SOUTHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

England & Wales · Charity number 1072957

Details

Status	Registered
Legal form	Other
Registered	1998-12-15
Register	View on the Charity Commission register

Contact

Address	Southborough C of E Primary School Broomhill Park Road Tunbridge Wells TN4 0JY
Phone	01892 529682
Email	pta@southborough.kent.sch.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL

Activities: Parent Teacher Assocation

Classification

- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People

Geography

- Kent

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Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£45,498	£30,162	-	-
2024-08-31	£28,802	£57,934	-	-
2023-08-31	£42,239	£27,413	-	-
2022-08-31	£25,806	£27,142	-	-
2021-08-31	£17,169	£1,157	-	-
2020-08-31	£15,331	£4,149	-	-

Trustees

Name	Role	Appointed
Helena Charlotte Clare Waters	Chair	2026-03-13
Charlotte Rubin		2016-03-13
Hannah Maxfield Adams		2026-03-13
Laura Barton		2026-03-13
Olivia Grace Mary West		2026-03-13
Rosalie Lindley		2023-09-22
Samantha Geenty		2024-04-21
Sarah Dunstall		2023-01-13

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SOUTHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

England & Wales - Charity number 1072957

Accounts

Trustees Annual Report 2024-2025

Board of Trustees Samantha Geenty, Co-Chair
Rosie Lindley, Co-Chair
Sarah Dunstall, Treasurer
Kimbo Godsall, Trustee (resigned 31.05.25)
Philippa Farrell, Trustee (resigned 31.07.25)
Alexandra Barnard, Trustee (resigned 31.05.25)

Charity Number 1072957

Southborough C of E Primary School Parent Teachers Association (hereafter known as 'The PTA') was registered with Charitable Status on 1st October 1997. The charity's governing document is Southborough C of E Primary School PTA Constitution (including modern amendments).

The PTA is governed by a board of trustees who are responsible for its overall management and decision-making. The trustees meet at least four times a year, and more frequently when required, to plan and organise fundraising activities.

In addition, there is a wider group of volunteers known as the PTA Committee who support the organisation and running of events. For larger events, the PTA also calls upon additional volunteers from the wider parent and carer community, as well as members of the teaching staff and school governing board. As participation varies depending on the event, the number of volunteers involved cannot be precisely quantified.

Objectives and Activities

The PTA's purpose, as set out in its constitution, is to raise funds to support resources and projects for the school, benefiting pupils and enhancing their educational experience.

Strategic Aim

The PTA raises funds to provide resources that will enrich the education of pupils at Southborough C of E Primary School. The PTA is committed to supporting children's mental health and wellbeing by organising activities that enhance their happiness and overall school experience whilst also building a strong sense of community within the school.

The PTA encourages parents to volunteer at events, helping to ensure the successful running of these events, while also creating opportunities for friendships and connections. Strong relationships between parents and teachers are an important part of the PTA, fostering a supportive, positive environment that benefits the whole school community.

Strategic Objectives

To achieve our aims, we endeavour to:

- ➢ To organise 3 large scale family events each year for pupils and their families to enjoy (fireworks night, a Christmas event, and a summer event).
- ➢ To run a minimum of 2 smaller scale events throughout the year for children

and parents.
- ➢ To sell second-hand school uniform, raising funds while also helping families save money.
- ➢ To organise events specifically for pupils to enrich their wellbeing and enjoyment of school life.
- ➢ To provide financial contributions to the school for resources and projects that benefit pupils.
- ➢ To communicate regularly with parents and carers to strengthen the PTA community and encourage feedback and new ideas.
- ➢ To where possible engage with the local community to foster a sense of collaboration an inclusivity withing Southborough.

Public Benefit

The PTA Board of Trustees has had due regard to the Charity Commission for England and Wales guidance on public benefit when reviewing and setting the PTA's aims and objectives and when planning its activities. Further details about the PTA's activities and how they deliver public benefit are provided in the following section.

Achievements and Performance

Fundraising:

Fireworks

The PTA's biggest organised event of the year is the annual fireworks display. The fireworks are outsourced, and the event is open to the school and the wider community. This year's display featured a pyrotechnic show set to the music of *Sing 2*. This was the first year with music whilst also trialing low bang fireworks.

Refreshments were available throughout, including a barbecue, sweet treats, a fully stocked bar, and a neon stall for children.

As in previous years, the PTA ensured there was a dedicated quiet zone for children who are sensitive to loud noises.

The fireworks display remains the largest fundraising event of the year and completely sold out bringing in nearly 10k in revenue.

Christmas Fayre

This year, the PTA redesigned the layout of the Christmas event to make it more cohesive and easier for attendees to navigate. Alongside the usual Christmas games and crafts, the PTA introduced a paid, pre-booked opportunity for children to meet Santa and have photos taken in his sleigh.

As a new feature, the Kent Reindeer Sanctuary was invited to the event. The reindeer were extremely popular, and as a free activity, families had the chance to meet the animals and speak with the keepers. This addition was a fun and memorable change from the 2023 event.

Refreshments included a fully stocked bar, as well as hot sausage rolls and vegetarian

and vegan options, prepared using the school kitchens.

Entertainment was provided by members of the local community choir and the school community, who sang carols and ran Christmas-themed activities throughout the event. As an additional fundraiser, a Christmas raffle was held featuring prizes donated by local businesses, all of which were promoted in the marketing leading up to the event.

A local estate agent provided lead sponsorship for the event allowing for extra spend on entertainment in return for branding and advertising.

Winter Discos

The PTA organised both an Infant Disco and a Junior Disco during the Winter term. The Infant Disco was held at the local community hub, while the Junior Disco took place at the school hall.

Both events were ticketed at a flat rate of £5 per child, which included entry, unlimited squash, and glow items. The discos were open to all children at the school. Parents were required to stay for the Infant Disco, whereas the Junior Disco was for children only.

Professional DJs were hired for both events, providing their own lighting, music, and games to ensure engagement throughout. A local ice cream business was partnered with for the infant disco where a percentage of revenue was put towards the event in return for supporting with custom. This was something the children also relished.

There was huge uptake for both discos from across all year groups proving its popularity for subsequent years.

Parent Quiz Night

The PTA held a successful quiz night at the beginning of 2025, reflecting on events and highlights from 2024. The event was well attended by parents and carers and proved to be an enjoyable adults-only evening, building on the success of a similar event the previous year.

A bar was available throughout the evening, and guests were able to pre-order cheese and charcuterie platters. Prizes were awarded to the winning teams.

Uniform Sales

As in previous years, the PTA held several second-hand uniform sales throughout the year. These often take place in the church next to the school and provide an opportunity for parents and members of the school community to meet and connect.

The uniform is generously donated by parents whose children have outgrown their items or have moved on from the school. These are then sold at a low cost to support families while also raising funds for the PTA.

The PTA always ensures there is a uniform sale at the very beginning of term for new families to make use of.

Sponsored Bounce

After a year's hiatus, the PTA ran a school-wide Sponsored Bounce during the Summer term. The event proved extremely popular and became our biggest fundraiser of the year. Parent volunteers kindly supported the event on the day.

Pupils from across the school had the opportunity to see how many bounces they could complete in one minute, with all participants receiving a certificate to record their achievement.

To encourage teamwork, the winning classes in both the Junior and Infant schools were treated to a special extra break the following week, complete with popcorn and milkshakes.

