



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 1<sup>st</sup> January 2024 **to** 31<sup>st</sup> December 2024

**Charity name:** THE SUPPORTERS OF CASTLEWOOD SCHOOL (SOCS)

**Charity registration number:** 1081491

## Objectives and Activities

|  | <b>SORP<br/>reference</b> |  |
|--|---------------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17                 | <p>The Object of the charity is to advance the education of pupils in the school, in particular by: -</p> <ul style="list-style-type: none"><li>• Developing effective relationships between staff, parents and others associated with the school.</li><li>• Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ul>   |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19        | <p>Organising and running large and small events for the school community in order to raise funds for the school. The funds raised are utilised by contributing to, or paying the cost in full for specific items that match the charity's stated objectives.</p>  |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18                 | <p>The trustees of SOCS (Supporters of Castlewood School) confirm that they have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and planning future activities.</p> <p>Our primary purpose is to advance the education of pupils at Castlewood Primary School by providing and assisting in the provision of facilities and activities not normally funded by the local authority.</p> <p>In the year covered by this report, we carried out fundraising activities such as our Blackberry Fair &amp; Summer BBQ. These raised funds that were used to support projects including the creation of a Nature Garden for the use of all pupils within the school.</p> <p>All funds raised were applied for the direct benefit of children attending Castlewood School, helping to improve their learning</p> |

|  |  |   |
|--|--|---|
|  |  | environment and overall school experience. The trustees are satisfied that these activities clearly meet the public benefit requirement by supporting the education and wellbeing of children in our local community. |
|--|--|---|

### Additional information (optional)

You may choose to include further statements where relevant about:

|  | <b>SORP reference</b> |     |
|--|-----------------------|-----|
| Policy on grant making   | Para 1.38             |     |
| Policy on social investment including program related investment | Para 1.38             | N/A |
| Contribution made by volunteers                                  | Para 1.38             | N/A |
| Other  |                       | N/A |

## Achievements and Performance

|   | <b>SORP reference</b> |   |
|---|-----------------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20             | <p>During 2024 we held a number of fund-raising events raising over £18,000 for the school. Key events included our BlackBerry Fair; Summer BBQ; sponsorship monies raised through entering a team of 30 runners in the 'Run Barns Green' event; and Doughnut and Ice Cream sales.</p> <p>The events and activities we ran raised much needed funds for the school and have gone towards: -</p> <ul style="list-style-type: none"> <li>• The creation of a Nature Garden</li> <li>• A Willow den</li> <li>• School pantomime</li> <li>• Leavers' Hoodies</li> <li>• Other projects to help advance the education and experience of pupils</li> </ul> <p>Of the total profit figure of £18,421.46 we spent over £9,000 on the above items and have ring-fenced another £8,000 to complete the Nature Garden in 2025.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                     |           |  |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 | We have achieved our objectives of enhancing the education and experiences of the children at that school by the funding of the projects detailed above. |
|                                     |           | This was a record year for SOCS, but we continue to evaluate the events we run each  |

