trader	-	110	(110)
Easy Fundraising	1,272	1,734	(462)
Amazon Smile	473	398	76
Other fundraising	-	1,555	(1,555)
<b>Total Fundraising Events &amp; Activities</b>	<b>58,600</b>	<b>54,141</b>	<b>24,639</b>
<b>Donations</b>			
Payroll Giving	9,038	7,895	1,143
Just Giving Donations	1,302	699	603
Matched funding	-	-	-
<b>Total Donations</b>	<b>10,340</b>	<b>8,594</b>	<b>1,143</b>
<b>Total Fundraising Events, Activities and Donations</b>	<b>68,940</b>	<b>61,089</b>	<b>21,427</b>
<b>PTFA Funded Events and Items</b>			
2019AGM agreed expenditure *	(3,308)	(4,135)	827
2021 AGM agreed expenditure *	(2,793)	(64,030)	61,237
2022 AGM agreed expenditure	(28,184)	-	(28,184)
Non Agm approved spending	(1,512)	(2,481)	969
Year 6 School Journey	(8,497)	-	(8,497)
Year 4 School Journey	(1,702)	-	(1,702)
Christmas Entertainment & Staff/Kids Xmas presents	(615)	(313)	(302)
Speaker Days	(500)	(960)	460
Black History Week	-	(928)	928
Year 6 Leavers Party amd book	-	483	(483)
Early years picnic	(319)	(225)	(94)
Hardship fund	-	-	-
Sporting Equipment	(89)	(1,769)	1,680
Running Club	-	-	-
Sports Day Ice Lollies	(135)	(170)	35
Fab Fridays	-	(60)	60
Library Books	(2,689)	-	(2,689)
Jubilee Decorations	-	(82)	82
PTFA running costs	(1,095)	-	(1,095)
Transaction costs	(176)	-	(176)
<b>Total PTFA Funded Events and Items</b>	<b>(51,613)</b>	<b>(74,669)</b>	<b>26,934</b>

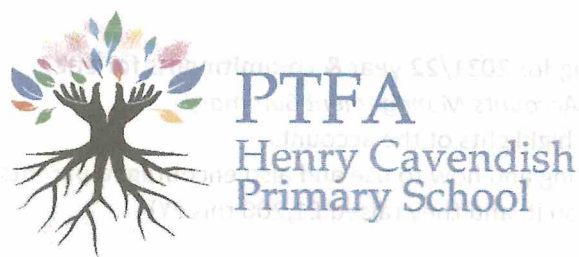


<b>Total Fundraising minus Funded Events</b>	<b>18,507</b>	<b>(13,580)</b>	<b>(1,087)</b>
<b>Non PTFA Fuds held</b>			
Neurodiversity	680		
Mrs Prior Trips	500		
<b>Closing Balance: Lloyds Treasurers Account (30 Sep)</b>	<b>57,188</b>	<b>38,681</b>	<b>(17,538)</b>

<b>Henry Cavendish PTFA INSTANT ACCESS SAVER ACCOUNT</b>			
	<b>2022/23</b>	<b>2021/22</b>	<b>22/23 v 21/22</b>
<b>Opening Balance: Lloyds Instant Access Saver (1 Oct)</b>	8,813	8,812	1
Interest earned	53	1	51
<b>Closing Balance: Lloyds Instant Access Saver (30 Sep)</b>	8,866	8,813	53
<b>Total Holdings (Treasurers Accounts + Saver)</b>	<b>66,054</b>	<b>47,494</b>	<b>18,559</b>

* AGM Agreed Expenditure Breakdown of Actual Spend			
	Agreed Funds	Actual Expenditure 2022/23	Agreed Funds Less Total Expenditure (incl prior yrs)
<b>2019 AGM Agreed Expenditure</b>			
Forest School	500	400	100
Art Funds	2,500	2,908	(408)
<b>2021 AGM Agreed Expenditure</b>			
EYFS resource	2,976	2,793	183
<b>2023 AGM Agreed Expenditure</b>			
Friendship Benches	1,500	300	1,200
Blackboards in EYFS and KS1 and chalk storage	500		500
ICT suites at Balham and Streatham	35,000	19,935	15,065
Premises team workshop	5,000	4,159	841
Librarian	5,000	2,188	2,812
EYFS playground Balham	6,000	1,602	4,398

Outstanding Commitments to carry on in 2023/24	
	Agreed Funds
<b>Annual Commitments</b>	
Speaker Day Fund	2,000
Black History Week	2,000
Library books	3,000
Other annual commitments (Christmas presents, Year 6 & 4 journey, hardship fund)	10,000
<b>Annual Commitments to HC Team Sports</b>	
Annual visits to athletic track and coaching pre-sports day	2,000
Annual allowance for sporting equipment	2,000
<b>Total Annual Commitments</b>	<b>21,000</b>
<b>Outstanding AGM Commitments</b>	
Friendship benches	1,200
Blackboards in EYFS and KS1 and chalk storage	500
ICT Suites	15,065
Premises team	841
Librarian	2,812
EYFS Playground	4,398
<b>Total Outstanding AGM Commitments</b>	<b>24,816</b>
<b>Total Outstanding Commitments</b>	<b>45,816</b>
<b>Total Holdings at year end from Accounts (above)</b>	<b>66,054</b>
<b>Available Balance</b>	<b>20,238</b>



## PTFA AGM Minutes Monday 06 November 2023

**Attendees (22 in room; 40 online though this varied throughout evening)**

### Welcome

Meeting started at 1930.