Parents were invited to support the event by donating via the PTA's JustGiving page or by contributing cash brought into the school, providing flexible ways for families to take part in the fundraising.

Sports Day Refreshments

The PTA ran a refreshment stall alongside a second-hand uniform stall during the three school sports events. Local businesses were approached, some of whom kindly donated pastries, which were supplemented with additional purchases.

Following the positive feedback received last year, the PTA also provided ice poles for all pupils to enjoy after their races once they had returned to their classrooms.

Summer Festival

The PTA held a Summer Festival this year, having taken a break the previous year due to a lack of volunteers. To make the event more manageable, the format was streamlined and some activities fully outsourced. For example, a Nerf arena was introduced that children and parents could pre-book. This provided a lively and engaging 30-minute entertainment slot and required no volunteers as it was run by an external company. This was a new addition for the school and offered something different from previous years. It also served to guarantee footfall as the children and parents had prebooked their slots.

Refreshments were available throughout the event, including a bar, barbecue, ice creams and sweets, alongside additional food, and drink options.

The PTA also invited the local fire brigade to attend. They provided both fun and educational engagement for the children and parents, allowing them to explore the fire engine and speak with the firefighters, finishing with an exciting water display.

Local businesses were invited to take part in a small shopping area with stalls, and a local jewellery company sponsored the event in exchange for branding throughout the festival. Meat was also sourced locally from Southborough Butchers who offered it at cost price.As always, the PTA ensured there were free activities available, including a craft table run by teachers, music from a DJ throughout the event, beat the goalie football games and the opportunity to visit the fire engine.

Additional Fundraising

- **Tote Bags:** The PTA partnered with a local company to design tote bags for each class

in the school. Working with the Head of Art, pupils were able to contribute to their class bag design by adding their own painted handprints, creating a unique and personal keepsake.

- **Crazy Hair Day:** The PTA organised a Crazy Hair Day for pupils, where children could come to school with fun and creative hairstyles and accessories in exchange for a £1 donation. This was a popular and enjoyable fundraiser for the school community.

- **Mad Hatter's Tea Party:** To welcome all new Reception families into the school and give them an opportunity to meet the PTA ran a Mad Hatter's Tea Party in the first few weeks of term. This consisted of crafting and cake, and donations were requested for the refreshments.

- **Legoland:** The PTA partnered with Legoland for one of the school's inset days to offer tickets to the school community.

- **Donut Sale:** The PTA held an ever-popular donut sale in the Spring term.

- **Christmas Performance Donations:** The PTA asked for donations from families during the annual school Christmas performances.

- **Match Funding:** Employers of patents of the school who donated an amount equal to the money raised by individuals.

Financial Review

Funds Raised	Income	Expenses	Net Income	Notes
Christmas Fayre	**£6,965**	(£2,299)	£4,666	
Fireworks	**£9,799**	(£4,235)	£5,564	
Summer Festival	**£6,965**	(£3,382)	£2,933	
Quiz Night	**£1,251**	(£546)	£705	
Smaller Events	**£2,692**	(£1,353)	£1,339	
Christmas Performance Donations	**£895**	£0	£895	
Junior Disco/Infant Parties	**£1,945**	(£525)	£1,420	
Sponsored Bounce	**£8,635**	(£206)	£8,429	
Handprint Tote Bags	**£1,914**	(£815)	£1,098	
Second Hand Uniform	**£1,678**	£0	£1,678	

Match Funding	**£1,570**	£0	£1,570	

Other	**£1,865**	£0	£1,865	Interest earned/Online Shopping/100 Club
TOTALS	**£45,498**	**(£13,361)**	**£32,161**	

This has been a highly profitable year for the PTA, benefiting from several successful large-scale events and the return of the Sponsored Bounce. However, costs are increasing across the board, particularly for events such as the fireworks display and the food and refreshments required at our activities. Going forward, the PTA will continue to ensure that pricing strategies balance fundraising needs with affordability for families in the school community.

Running so many events has also helped to strengthen the sense of community within the school and the wider local area. The PTA will continue to promote appropriate events to the local community to further build connections while raising additional funds for the school.

Operating costs continued to be insurance, JustGiving and QuickBooks.

Financial Reserves

At the end of August 2025, the PTA had £21,709 in reserve funds.

Donations and AGM

An AGM was held on March 21st, 2025, with 20 members of the committee in attendance. The AGM was chaired by Samantha Geenty (Co-Chair) and Emma Savage (Headteacher) was also in attendance. Spending of funds was voted on and agreed by those in attendance.

Subsequently, in total the PTA donated £14,704 to the school this year (minus admin expenses):

Use of Funds	
Infant Christmas party	£434
iPads for Classrooms	£12,947
Dictionaries/Thesauruses	£1,082
Year 6 Leavers Party	£240
Admin Expenses	£1,284
TOTAL	**£15,988**

N.B. Admin – Thank you gifts for teaching and facilities staff, QuickBooks subscription, new Sum-up machines, Parent Kind membership, JustGiving subs and interest payable.

Learning Outcomes

There were many learning outcomes some of which are detailed below:

Volunteers: There was a significant increase in support this year, due to a more inclusive approach to the PTA and clear, consistent communication about the need for volunteers to run events. Maintaining this strong sense of camaraderie and enthusiasm for volunteering must remain a priority going forward. A strategy should be in place to keep volunteers engaged, informed, and up to date with upcoming opportunities.

Costs: Costs continue to rise across the board, making it important to carefully manage pricing for tickets, food, and drinks to maintain fundraising margins while keeping events affordable for participants. Partnering with local businesses, such as Southborough Butchers, to purchase produce at cost is an approach to continually explore and develop for future events. Adopting a strategy of 'selling out' rather than having stock left over is a lesson learnt to reduce physical and financial waste.

Scale of Events: After cancelling the summer event the previous year due to a lack of support, adopting a strategy that required fewer volunteers was a major success. Outsourcing activities and streamlining the offerings allowed this to happen. It not only allowed the PTA to raise more funds by running the school's third large-scale event of the year but also provided a valuable opportunity for engagement with the local community, particularly families whose children are due to join the school in the following academic year.

Low Bang Fireworks: After several years of receiving noise complaints from residents, the PTA trialled low-bang fireworks for this year's event. While the event was an enormous success, particularly from a fundraising perspective, feedback suggested that some residents interpreted "low-bang" to mean "no-bang." To avoid further confusion and to ensure the level of excitement the school community expects from the event, the PTA plans to revert to standard fireworks whilst ensuring that appropriate and timely notice is provided to all local residents and businesses ahead of time.

Community Engagement: Over the past year, increased engagement with the local community enabled the PTA to raise additional funds by opening large-scale events to attendees beyond the school. This approach also helped generate sponsorship, most notably from a local estate agent and a jeweller and provided more raffle prizes for parents and children.

Heat: It is worth noting the risks associated with high temperatures at the summer event. Inflatables had to be closed due to heat and burn safety concerns. In future, it may be prudent to include a break clause allowing cancellation in extreme temperatures, or to consider alternatives to inflatables.

First Aid: Outsourcing first aid for larger events not only relieved the PTA of the responsibility of finding a qualified volunteer but also enhanced the safety of all participants.

Inclusion: Ensuring that all large events include quiet zones and clearly advertising the need for ear defenders or additional resources, helped to make events inclusive for all pupils. Outsourcing first aid also ensured we were inclusive of all medical needs.