|  |           |   |
|--|-----------|---|
| Performance of fundraising activities against objectives set | Para 1.41 | year and introduce new events to appeal to the widest range of interests as we can. |
| Investment performance against objectives                    | Para 1.41 | N/A   |
| Other  |           | N/A   |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The charity ended the year in a strong financial position with all the monies raised either spent or held pending completion of key projects.  |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Our policy is to retain a minimum of £1,500 in our accounts to fund the cost of staging our larger events.<br>Our closing year-end balance of £18,878.57 is held in an instant access savings account to fund a list of prioritised projects agreed each year with the school. |
| Amount of reserves held  | Para 1.22 | See above - £18,878.57   |
| Reasons for holding zero reserves  | Para 1.22 | N/A  |
| Details of fund materially in deficit  | Para 1.24 | N/A  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | The principal sources of funds emanate from our key fundraising events, including sponsorship raised by individuals connected to the school.   |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A  |
| A description of the principal risks facing the charity                         | Para 1.46 | We remain conscious of the impact of the cost-of-living crisis and its effect on our community which we consider when pricing our events. We are extremely grateful for the support we get from volunteers in our wider SOCS community, and work hard to maintain their engagement, as they are key to our success. A key risk to our fundraising capabilities would be the loss of volunteers to help us run our main events during the year. |
| Other   |           | N/A  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Parentkind Constitution, adopted 13 <sup>th</sup> April 2000 & as amended 23 <sup>rd</sup> November 2000 and 28 <sup>th</sup> February 2008.   |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | Association  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <p>Parents of the school are invited to become Trustees, with Trustees opting to take on key roles within the Association and voted for at the AGM. The committee comprises of:-</p> <ul style="list-style-type: none"> <li>• Co-Chairs (x2)</li> <li>• Vice Chair</li> <li>• Treasurer, and</li> <li>• Secretary</li> </ul> <p>The committee is elected at the AGM and holds office until the following AGM. Nominations for elections to the committee may be made by one member and seconded by another member.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | THE SUPPORTERS OF CASTLEWOOD SCHOOL  |
| Other name the charity uses | SOCS   |
| Registered charity number   | 1081491  |
| Charity's principal address | CASTLEWOOD PRIMARY SCHOOL<br>CASTLEWOOD ROAD<br>SOUTHWATER<br>HORSHAM<br>WEST SUSSEX, RH13 9US |

**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  | HAYLEY TIMSON   | CHAIR           | 1 <sup>st</sup> January 2024 – 31 <sup>st</sup> March 2024   | Appointed by vote at the AGM                                  |
| 2  | LARA REYES-COLE | VICE CHAIR      | 1 <sup>st</sup> January 2024 – 31 <sup>st</sup> March 2024   | Appointed by vote at the AGM                                  |
| 3  | LUCY DUNN       | CO-CHAIR        | 31 <sup>st</sup> March 2024 – 31 <sup>st</sup> December 2024 | Appointed by vote at the AGM                                  |
| 4  | GEMMA REDFORD   | CO-CHAIR        | 31 <sup>st</sup> March 2024 – 31 <sup>st</sup> December 2024 | Appointed by vote at the AGM                                  |
| 5  | CAROL FORSYTH   | VICE CHAIR      | 31 <sup>st</sup> March 2024 – 31 <sup>st</sup> December 2024 | Appointed by vote at the AGM                                  |
| 6  | PAUL HELSBY     | TREASURER       |  | Appointed by vote at the AGM                                  |
| 7  | JACQUI RICHARDS | SECRETARY       |  | Appointed by vote at the AGM                                  |
| 8  |                 |                 |  |   |
| 9  |                 |                 |  |   |
| 10 |                 |                 |  |   |
| 11 |                 |                 |  |   |
| 12 |                 |                 |  |   |
| 13 |                 |                 |  |   |
| 14 |                 |                 |  |   |
| 15 |                 |                 |  |   |
| 16 |                 |                 |  |   |
| 17 |                 |                 |  |   |
| 18 |                 |                 |  |   |
| 19 |                 |                 |  |   |
| 20 |                 |                 |  |   |

**Corporate trustees – names of the directors at the date the report was approved**

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

**Name of trustees holding title to property belonging to the charity**

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

## Funds held as custodian trustees on behalf of others

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

### Additional information (optional)

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

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|



## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | LUCY DUNN   | PAUL HELSBY  |
| Position (eg Secretary, Chair, etc) | CO-CHAIR  | TREASURER  |

Date 29 / 9 / 2025



The Supporters of Castlewood  
End of Year Accounts  
1st January 2024 - 31 December 2024