### Committee - Introductions to committee members

Committee members introduced

### 2023/24 CORE COMMITTEE

Balham Co-Chair	Laura Taylor
Balham Co-Chair	Emma Hill
Streatham Co-Chair	Jennifer Aries
Streatham Co-Chair	Kate Abbott
Secretary	Lucy Perry
Treasurer	Aurora Balashi

*Resigning from 2022 – Laura Ennis, Melissa Jones and Kayleigh Palmer*

Emma (as Co-Chair, Balham) introduced the PTFA team, explained the remit of the PTFA and outlined how the evening would be run.

- The PTFA exists to fundraise for the school and to enrich as many pupils lives as possible in the school through that fundraising
- The PTFA are not here to campaign for, change or deal with any issues that parents or carers may have with the school

If we venture tonight into territory that we feel is outside of this remit, Emma will politely move the conversation on.

Thanks given to those standing down from the Committee (Melissa, Kayleigh and Laura)

### Summary of the year's upcoming events

Laura Taylor ran through the upcoming events for 2023-2024

An explanation was given as to why some events have moved around and have been paused for this year.

Home Language day will happen in Spring, Term 2.

International evening planning will happen in the summer term and date to be set in September 2024. Mrs Bibi will email with the PTFA with a date soon

When scheduling these events, the Chair (on behalf of the PTFA) noted that consideration had been given to different cultural and religious events taking place during the year and ensuring school events don't clash

### Accounts Recap of spending for 2021/22 year & commitments for 2022

See Henry Cavendish PTFA Accounts Management Summary

Laura Ennis talked through highlights of the accounts.

She explained easyfundraising and how to use and also encouraged parents and carers to sign up. (approx. 20 active parents on it, and they raised £1,200 this FY)

Some non-PTFA spends are also included in the accounts but they are not included in the final totals (eg: Neurodiversity bake sales)

More funding is required for the Streatham ICT suite as the Balham suite was £20,000 and £35,000 was costed for both last year. The Streatham ICT suite to come back to this AGM

Total balance at the start of the financial year	<b>£38,681</b>
Total of fundraising and donations during the year	<b>£68,940</b>
Total spent on funded events and other items	<b>£51,613</b>
Closing balance	<b>£57,188</b>
Total holdings	<b>£66,054</b>
Total outstanding commitments	<b>£45,816</b>
<b><u>Total available</u></b>	<b><u>£20,238</u></b>

### Ongoing Commitments

Laura Ennis outlined what was included in the ongoing commitments (included in the statement of accounts) and also highlighted the outstanding commitments from 2021-2022.

- Speaker Day fund
- Black History Week
- Other annual commitments (Christmas presents, Year 4/6 journey help, hardship fund, PTFA funded school treats)
- Sports Day practice
- Sports Equipment where necessary
- Sporting Days out

### Outstanding Commitments from 2021-2022

- Friendship benches
- Blackboards in EYFS & chalk
- ICT suite at Streatham (Uplift to be discussed)
- Premises Team workshop
- Librarian
- EYFS resources

A query was raised around a coding workshop which was agreed to be an ongoing spend in 2020. It was suggested that we revisit this and that it is proposed again next year as it stopped (computers slow & got too expensive to be an ongoing commitment)

Laura Ennis explained that the computers were not suitable to run the workshop and that the price has now increased significantly to £9,000

The £20,000 we have available, we need to carry through to next year. So we are now reverting to £0 in the accounts in effect (anything that we want to vote through needs to have the funds raised this year)

### School proposals for spending 2023/24 year

Emma outlined each proposal per the proposals list to the meeting

- 1) Reading patron (£1,500, 3 x visits at both sites and related workshops)
- 2) Class Library and stationery Budgets (£100 per class - £4,000 total)
- 3) AV Equipment both sites (£5,000 at each site or £4,000 minus VAT)
- 4) Projector Streatham (£3,000 including VAT plus installation of approx. £1,000 unless rolled in with AV)
- 5) Shelving and equipment in library at Balham (£1,200)
- 6) Forest School resources (£900 – across both sites)
- 7) Music Whiteboards at Streatham (£85)
- 8) 2 x Heavy duty Laminators (£500 – one for each site)

- 9) KS2 Banded Reading books (£6,500)

Mr Apsley explained that there was nothing as structured around reading currently available in school in KS2, as exists for KS1/EYFS. For some children, this is ok but for some they would benefit from something more structured. It's important for these KS2 children to feel as though they are reading at KS2 level – can undermine confidence and perception if they feel they are not. Currently there's a big gap in this offer in the school. This sum would be for about 700-800 books. School requires books that link through to the destination reader scheme. These books would be spread across the whole of KS2 across both school sites.