Marketing and social media: Too few people on the Board limited the time available to dedicate to marketing and social media. Having a dedicated person on the Board to drive this would greatly benefit funds and engagement.

Lead Times: There were too few trustees relative to the number of events run, which led to burnout and limited the ability to plan events with sufficient lead time to maximise interest and revenue. Moving forward, it is important to have more individuals taking the lead on events to share responsibilities and ensure effective planning.

Future Planning

New Trustees: With the departure of three trustees during this academic year and notice from the Treasurer, a new wave of trustees will need to be recruited. The plan is to engage with parents from the new Reception intake through messaging from the Headteacher and the PTA in the Autumn term. The aim is to have a minimum of 4 new trustees in place by Christmas, allowing the group to move forward collaboratively into the following academic year.

Event Leads: To ensure each event has a designated lead to maximise its potential and fundraising revenue. Responsibility for generating ideas, planning, and executing the event should rest with the event lead(s), with the board providing oversight of expenditure and the Chair approving all final spend.

Earlier Planning: Earlier planning in place for events and smaller scale fundraisers like raffles to maximise potential revenue and reduce Trustee burnout.

Event Scale: Where financially feasible, to continue to outsource activities to minimise the number of volunteers required, ensuring that events can run smoothly without the risk of being postponed or cancelled.

AGMs: To continue to hold AGMs to ensure transparency regarding finances and planned expenditure. The Headteacher should continue to provide input on spending priorities and school needs in consultation with the Senior Leadership Team (SLT) and wider teaching staff. Possible note on ensuring maximum attendance at AGMs.

Inclusion: To ensure that all events are inclusive, an inclusion policy should be developed. Additionally, a note on inclusivity should be made for each event to ensure that proper consideration and planning have been applied.

Wider PTA Engagement: To continue to engage the wider PTA Committee by requesting small amounts of support regularly, while ensuring that members who do not actively contribute are reviewed and, if necessary, removed from the committee. To continually ask for ideas and feedback so that they can be weaved into future plans.

Social Media and Marketing: To recruit a dedicated Marketing and Social Media Manager to maximise engagement with the PTA and its fundraising activities. This role will ensure timely and effective communication across all platforms, reducing the messaging workload currently carried by the Chairs.

Pricing Strategy: To conduct a full review of prices across the board – ticketing, refreshments etc. to ensure that pricing is fair but that margins remain a focus of the PTA fundraising.

Promotion of Small Wins: To focus on promoting and maximising smaller, ongoing fundraising opportunities that generate regular income, such as match funding, the 100 Club, and school name-tag partnerships. Awareness of these initiatives is currently limited, so they need to be better marketed and communicated to ensure the whole school

community understands how they can take part and contribute.

Future Fundraiser Ideas:

- Break the Rules Day
- Smarties Tube Fundraiser
- Sponsored Mile/Mini Marathon
- Sponsored Colour Run
- Partnerships to Match Legoland
- Alternative Adult Evenings – Comedy/Racing/Bingo/Wine Tasting
- Family Silent Discos
- Designed Tea Towels
- Family Potted Sports Day
- Frozen Fridays

Additionally, the two co-chairs commit to meeting with the headteacher in the new academic year to discuss the potential for moving fundraising away from the proposed hub idea (due to KCC constraints on the acquisition of the building) and focus on new projects that can have more immediate benefit to those that have donated.

Risk Management

Financial Risk Management

The PTA has a Treasurer and two Chairs, all of whom have access to the bank account to ensure full accountabilities for all funds received and spent.

The PTA operates a two-signatory policy for all bank payments, providing security and protecting all parties involved. At the end of the year, all transactions are independently checked by a party outside the PTA to add an extra layer of accountability.

Any cash counted after events is double-checked before being deposited, and full records are maintained. All petty cash is stored in a locked safe and may only be accessed by a limited number of authorised staff on school premises.

As annual income exceeded £25,000, the accounts have been reviewed by an independent auditor in accordance with Charity Commission requirement.

Risk Assessments

Risk assessments are in place for each event in line with HSE and KCC recommendations. All activities are assessed identifying any risks of accidents, safeguarding, disabilities, and medical needs (i.e. allergies, diabetes, and asthma, which follows the procedure needed within the school).

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Conclusion

In conclusion, this has been a hugely successful and rewarding year for the PTA, with many achievements in fundraising, events, and community engagement. We are deeply grateful to our trustees, committee members, volunteers, parents, staff, governors, and local businesses for their support. Looking ahead, the PTA is excited to continue building on this momentum, welcoming new trustees, and delivering events that benefit the pupils and the wider school community. Together, the PTA looks forward to another successful year of collaboration, fun, and fundraising.

Signatories

Co-Chair:

Signed:

Printed: SAMANTHA GEENTY

Date: 04.02.2026

Co-Chair:

Signed:

Printed: ROSIE LINDLEY

Date: 04.02.2026

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name Southborough C of E Primary School PTA		
On accounts for the year ended	31ST August 2025	**Charity no (if any)**	1072957
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025.

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 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.

Signed: Emma Baker **Date:** 30/06/2026

Name: EMMA BAKER

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

Address: WINDMILL FARM BUSINESS HUB
BOWSTRIDGE LANE, CHALFONT ST GILES
BUCKS, HP8 4RG

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Southborough C of E Primary School PTA	1072957

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2024	To	Period end date 31/08/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
100 Club	1,214	-	-	1,214	1,264
Events	40,302	-	-	40,302	24,058
Match Funding	1,570	-	-	1,570	840
Online Shopping Commission	607	-	-	607	96
Second Hand Uniform Sales	1,678	-	-	1,678	1,731
Gift Aid	-	-	-	-	-
Gift Aid Donations (GASDS)	83	-	-	83	312
Interest	44	-	-	44	501
***Sub total** (Gross income for AR)*	45,498	-	-	45,498	28,802
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	45,498	-	-	45,498	28,802
	-				
A3 Payments					
		-	-	-	
Events	13,737	-	-	13,737	10,257
Support Costs (Administrations)	504	-	-	504	181
Raising Funds (Just Giving)	216	-	-	216	216
Professional Fees	162	-	-	162	602
Southborough C of E Primary Donations	14,704	-	-	14,704	46,678
Interest Payable	26	-	-	26	
	-	-	-	-	-
	-	-	-	-	-
Sub total	29,349	-	-	29,349	57,934
	-				
A4 Asset and investment purchases, (see table)					
Stock for Fireworks Event	381	-	-	381	
Stock - Bar for future events	433	-	-	433	
Sub total	813	-	-	813	-
Total payments	30,162	-	-	30,162	57,934
Net of receipts/(payments)	15,336	-	-	15,336	- 29,131
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,535	-	-	5,535	34,666
Cash funds this year end	20,871	-	-	20,871	5,535

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

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Lloyds Business Bank A/c	516	-	-
	Lloyds Treasurers A/c	20,174	-	-
	Petty Cash/Accrual	180	-	-
	Total cash funds	20,871	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Stock for Fireworks Events	381	-	-
Stock - Bar for future events	433	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

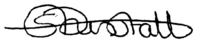
B4 Assets retained for the charity's own use

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
	Sarah Dunstall	30.06.26

SOUTHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

England & Wales - Charity number 1072957

Accounts

Trustees Annual Report 2023-2024

Board of Trustees	Nicola Glover (Chair appointed 20th March 2023) Sarah Dunstall (Treasurer appointed 20th March 2023) Philippa Farrell (appointed 20th March 2023) Samantha Geenty (appointed April 21st at EAGM) Rosie Lindley (appointed September (22nd September 2023)
Charity number	1072957

Southborough C of E Primary School Parent Teachers Association (hereafter known as 'The PTA') was registered with Charitable Status and on 1st October 1997. The charity's governing document is Southborough C of E Primary School PTA Constitution

We have a board of trustees as board who are responsible for the running of The PTA as above who meet at least 4 times a year if not more frequently to organise fundraising activities. We also have a wider committee of volunteers known as The PTA Committee who make themselves available to help at events. During the larger events, we also ask for additional parent/carer volunteers and teachers to help which cannot be quantified.