|                               | Raffle Prize Value | Income     | Expenses   |
|-------------------------------|--------------------|------------|------------|
| Starting Balance(s)           |                    |            |            |
|                               |                    |            |            |
| Valentin'e Day Raffle         |                    | £ 546.35   | £ -        |
| Easter Eggstravaganza         |                    | £ 1,098.73 | £ 231.71   |
| Frozen Friday & Doughnuts     |                    | £ 1,790.15 | £ 584.65   |
| BTR - Stationery Tools        |                    | £ 112.50   | £ -        |
| Summer BBQ                    |                    | £ 2,162.83 | £ 838.68   |
| Family Festival               |                    | £ 596.40   | £ 141.03   |
| Nerf, Bears & Bottle Buddies  |                    | £ 201.43   | £ 97.50    |
| Business & Personal Donations |                    | £ 739.74   | £ -        |
| Run Barns Green               |                    | £ 4,294.75 | £ 470.40   |
| Blackberry Fair               | £ 1,299.90         | £ 7,831.43 | £ 903.34   |
| Christmas Cards               |                    | £ 726.00   | £ 486.58   |
| Xmas Jumper Day               |                    | £ 143.50   | £ -        |
| Nature Makers - Wreath W/Shop |                    | £ 280.00   | £ 196.00   |
| School Uniform                |                    | £ 4,774.00 | £ 3,088.05 |
| Savings Interest              |                    | £ 161.59   |            |

|  |  |             |            |
|--|--|-------------|------------|
|  |  | £ 25,459.40 | £ 7,037.94 |
|--|--|-------------|------------|

Overall Profit

**£ 18,421.46**

ood School (SOCS)  
counts  
December 2024

| Profit |            | Profit % |      | Paid Out                |            |
|--------|------------|----------|------|-------------------------|------------|
|        | £11,116.37 |          |      |                         |            |
|        |            |          |      |                         |            |
| £      | 546.35     |          | 100% | Willow Den              | £ 378.35   |
| £      | 867.02     |          | 79%  | Nature Makers Workshop  | £ 412.50   |
| £      | 1,205.50   |          | 67%  | Plants & Flowers        | £ 57.96    |
| £      | 112.50     |          | 100% | Nature Garden           | £ 6,316.00 |
| £      | 1,324.15   |          | 61%  | DJ Workshop             | £ 300.00   |
| £      | 455.37     |          | 76%  | Pantomime               | £ 850.00   |
| £      | 103.93     |          | 52%  | Tables                  | £ 537.74   |
| £      | 739.74     |          | 100% | Hoodies                 | £ 570.00   |
| £      | 3,824.35   |          | 89%  | Horsham Festival Parade | £ 250.00   |
| £      | 6,928.09   |          | 88%  |                         |            |
| £      | 239.42     |          | 33%  |                         |            |
| £      | 143.50     |          | 100% |                         |            |
| £      | 84.00      |          | 30%  |                         |            |
| £      | 1,685.95   |          | 35%  |                         |            |
| £      | 161.59     |          | 100% | Running Costs           | £ 956.71   |

|            |         |
|------------|---------|
| Cash Float | £ 30.00 |
|------------|---------|

|             |
|-------------|
| £ 18,421.46 |
|-------------|

|                 |             |
|-----------------|-------------|
| Paid out so far | £ 10,659.26 |
|-----------------|-------------|

|                         |            |
|-------------------------|------------|
| Closing Bank Balance(s) | £18,878.57 |
|-------------------------|------------|



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
THE SUPPORTERS OF CASTLEWOOD SCHOOL

On accounts for the year  
ended

31<sup>ST</sup> DECEMBER 2024

Charity no  
(if any)

1081491

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 **31/12/2024**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Date:

4<sup>th</sup> March 2025

Name:

MR PAUL WATTS

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

Address:

6 WARREN DRIVE, SOUTHWATER, HORSHAM, RH13 9GL

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

|   |                                      |
|---|--------------------------------------|
| <p>Set out on pages</p>   |                                      |
| <p>On accounts for the year ended</p>                           | <p>31<sup>st</sup> DECEMBER 2024</p> |
| <p>Charity no (if any)</p>                                      | <p>1081401</p>                       |
| <p>Report to the trustees</p>                                   |                                      |
| <p>members of</p>   |                                      |
| <p>THE SUPPORTERS OF CASTLEWOOD SCHOOL</p>                      |                                      |
| <p>Independent examiner's statement</p>                         |                                      |
| <p>Relevant professional qualification(s) or body (if any):</p> |                                      |
| <p>Name:</p>  |                                      |
| <p>Signed:</p>  |                                      |
| <p>Date: 17 March 2025</p>                                      |                                      |
| <p>Address:</p>   |                                      |
| <p>6 WARREN DRIVE, SOUTHWATER, HORSHAM, RH13 9GL</p>            |                                      |