



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name The Friends of Pennthorpe School

Other names charity is known by Friends of Pennthorpe / FoP

Registered charity number (if any) 1069070

Charity's principal address Pennthorpe School

Church Street, Rudgwick

Horsham, West Sussex

Postcode RH12 3HJ

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	Nicholas Saunders	Chair	01/07/2024 – 19/12/2024	
2	Emma Carter	Secretary		
3	Jennifer Bowden	Treasurer		
4	Danielle Corry	Vice Chair		
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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 (eg. trust deed, constitution)	Constitution adopted on 27 th June 2022
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected by members of the association at the Annual General Meeting.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• 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.	<p>The charity is managed by a committee of volunteer trustees who meet regularly to oversee activities and make decisions regarding fundraising and expenditure.</p> <p>The trustees work closely together to ensure the effective running of the charity. New trustees are supported by existing members of the committee to understand their roles and responsibilities.</p> <p>The trustees have considered the major risks to which the charity is exposed and are satisfied that appropriate systems and procedures are in place to mitigate those risks.</p>
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Section C Objectives and activities

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

The charity's objectives are to advance the education of the pupils of Pennthorpe School by providing and assisting in the provision of facilities and equipment at the school, to foster closer relationships between staff, parents and others associated with the school, and to support such other charitable causes as the trustees may from time to time determine.

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)

During the year, activities included a range of fundraising events such as social events, seasonal activities, and sales initiatives, alongside ongoing activities including the second-hand uniform shop.

Funds raised are used to provide facilities, equipment and initiatives that enhance pupils' education and wellbeing, and to support selected charitable causes.

In planning and carrying out these activities, the trustees have had regard to the Charity Commission's guidance on public benefit and consider that the charity's activities benefit the pupils and the wider school community. The charity relies on the support of volunteers, whose contribution is essential to the success of its activities.

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.

The trustees would like to thank all the volunteers who have generously given their time and support throughout the year.

The success of the charity's activities relies heavily on the enthusiasm and commitment of parents, staff and the wider school community.

Without their contribution, many of the events and achievements of the year would not have been possible.

Summary of the main achievements of the charity during the year

During the year, the charity successfully organised a range of fundraising events which were well supported by the school community.

A highlight of the year was the “Night in Bloom” Ball, which raised approximately £12,200 and brought together parents and staff for a successful fundraising event.

Other activities included the Christmas raffle, Christmas card sales with the pupils artwork on, Mother’s and Father’s Day shops, tuck shop and refreshments sales, the Easter egg hunt, and the second-hand uniform shop, which continues to be a valuable resource and strong contributor to fundraising.

These activities generated funds which have enabled the charity to support a number of projects, including contributions towards school facilities and wellbeing initiatives, directly enhancing the educational experience of pupils. The charity has also supported wider charitable causes, including a donation to Chestnut Tree House.

Despite some changes in committee membership during the year, the trustees are pleased with the continued success of fundraising activities, the strong support from volunteers, and the high level of engagement from the school community.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees aim to maintain a sufficient level of reserves to support ongoing activities and to ensure the charity can meet its commitments. The current level of reserves is considered appropriate for the charity's needs.

Details of any funds materially in deficit

There are no 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.

The charity's income is primarily derived from fundraising events, activities and the sale of goods such as second-hand uniform.

Expenditure during the year has supported the charity's objectives, including contributions towards school facilities and wellbeing initiatives.

The main financial risk to the charity is a reduction in fundraising income due to lower participation or external factors. The trustees monitor this and aim to maintain sufficient reserves to mitigate this risk.

Section F

Other optional information

The trustees are continuing to explore ways to increase engagement and participation within the school community. This includes the introduction of new communication channels to support volunteering and fundraising activities.

The charity remains committed to building on its successes and continuing to support the school and wider community in the coming year.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	J Bowden	
Full name(s)	Jennifer Bowden	
Position (eg Secretary, Chair, etc)	Chair	
Date	20/03/2026	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Charity Name

THE FRIENDS OF PENNTHORPE SCHOOL

On accounts for the year
ended

31st August 2025

Charity no.:

1069070

Company no.:

Set out on pages

8 and 9

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: A Cole

Date: 18/3/25

Name: ANNE COLE

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

Address: 5 FOXHOLES, RUDGWICK,
WEST SUSSEX, RH12 3DX

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.

None to report



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Friends of Pennthorpe School

1069070

Receipts and payments accounts

CC16a

For the period
from

01/09/2024

To

31/08/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	-	-	-	-	-
Sale of second hand uniform	2,981	-	-	2,981	-
Bags of Support/Easyfundraising	53	-	-	53	-
Income from fundraising activities	29,957	-	-	29,957	-
Interest	31	-	-	31	-
Floats	720	-	-	720	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,742	-	-	33,742	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,742	-	-	33,742	-
A3 Payments					
Advertising	207	-	-	207	-
Subscriptions	153	-	-	153	-
Sundries	274	-	-	274	-
Expenses from second hand uniform	688	-	-	688	-
Expenses from fundraising activities	15,876	-	-	15,876	-
Floats	720	-	-	720	-
Donations - Pennthorpe School	12,549	-	-	12,549	-
Donations - Other charitable causes	1,496	-	-	1,496	-
	-	-	-	-	-
Sub total	31,963	-	-	31,963	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	31,963	-	-	31,963	-
Net of receipts/(payments)	1,779	-	-	1,779	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,989	-	-	20,989	-
Cash funds this year end	22,768	-	-	22,768	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	19,385	-	-
	Saving Account	3,383	-	-
		-	-	-
	Total cash funds	22,768	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	J Bowden	Jennifer Bowden	30/03/2026	