Objectives and Activities

The charity's purpose, as set out in the charity's constitution, is to raise money by fundraising within the school for resources and projects for the school, for the benefit of the pupils and for their educational needs.

Our strategic aim

To raise money to allow for resources to enhance the education of the school at Southborough C of E Primary school. We also aim to contribute to a greater mental health of the children by providing activities which enhance their wellbeing. Our sense of community within the school is important and we endeavour to gather parents as volunteers for events to enrich lives and build friendships. The connection between teachers and parents also plays a role in this which creates good relationships and a positive environment.

Our strategic objectives

In order to achieve our aims, we endeavour to:

- Carry out 3 large family events throughout the year for children and parents to enjoy.
- Carry out smaller events throughout the year for children and parents to enjoy.
- Sell second hand uniform which raises funds which also helps parents save money.
- Carry out other events just for the children to improve their wellbeing.
- Donate money to the school for resources needed.
- Communicate with parents.
- Ask parents what events they would like to see take place.

Public Benefit

The Board of Trustees have had regard to the Charity Commission's guidance on public benefit in the review of our aims and objectives and the planning of our activities. Further details on our activities and how they benefit the public are detailed in the following section.

Achievements and Performance

2023-24 we set out to continue and build upon the successful fundraising activities that had been introduced in the previous academic year with a focus on creating great memories for the children and whole school community. Due to the changes in economic circumstances in the UK, 5 of the events and activities that had been planned were put on hold for the year.

Our fundraising for the year was all towards the building and resources of the Discovery Hub (as well our usual commitments to financially support ad hoc requests) which the school are hoping to commence building work in early 2025 subject to additional grant support.

To improve communication with the school community newsletters continued to be sent out every term sharing our ongoing fundraising amounts and upcoming activities and events for the children to enjoy. We also made better use of the class rep forum and Facebook.

We continued to work closely with the local church and held our first reception parent's coffee morning there. This enabled the new parents to come together after what can be an emotional first drop off for their children's first full day at school over a coffee and cake and get to know each other. Our chair along with a couple of the PTA committee were also present to share with the parents the activities we had planned for the year and explain how they could get involved to help support. Reception parents are future PTA trustees and so we wanted them to understand what it was all about from the start. A welcome letter was also sent to parents joining the school in September 2024 inviting them to our events from September onwards and encouraging them to use our online shopping fundraising opportunities.

Uniform Sales
Our first fundraising activity of the year was a unform sale which as always was popular. Items sold are from donations and so are 100% fundraising profit for us whilst enabling parents to save some money on items needed for their children. Jennifer Fox took on the role looking after uniform for the PTA from Nicola, organising these events with the support of members of the PTA with committee.

These were held once a term at the Friday café throughout the year. Friday cafe was a weekly event the church had set in the previous academic year following a PTA request to enable parents to meet for a coffee and cake before pick up. Various parent/school events could also be held there.

Fire Works
A storm was forecast on the night of fireworks and so until the morning of the event we were not 100% it would take place. However, the storm missed Kent, and we had perfect weather conditions for it, even warm and light enough to have our bar outside. Due to this though ticket sales were a little down on previous years (about 100) and we also made the decision not to have a BBQ to save on food wastage if the event was unable to go ahead. Being more aware of the environment we avoided purchasing any neon's but instead sold reusable light up bracelets which were popular with the children. We kept pricing the same as previous years for ticket sales and offered volunteers free entry.

Other new additions were a Popcorn and Candyfloss stall which was run by an external company, and a Pick'n' Mix stall. These were very popular with the children, and we will consider doing the same for next year. Pricing for these stalls will be reviewed for the next Fireworks event to make sure this is still viable.

However, despite these changes our fireworks event was the most successful financially on previous years and we also received more positive feedback.

A decision was made when reviewing the event to look for a new company for 2024 that would be able to offer fireworks to music, a slightly longer event if possible, plus low bang fireworks taking into account feedback from parents and the local community.

Legoland & Drusilla Park

With these activities our primary aim is to provide a more affordable day for families, who may not necessarily be able to go, and not to be focused on making a big profit. Which aligns with our strategic aims providing opportunities for enhancing wellbeing.

On the first inset day of the school year at the end of half term we partnered with Legoland to offer heavily discounted tickets to our school community whilst still raising money for the PTA. We received just under £5 per ticket sale and it was extremely popular. We plan to do this again in the next academic year.

On one of the June inset days we partnered with Drusilla's for another discounted ticket event for our school community whilst fundraising for the PTA

Feedback was positive from both events and parents appreciated the opportunity to be able to take their Children at a discounted price.

Christmas Fair

We followed the same format as the previous year however re did the layout to ensure less congestion.

We revisited our stalls and created some new up to date activity stalls whilst keeping the usual popular tombola and gift room.

We revisited our Christmas experience and had an actor (parent of the school) creating a grotto scene where children in groups of up to 15 visited Mrs Claus for a story and an opportunity to write a letter to Father Christmas for her to hand deliver. All children received a small gift from Mrs Claus. This was very festive however it took a little too much time and so will be reviewed for next year.

Following feedback at the previous Christmas fair we decided to not to have a BBQ but opted for sausage rolls (meat and vegan). These were popular plus kept the team warm as inside rather outside in the damp and cold. But they were not as profitable as a BBQ for us.

It was a very cold evening and apart from our bar and tombola's the external stalls were not as popular as the winter fair 2 years previous which was held outside. The entrance donations were also not as high as normal as the team on the gate moved inside due to the cold and so we did miss some donations here.

Winter Disco's

Before term 3 ended we held our first ever winter disco's which were silent! These were hugely popular with the children as they had a choice of 3 different channels to listen to and it also meant the parent volunteers could hear themselves think and speak too! The children were all offered crisps and a drink (water / squash) being aware of any allergies. We also had tattoos for the children which were included in the price of entry.

The silent discos were great events but with a new parent joining the school who has offered to DJ at our events this maybe a better option for fundraising moving forward.

Quiz Night

In term 4 we held our first ever parent event – quiz night. One of the school team volunteered to compere, the PTA team put together the questions and organised a bar a charcuterie/cheese platters for the event. This was a sold-out event. As this was our first quiz night we included a free drink with entry, going forward we feel this will not necessary, as many parents commented this was not needed and they would have been happy to pay.

Easter Chocolate Raffle
At the end of term 4 we held a raffle in a very similar format to a popular Roald Dhal book where children could buy a chocolate bar and if they found a golden voucher they could win a prize. The children absolutely loved these and we sold all of the 500 chocolate bars purchased (a couple of vegan ones were left over).