Qu: (Mark Hayhurst): Is there space in the library to hold these? And would this need to be an ongoing spend?

Mr Apsley: This would start us off; if we got less than the bid then we'd need to come back next year and bid for more funding.

Lee di Stasio confirmed that these books were normally not stored in the library and kept in classrooms.

- 10) Playground upgrade (approx. £14,550)

Mr Apsley advised that the children were keen to have quiet areas to read etc in the playgrounds. The ideas are to create peaceful spots and to set up a space for picnic benches with inlaid games area and also for awnings to create a shaded area at Streatham –

**Cost for this would be £5,500**

If we wanted to do more and upgrade some of the markings and add some wall mounted games, **then would be asking for £9,000 across both sites.**

Qu: Can we have clear costings? Can we put a cap on how much and not let it go to next year?

Discussion around doing a smaller amount this year but next year to have a fully costed budget for next year as feeling was that this would be costly to do properly.

Equipment playgrounds/games - £9,000

- 11) Librarian (£5,000)

- 12) iPads/Tablets x 10 per site DEPENDING ON MAKE/MODEL (£10,000)

Discussed out of order after Proposal 14. Mrs Burg and Mr Apsley advised that if proposal 14 went ahead, then this did not need to go ahead.

- 13) Bike Rack for teachers at Streatham (£1,800)

Discussion around cost – it was felt that the estimate was quite high. Also discussed if an alternative solution could be sought from Lambeth Council as part of the council's Transport Strategy

**14) Streatham ICT Suite (uplift in cost £10,000)**

Mr Apsley said that for children to benefit properly from this funding, it would be best for any uplift to be spent on making the multi-use room at Streatham into an ICT suite, whilst retaining it's function as another teaching space for Yr6. This would allow children in Streatham to learn in the same way that Balham do (by having a dedicated room) and it would create parity across sites. The idea would be to have some flat-screen PCs in the room and then the laptops would be used across both sites for dyslexic learners and those with other SEND requirements.

**PTFA & Parent proposals for spending 2023/24 year**

**15. SEN equipment for use in class (£4,000, £2,000 per site)**

This equipment would be for each classroom and need 4/5 of each item per classroom

Mrs Bibi explained that there are lots of children with additional needs across both sites (on average about 5 per class) with some undiagnosed and the waiting list for diagnosis is now around 2 years.

This would be a box of resources that all can access within the classroom. Teachers would be made aware of when to use the resources appropriately in the classroom

**16. School Council Budget (£1,000, £500 per site)**

For school council to come up with proposals of what they want to spend money on. Council to create a system to put it to vote to the rest of the school (eg a campaign for certain items/treats)

**17. MC Grammar session (£1,200, £600 per site – 1 whole day per site)**

Whole school activity across both sites.

**18. Year 6 Wellbeing workshop (£1,600)**

Explanation about what the workshop would deliver for the children and the different facets of what it would cover.

Would take 3 hours – delivered over 2 days.

**Late additions:**

- Commemorative Trees for 125 anniversary (£2,000 per site)

Way of marking the school anniversary

- Greenpower Racing (£2,500 plus travel costs to events)

Kit car for children. Can be dismantled and rebuilt the following year. It requires a teacher/member of staff to do the activity with the children which at the moment is not forthcoming. Also would race at weekends.

Could this be offered as an after school club? 10-15 children per car, per term Y3-Y6

Logistics would be complex. Staffing could be difficult

Not for voting on today – move to next years AGM

**8. Voting on proposals**

Emma advised that if we said yes to everything on the list we would need to be fundraising around £75,000. She further advised that a comfortable amount to commit to would be around £60,000

**Proposals voted through:**

Proposals 1-9 as outlined above with no amendments to plans or costs

Proposal 10 – part approved for the shades, awnings and picnic tables and games at £5,500 across both sites

Proposal 11 - Approved

Proposal 12 – Not approved as Proposal 14 was approved

Proposal 13 – Not approved. Mrs Burg to investigate options with Lambeth Council

Proposal 14 – Approved

Proposals 15 – 17 Approved

Proposal 18 – Not approved (votes close so could re-visit)

**Total spend of (roughly) £51,885 approved**

Emma requested approval from those present for Proposals 3 and 4 to be taken forward soon due to need

**9. Volunteers and Support**

Request from Committee for volunteers for Winter Fair and for people to confirm their help as soon as they are able to via class reps and sign up sheets.

**10. AOB**

Emma thanked everyone for attending and taking part and participating in the meeting, as well as those online.

Mr Apsley also thanked the Committee members.

Meeting ended at 21.54