Infant Dance Party
At the beginning of term 5 we held our first infant dance party which was also the first time we have held an event offsite. Parents remained at this event due to the age of the children. Water/Squash and crisps were included in the price and there were tattoos. An ice cream van was also supposed to be present for the end of the event who had agreed to donate 10% of their sales to us however unfortunately they were unable to attend on the night due to mechanical problems so too late to organise an alternative option. From the positive feedback we will organise this event again in the next academic school year.

Krispy Kreme Fundraiser
In term 5 we partnered with Krispy Kreme to sell discounted Krispy Kreme's to our school community whilst again fundraising for the PTA. This was extremely popular! We purchased the maximum about of doughnuts, 500 that we could at the discounted price and also purchased doughnuts from a local supermarket so that no one was left disappointed. This wasn't a massive generator of money for us however it was a little treat for everyone on a Friday afternoon.

Sports Day Refreshments
We ran a stall alongside a second-hand uniform stall that was available throughout the 3 events run by the PTA and PTA committee. Being aware of the economy and family finances we did not ask the school community for donations this year but contacted local businesses who donated pastries which we supplemented with additional purchases. The stall was not as busy as previous years which may have been due to the weather.

From the positive feedback from last year, we again purchased the children Ice Poles for all children to enjoy after their races back in their classrooms. We also bought the teachers an ice cream each too!

The summer fair, donation day for crazy hair and 2 sponsored activities (bounce, dragon boat race) were postponed due to us being aware of the pressures on families financially as well as the dwindling support from the school community to run the events.

Summer Raffle
Local businesses had been generous with their donations for our raffles throughout the year (Christmas, Easter and planned summer) and so with prizes already donated for our cancelled summer event we held a summer raffle at the end of term to end the year with one more event.

The learning outcomes from the year were:

- Continue to plan events at the start of the year if not before so hall availability and everyone can plan diaries.
- Plan at least 1 adult only event a year.
- Continual monitoring costs for events.
- Continue to explore more sponsorship opportunities.

Overall, it was a successful year with a massive range of activities, and we raised a large amount of money for the school, whilst having a lot of fun as a whole school community.

Plans for the future

Next year we plan to continue to offer activities for the school whilst looking at other ideas to create more engagement from the parent community.

Financial Review

Despite the economic climate in the UK and postponing 4 events/activities, we had a very successful year as a PTA team. Our overall fundraising for the year was £28,802 which after costs gave us a grand total of £17,946.

Money Raised (net)	**Activity**	
£3,678	Christmas Fair	The amount raised was a lot lower than the previous year however that was our 1st proper event since the pandemic and so we had expected it to be around this figure as it is more in line with previous years. ,
£4,690	Fireworks	Although on gross we took less money than usual we managed our costs well and so it was the most profitable fireworks in recent years.
£1,279	Legoland	This was a great way for us to raise money as Legoland enabled us to purchase heavily discounted tickets for our parents. We increased this price so that each ticket purchase was donating to our fundraising cause. The only costs were transactions and making the payment for the reduced rate to Legoland.
£698	Winter Discos	The hire of the equipment for the silent disco along was high which impacted the conversion. Ideally a parent volunteer to DJ would enable these events to be more successful financially to benefit the school.
£675	Quiz Night	This was our first quiz night, and the costs were higher than anticipated. For future events a free drink will not be included in the price
£458	Infant Dance Party	This was a popular event and will continue again. Due to a school request for it be held off site does impact the financial conversion as there were higher costs due to room hire as well as DJ.
£800	Drusilla's Park	This worked in the same way that Legoland did so very easy to manage will very small costs to us – just transaction and payment for the tickets.
£284	Krispy Kreme Fundraiser	This again was an easy way to raise money and more could have been raised if we had sold more on the day rather than pre-orders.
£444	Sports Day	We did not ask for parent donations this year and so we had slightly higher costs and did not sell plastic water bottles so made less money here. However, Tesco's kindly donated pastries for us to sell which helped reduce the overall costs.
£1,011	Easter & Summer Raffle	There were costs to our Easter raffle with transaction fees on our booking system, the chocolate bars plus we purchased book vouchers for the event too.
£1,731	Second hand uniform	Our uniform sales were popular throughout the year. We increased our uniform prices in April 2023 which helped increase the profits on last year.
£753	100 Club	This still needs to be promoted more within the school.
£840	Match Funding	Despite all volunteers being reminded after helping at events and reminders sent 3 times to parents this was not maximised enough throughout the school year.

£904	Christmas Performance Donations	At the end of the school performance the school request donations which come directly to us. We then made a donation to the school to cover the costs of sound and lighting to support the children at their nativities.
£382	World Book Day Donations	Children were invited to dress up in turn for financial donations for world book day. The amount was lower than previous years.
£96	Online Shopping	Easy fundraising although promoted throughout the school year especially around Christmas and Black Friday could be more utilised throughout the school. We did also set up a scheme with Nametags and Stamptastic however the uptake was low.
£501	Bank Interest	Interest earned on the Deposit a/c
£132	Gift Aid	We had less cash donations this year and so unable to use the gift aid facility as much as previous years (donations at events and bake sales).

Our operating costs continued to be our Parentkind insurance, JustGiving fee, QuickBooks fee and this year an Independent Examiner fee of £400. There were general event costs of £812, which included items such as new hot water urn, re-usable glasses and eco hot drinks cups. These are items that will be used over multiple events for this year and in the future.

The net amount raised for fundraising for 2023-2024 was £17,946

Donations to the school

In total we donated £46,678 to the school this year

Amount	Purpose
£382	Books for the Discovery Centre
£284	Gifts for the Christmas Infant Party
£904	Sound and lighting for the nativities
£50	Krispy Kreme's for the leavers party
58	Ice creams for teachers and children at Sports Day
£45,000	Towards the building and resources for the Discovery Hub

Financial Reserves
At the end of August 2025, we had just £5,934.93 in our bank account after paying the deposit for fireworks in October 2025 and donations to the school. This amount of money was needed for events near the start of the academic year in 2024.

Risk Management

Financial risk

The charity has a treasurer, and Chair has access to the bank account to keep accountability of all money going in and out. A second person still needs to be added to our bookkeeping site following the former Treasurer stepping down. We also have a 2-signatory policy of bank payments which makes this secure and protects each individual. At the end of the year, all transactions are checked by an independent party not within the PTA to add extra accountability. Any money counted after an event is double checked before paying in, and all records kept. All petty cash is kept in a locked safe and is only able to be accessed by a small number of individuals of staff on school premises.

As our Income was over £25k an Independent Examiner has checked the accounts as per the Charity Commission.

Risk Assessments

Risk assessments are taken place for each event in line with HSE and KCC recommendations. All activities are assessed identifying any risks of accidents, safeguarding, disabilities and medical (i.e. allergies, diabetes and asthma, which follows the procedure needed within the school).

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Report and the Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity. New Trustees would be chosen from amongst parents of Southborough C of E school and have integrity and leadership ability and who also share the same values and vision. On being appointed, new Trustees will work alongside existing Trustees to gain an understanding of the role that they have undertaken.

Trustees will only be in positions for 2 years and are voted in at the AGM which was held on 21st March 2025 and attended by 21 people.

This report was approved by the Trustees, on 20th June 2025 and signed on their behalf by:

Nicola Glover
Chair of the Board of Trustees
Date: 24th June 2025

Independent examiner's report to the Trustees of Southborough C of E School PTA

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 August 2024.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors 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 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 report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

(1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or

(2) the accounts do not accord with those accounting records; or

(3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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

(4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: .

Name: Petros Andrianidis FCCA CTA

Address: Office 4a Block D, Southgate Office Village, 286 Chase Road, London, N14 6HF

Date: 26 June 2025

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Southborough C of E Primary School PTA	1072957

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2023	To	Period end date 31/08/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
100 Club	1,264	-	-	1,264	1,236
Events	24,058	-	-	24,058	31,410
Match Funding	840	-	-	840	3,250
Online Shopping Commission	96	-	-	96	231
Second Hand Uniform Sales	1,731	-	-	1,731	1,026
Gift Aid	-	-	-	-	420
Gift Aid Donations (GASDS)	312	-	-	312	1,191
Sales of Goods	-			-	3,339
Interest	501	-	-	501	135
***Sub total** (Gross income for AR)*	28,802	-	-	28,802	42,239
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,802	-	-	28,802	42,239
A3 Payments					
100 Club Winnings	511	-	-	511	499
Events	9,746	-	-	9,746	7,638
Support Costs (Administrations)	181	-	-	181	300
Raising Funds (Just Giving)	216	-	-	216	216
Professional Fees	602	-	-	602	201
Southborough C of E Primary School Donations	46,678	-	-	46,678	18,558
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	57,934	-	-	57,934	27,413
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	57,934	-	-	57,934	27,413
Net of receipts/(payments)	- 29,131	-	-	- 29,131	14,826
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,666	-	-	34,666	19,840
Cash funds this year end	5,535	-	-	5,535	34,666

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

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Lloyds Business Bank Instant	4,120	-	-
	Lloyds Treasurers Account	1,634	-	-
	Petty Cash	180	-	-
	Total cash funds	5,935	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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

SOUTHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

England & Wales - Charity number 1072957

Accounts

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Southborough C of E Primary School PTA	1072957

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2023	To	Period end date 31/08/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
100 Club	1,236	-	-	1,236	1,340
Events	31,410	-	-	31,410	18,245
Match Funding	3,250	-	-	3,250	1,620
Online Shopping Commission	231	-	-	231	241
Second Hand Uniform Sales	1,026	-	-	1,026	788
Gift Aid	420	-	-	420	347
Gift Aid Donations (GASDS)	1,191	-	-	1,191	1,388
Sales of Goods	3,339			3,339	1,837
Interest	135	-	-	135	-
Sub total *(Gross income for AR)*	42,239	-	-	42,239	25,806
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	42,239	-	-	42,239	25,806
A3 Payments					
100 Club Winnings	499	-	-	499	580
Events	7,638	-	-	7,638	5,922
Support Costs (Administrations)	300	-	-	300	456
Raising Funds (Just Giving)	216	-	-	216	216
Professional Fees	201	-	-	201	128
Southborough C of E Primary School Donations	18,558	-	-	18,558	19,840
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	27,413	-	-	27,413	27,142
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	27,413	-	-	27,413	27,142
Net of receipts/(payments)	14,826	-	-	14,826	- 1,335
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,840	-	-	19,840	21,175
Cash funds this year end	34,666	-	-	34,666	19,840

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

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Lloyds Business Bank Instant	32,177	-	-
	Lloyds Treasurers Account	2,108	-	-
	Petty Cash	381	-	-
	Total cash funds	34,666	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

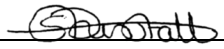
B4 Assets retained for the charity's own use

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
	Sarah Dunstall	24/06/2024

Trustees Annual Report 2022-2023

September 2022 – August 2023

Southborough C of E Primary School PTA
Registered Charity Number: 1072957

Southborough C of E Primary School
Broomhill Park Road
Tunbridge Wells
TN4 0JY

www.southborough.kent.sch.uk/pta

Reference and Administrative Details

Board of Trustees	Nicola Glover (Chair appointed 20th March 2023) Kathryn Green (Treasurer appointed 14th November 2019) Bridget Colver (appointed 15th March 2022) Philippa Farrell (appointed 20th March 2023) Sarah Dunstall (New treasurer - appointed 20th March 2023) Samantha Geenty (appointed April 21st at EAGM)
Charity number	1072957
Registered office	Southborough C of E Primary School Broomhill Park Road Tunbridge Wells TN4 0JY
Chair of Trustees	Nicola Glover (Bridget Colver officially stepped down as chair 31st Dec 2022
Independent examiner	Susan Terblanche

Structure, Governance and Management.

Governing Document

Southborough C of E Primary School Parent Teachers Association (hereafter known as 'The PTA') was registered with Charitable Status and on 1st October 1997. The charity's governing document is Southborough C of E Primary School PTA Constitution

We have a board of trustees as board who are responsible for the running of The PTA as above who meet at least 4 times a year. We also have a wider committee of volunteers known as The PTA Committee who make themselves available to help at events. During the larger events, we also ask for additional parent/carer volunteers and teachers to help which cannot be quantified.

Objectives and Activities

The charity's purpose, as set out in the charity's constitution, is to raise money by fundraising within the school for resources and projects for the school, for the benefit of the pupils and for their educational needs.

Our strategic aim

To raise money to allow for resources to enhance the education of the school at Southborough C of E Primary school. We also aim to contribute to a greater mental health of the children by providing activities which enhance their wellbeing. Our sense of community within the school is important and we endeavour to gather parents as volunteers for events to enrich lives and build friendships. The connection between teachers and parents also plays a role in this which creates good relationships and a positive environment.

Our strategic objectives

In order to achieve our aims we endeavour to:

- Carry out 3 large family events throughout the year for children and parents to enjoy.
- Carry out smaller events throughout the year for children and parents to enjoy.
- Sell second hand uniform which raises funds which also helps parents save money.
- Carry out other events just for the children to improve their wellbeing.
- Donate money to the school for resources needed.
- Communicate with parents.
- Ask parents what events they would like to see take place.

Public Benefit

The Board of Trustees have had regard to the Charity Commission's guidance on public benefit in the review of our aims and objectives and the planning of our activities. Further details on our activities and how they benefit the public are detailed in the following section.

Achievements and Performance

2022-2023 was a rollercoaster for us a PTA team.

At the beginning of September, we had several trustees step down after their 3 years in position. With no parents volunteering as new trustees this left us with a team of just 2-3 to organise and run Fireworks and Christmas. These had already been confirmed and paid for so went ahead as planned.

Fire Works – was our usual sold-out event with glow items on sale, a uniform sale and BBQ. Despite the rain the fireworks continued as planned!

Christmas Fair – was back inside this year and we were overwhelmed with how popular it was. We used the main hall for most of our game stalls and year 2 classrooms for the Tombolas, toy room and external stall holders, with Father Christmas on the stage for a photo opportunity and small gift. We also had a BBQ which although was popular will be reviewed for future Christmas events as it was very cold and damp for the team cooking and serving outside. We introduced a game card system for our games stalls which enabled parents to purchase these using their cards rather than bringing lots of coins or cash with them which were popular.

In January we regrouped, confirmed a new Chair (already a Trustee) and recruited 2 new trustees.

We decided our fundraising activities for the next 2 years would be focused on bringing the school community together in a variety of fun and engaging ways.

We ran a substantial number of activities of which led to a record-breaking financial year for us!

Bake Sales

The wet weather affected the sales leading to them being postponed a few times; however, they were as popular as ever when they did take place. Any cakes left over from these events were donated to local food banks and churches as well as the school team!

Sponsored Bounce

This was about bringing some fun for the children into the school day. Every child had the opportunity to be sponsored by their friends and family to bounce for 1 minute on a bouncy castle as many or as little times as they wanted. The children had a brilliant time, and we raised a staggering amount of money from it.

Sports Day Refreshments

This run by the PTA, alongside a second-hand uniform sale. It was a very hot day, and cold drinks were very appreciated. We took donations for this, which we were then able to recover gift aid on. We also purchased Ice Poles for all children at the school to enjoy after their races.

Summer Fair

The event held on a very hot day, the day after sports day which led to lower numbers than normal attending unfortunately. However, the event itself was a success with games stalls, a BBQ, Bar, Ice cream, Slush Machines, Bouncy Castles, craft activities and a raffle. We had lots of prizes donated by local businesses but due to us not being able to offer presales due to a lack of volunteers it did not raise as much money as normal. Like with our Christmas Fair we used the game card system for the games stalls.

Family Film Night

Our 1st new event where parents (Early Years & KS1) were invited to come along to enjoy the summer evening with a drink and some food whilst their children enjoyed a film in our hall.

Discos – were run for our KS2 children on 2 different evenings and parents were also invited to come along to enjoy the summer evening with a drink and some food whilst their children danced the night away. There was an outside break area for ice-creams and tattoos.

For both Film Night and Discos, we did not charge to attend as we wanted to encourage as many of the school to come along as possible, but we covered our costs and made a profit with the bar, ice-creams, and donations from the Fish & Chips Van.

Uniform Sales

These were as popular as ever however due to the bad weather we ran fewer than normal.

We continued our focus on community and worked with the Church next to our school to restart Friday Café to enable parents to meet and relax before pick up as well as hosting some of our PTA events.

The learning outcomes from the year and from a survey completed by parents in July 2023 were:

- Plan events at the start of the year so hall availability and everyone can plan diaries.
- Adult only events
- Monitor costs of events

- Purchases online for pre-orders.
- Use more local businesses.
- More sponsorship opportunities

Overall, it was an amazing year, and we raised a huge amount of money for the school, whilst having a lot of fun as a whole school community.

Thank you to all the former members of the PTA for their contribution and time as well as the school team for all their support.

Plans for the future

This year we plan to continue to organise fun events for everyone which may include Fireworks, Christmas Fair, Quiz Night, Theme Days, Inset Day Activities, Discos, Infant Party, Golden Ticket Event, Sponsored activity, summer fun day, adult evenings and maybe more…

We are also aiming to make our events more environmentally friendly. Recycling bins are already available at all our events but not everyone uses them – so needs to be a focus.

Our AGM for this year was held in September repeated at 3 different parent meetings to ensure we got to present to as many parents as possible. Less parents are getting involved in organising or volunteering at our events and so we wanted to explain exactly what the PTA is about, share our amazing results and hopefully drive engagement to get involved. We also proposed at this event to introduce the Parent Kind Constitution highlighting the key changes and so enabling us to operate as a smaller team. All parents agreed. This now needs to go through the formal process with the Charity Commission.

Financial Review

The trustees report a profit after school donations of £14,826 as of 31st August 2023. We carried forward reserves £19,840 and the total cash balance as of 31st August is £34,666. The majority will be used to go towards a discovery learning hub amongst other things that are in discussion between the school and the PTA.

This was a very successful year for the PTA, after costs our events raised an incredible £30,851. This could be attributed to the fact this is the first year after the pandemic that all our events were run without constraints. It has been wonderful to have been do this after a difficult few years for everyone.

The sponsored bounce (£8,323) and the Christmas fair (£6,608) alone contributed to almost half the money raised. It was our most successful Christmas fair to date in terms of fund raising. We are incredibly grateful to everyone who sponsored the children and attended our events.

Use of Funds:

With the money raised the PTA were able to donate £15,307 to the school for the following

Jubilee Celebration & Coronation Bookmarks	£3,718.19
Infant Christmas party	£259.76
Film Night & Junior Discos (Free Event)	£504.27
Classroom Donations (£75 for each classroom)	£1,575.00
New Glockenspiels	£500.00
New IT equipment	£5,750.00
IT equipment for Art Curriculum	£1,800.00
New Sports Kits	£1,200.00

Financial Reserves
It is the policy of the charity that only a minimum of reserves are kept in the bank unless the school requests we keep hold of a certain amount of money being held for a certain purpose, so the aim is in general to have a low balance at the year end.

As we are raising money for a Discovery Hub, we have more money held than usual due to this.

Risk Management

Financial risk

The charity has a treasurer and Chair has access to the bank account to keep accountability of all money going in and out. A second person needs to be added to our bookkeeping site following the former Treasurer stepping down. We also have a 2-signatory policy of bank payments which makes this secure and protects each individual. At the end of the year, all transactions are checked by an independent party not within the PTA to add extra accountability. Any money counted after an event is double checked before paying in, and all records kept. All petty cash is kept in a locked safe and is only able to be accessed by a small number of individuals of staff on school premises.
As we raised over £25k in gross income an Independent Examiner was also appointed.

Risk Assessments
Risk assessments are taken place for each event, all activities are assessed which follows the procedure needed within the school.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Independent examiner's report to the Trustees of Southborough C of E School PTA

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors 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 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 report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

(1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or

(2) the accounts do not accord with those accounting records; or

(3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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

(4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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:

Name: Susan Terblanche, CA(SA)

Address: 60 Norman Road, Tunbridge Wells, Kent, TN1 2RP

Date: 19th June 2024

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Report and the Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity. New Trustees would be chosen from amongst parents of Southborough C of E school and have integrity and leadership ability and who also share the same values and vision. On being appointed, new Trustees will work alongside existing Trustees to gain an understanding of the role that they have undertaken.

Trustees will only be in positions for 2 years and are voted in at the AGM which was held on 22nd, 21st & 25th September 2023 (repeated the meeting 3 times for all year groups across the school at a parent presentation).

This report was approved by the Trustees, on 23rd May 2024 and signed on their behalf by:

N Glover
Chair of the Board of Trustees
Date: 23rd May 2024

SOUTHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

England & Wales - Charity number 1072957

Accounts

Trustees Annual Report 2021-2022

September 2021 – August 2022

Southborough C of E Primary School PTA
Registered Charity Number: 1072957

Southborough C of E Primary School
Broomhill Park Road
Tunbridge Wells
TN4 0JY

www.southborough.kent.sch.uk/pta

Reference and Administrative Details

Board of Trustees	Bridget Colver (Chair appointed 15th March 2022) Kathryn Green (appointed 14th November 2019) Naomi James (appointed 14th November 2019) Mark Harrison (appointed Treasurer 14th November 2019) Polly Buck (appointed 14th November 2019) Hannah Sargeant (appointed 14th November 2019) Nicola Glover (appointed 15th March 2022)
Charity number	1072957
Registered office	Southborough C of E Primary School Broomhill Park Road Tunbridge Wells TN4 0JY
Chair of Trustees	Bridget Colver (Naomi James stepped down as chair 1st June 2022)
Independent examiner	Aurora Allen

Structure, Governance and Management.

Governing Document

Southborough C of E Primary School Parent Teachers Association (hereafter known as 'The PTA') was registered with Charitable Status and on 1st October 1997. The charity's governing document is Southborough C of E Primary School PTA Constitution

We have a board of trustees as board who are responsible for the running of The PTA as above who meet 4 times a year. We also have a wider committee of volunteers known as The PTA Committee who make themselves available to help at events. During the larger events, we also ask for additional parent/carer volunteers and teachers to help which cannot be quantified.

Objectives and Activities

The charity's purpose, as set out in the charity's constitution, is to raise money by fundraising within the school for resources and projects for the school, for the benefit of the pupils and for their educational needs.

Our strategic aim

To raise money to allow for resources to enhance the education of the school at Southborough C of E Primary school. We also aim to contribute to a greater mental health of the children by providing activities which enhance their wellbeing. Our sense of community within the school is important and we endeavour to gather parents as volunteers for events to enrich lives and build friendships. The connection between teachers and parents also plays a role in this which creates good relationships and a positive environment.

Our strategic objectives

In order to achieve our aims we endeavour to:

- Carry out 3 large family events throughout the year for children and parents to enjoy.
- Carry out smaller events throughout the year for children and parents to enjoy.
- Sell second hand uniform which raises funds which also helps parents save money.
- Carry out other events just for the children to improve their wellbeing.
- Donate money to the school for resources needed.
- Communicate with parents.
- Ask parents what events they would like to see take place.

Public Benefit

The Board of Trustees have had regard to the Charity Commission's guidance on public benefit in the review of our aims and objectives and the planning of our activities. Further details on our activities and how they benefit the public are detailed in the following section.

Achievements and Performance

The Board of Trustees would like to thank all teachers and volunteers for their hard work and dedication over the last year to enable events to take place.

This year was quite different from last year, as we were slowly coming out of the pandemic and beginning to run events more normally again.

The start of the year saw the return of our annual fireworks display which was enjoyed by many. Due to the pandemic we had a restriction of the number of tickets and kept the event completely outside for safety, but we were able to still raise a good amount of money, in line with previous years, and it was a great success.

We then held our annual Christmas fair but with a difference. To stay safe we planned more of a Christmas Market, which was completely outside and the school and parents were glad to come together to enjoy rebuilding community. The children enjoyed the Christmas themed games, a BBQ, and a luxury hot chocolate. We were able to start up our second-hand uniform sale here also for parents to save money.

We celebrated Easter with an Easter Raffle where the winner got to take a delicious Easter Hamper.

During the Summer term, we celebrated the Jubilee by holding Bake Sales for each year group with the jubilee theme, which the children loved. We also ran our second-hand uniform sales alongside this and raised a good amount from this.

Sports Day refreshments were run by the PTA, alongside a second-hand uniform sale. It was a very hot day and cold drinks were very appreciated. We took donations for this, which we were then able to recovered gift aid on.

We ran a successful summer fair on a very hot day, with many games and stalls, live music, a barbecue, ice cream van and bouncy castles. It was a great day, with many parents and children there and lots of volunteers, both parents and teachers which instilled a great sense of community. We raised a good amount of money and had fun doing so.

Plans for the future

For the next academic year we plan to continue running our 3 big events (fireworks, christmas and summer fairs) as well as the bake sales and uniform sales. We are looking to re-introduce film nights for the infants and discos for the juniors. We also plan to hold a sponsored bounce that was postponed in March 2020.

Financial Review

The trustees report a loss after school donations of £1336, but carried over from reserves from the previous year, shows a cash balance at the year-end of £19839, which will be used to go towards a discovery learning hub amongst other things that are in discussion between the school and the PTA.

Donations to the school

Part of the money we raised during the year was able to pay for special Jubilee key rings and a personalised school wildflowers pack given to every child. We also paid for the jubilee celebration resources as the children enjoyed a celebration lunch and a drumming workshop taken by authentic African drummers. This came out of reserves which were carried over into the financial year 22-23.

Our reserves from the previous year were paid out at the start of the year and went towards resources for the Discovery centre, our new library. We were able to contribute to iPads, new books and VR Headsets to enhance the children's education and learning experiences.

Financial Reserves
It is the policy of the charity that only a minimum of reserves are kept in the bank unless the school requests we keep hold of a certain amount of money being held for a certain purpose, so the aim is in general to have a low balance at the year end.

As we are raising money for a Discovery Hub, we have more money held than usual due to this.

Risk Management

Financial risk

The charity has a treasurer and a vice treasurer to keep accountability of all money going in and out. We also have a 2-signatory policy of bank payments which makes this secure and protects each individual. At the end of the year, all transactions are checked by an independent party not within the PTA to add extra accountability. Any money counted after an event is double checked before paying in, and all records kept. All petty cash is kept in a locked safe and is only able to be accessed by a small number of individuals of staff on school premises.

Risk Assessments

Risk assessments are taken place for each event, all activities are assessed which follows the procedure needed within the school.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Report and the Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

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- select suitable accounting policies and then apply them consistently;
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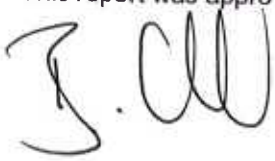
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity. New Trustees would be chosen from amongst parents of Southborough C of E school and have integrity and leadership ability and who also share the same values and vision. On being appointed, new Trustees will work alongside existing Trustees to gain an understanding of the role that they have undertaken.

Trustees will only be in positions for 2 years and are voted in at the AGM which was held on 15th March 2022.

This report was approved by the Trustees, on 15th May and signed on their behalf by:



B Colver
Chair of the Board of Trustees
Date: 15th May 2023

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Southborough C of E Primary School PTA	1072957

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2021		31/08/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
100 Club	1,340	-	-	1,340	-
Events	18,245	-	-	18,245	-
Match Funding	1,620	-	-	1,620	-
Online Retail Commission	241	-	-	241	-
Sale of Goods	1,837	-	-	1,837	-
Second Hand Uniform Sale	788	-	-	788	-
Gift Aid Tax Recovered	347	-	-	347	-
Gift Aid Donations (GASDS)	1,388	-	-	1,388	-
Sub total *(Gross income for AR)*	25,806	-	-	25,806	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,806	-	-	25,806	-
A3 Payments					
100 Club Winnings	580	-	-	580	-
Events	5,922	-	-	5,922	-
Support Costs (Administrations)	456	-	-	456	-
Raising Funds (Just Giving)	216	-	-	216	-
Professional Fees	128	-	-	128	-
Southborough C of E Primary School Donations	19,840	-	-	19,840	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	27,142	-	-	27,142	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	27,142	-	-	27,142	-
Net of receipts/(payments)	- 1,336	-	-	- 1,336	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,175	-	-	21,175	-
Cash funds this year end	19,839	-	-	19,839	-

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

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Lloyds Business Bank Instant	10,042	-	-
	Lloyds Treasurers Account	9,246	-	-
	Petty Cash	551	-	-
	Total cash funds	19,839	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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
K Green	Kathryn Green	24.3.23

Independent examiner's report to the Trustees of Southborough C of E School PTA

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors 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 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 report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

(1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or

(2) the accounts do not accord with those accounting records; or

(3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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

(4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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:

Name:	Aurora Allen, FCCA
Address:	83 Silverdale Road, Tunbridge Wells, Kent TN4 9HY
Date:	15th May 2023