



## **Annual Report and Meeting Notes**

### **Oldcastle Primary School – Charity Number 1084846**

#### **1. Organisational Structure**

##### **Committee Members**

Addell Whiteley

Sara Peters

Suzanne Evans

HeadTeacher

Deputy Headteacher

##### **Auditors**

Rachel Evans

Katie Lincoln

##### **Final Audit Sign off**

Headteacher and Chair of Governors

#### **2. Organisational Purpose and Aims**

The purpose of the fund is to collect money from pupils, or other sources, to be spent for the general benefit of the pupils or the school, as a whole. The fund is usually referred to as Private Funds as the funds are not provided by the local authority under delegated budget.

The aims of the Charity are to support and enhance the education and welfare of pupils at the Primary School. The Charity will seek to achieve these aims by:

- Providing or assisting in the provision of educational resources, activities, and experiences not normally funded through statutory budgets
- Supporting enrichment activities, including educational visits, clubs, and events
- Promoting equality of access to opportunities for all pupils
- Supporting the general well-being and development of pupils as a whole

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**Mrs Ceri Littlewood - Headteacher**

South Street, Bridgend. CF31 3ED

Telephone: 01656 815790 Email: [admin@oldcastleps.bridgend.cymru](mailto:admin@oldcastleps.bridgend.cymru) / [ask@oldcastleprimary.co.uk](mailto:ask@oldcastleprimary.co.uk)  
[www.oldcastleprimary.co.uk](http://www.oldcastleprimary.co.uk)

# OLDCASTLE PRIMARY SCHOOL

INSPIRE - MOTIVATE - EDUCATE

*Goreu Cam, Cam Cyntaf - The most important step is the first step*



## **Accounts (meeting held 9.7.2025 with the school's finance committee governing body)**

### Private Fund

Balance £41,392, which consists of £10,000 reserve and funds in relation to swimming funds, residential funds, trip funds and rewards day funds. These funds are then transferred back to budget in April each year. The transfer in April 2025 was £29,793.

### Music Fund

Balance £1,050, this holds current music funds until they are transferred to budget in April each year. The transfer in April 2025 was £8,188.

### After School Club

Balance £2,342, this holds current ASC funds until they are transferred to budget in April each year. The transfer in April 2025 was £38,888.

Governors commented that the remaining funds in Music and Afterschool Club seem lower than usual. This was confirmed, that yes, both facilities will see an increase in fees in the coming school year, to ensure the clubs are sustainable moving forward. This year, both facilities collected sufficient funds just short of covering the costs, this was due to an increase in operating costs. There is also no capacity to cover staff sickness and fees will need to be increased for the coming year.

The fees will increase by £1 per session in September, this will ensure future longevity of both clubs.

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# **OLDCASTLE PRIMARY Private Funds including Music and Afterschool Club**

## **SUMMARY OF ACCOUNTS END OF YEAR 2024-2025**

ACTIVITY	RECEIPTS £	PAYMENTS £
<b>Income</b>		
Private Fund	24969.02	
ASC	12864.45	
Music	14399.64	
<b>Expenditure</b>		
Private Fund		33640.17
ASC		38888.67
Music		12705.00
<b>Totals</b>	<b>52233.11</b>	<b>85233.84</b>

### SUMMARY

Balance in Hand 3/9/2024 90431.13

ADD Receipts during period 52233.11

LESS Payments during period 85233.84

Balance in Hand 01/09/2025 57430.40

**BRIDGEND COUNTY BOROUGH COUNCIL**

**SCHOOL PRIVATE FUNDS**

**ANNUAL CERTIFICATE 2024/2025**

**Part I:**

SCHOOL NAME.....Oldcastle Primary School .....

TITLE OF FUND.....Private Fund Account.....

BANKERS.....Barclays.....

COMMITTEE: I have read the Notes of Guidance for School Private Funds

Chairman.....Suzanne Evans.....

Treasurer.....Addell Whiteley.....

Secretary.....Sara Peters.....

Others.....Ceri Littlewood and Finance Committee.....

Auditors (2).....Rachel Evans (Staff) and Katie Lincoln (staff)

DATE OF LAST COMMITTEE MEETING: .....09/07/2025.....

I certify that the above is correct and in accordance with the Notes of Guidance governing School Private Funds

Signed:  Date: 26.01.26

Headteacher

Signed:  Date: 04/02/26

Chair of Governing Body

**Part II:**

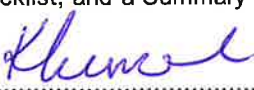
**AUDITORS' CERTIFICATE**

I have read the Bridgend County Borough Council's School Private Fund Notes of Guidance, including the notes for Guidance for Auditors, dated December 2016.

I/We certify that I/we have examined the books and records relating to the School Private Fund for the period from .....1.9.24..... to .....31/8/25..... and the attached Summary of Accounts as at 31 August 2025 . I/We have checked the Receipts and Payments and confirm that the attached Summary of Accounts is in accordance with the books and vouchers and explanations given to me / us. The fund has been operated in accordance with the School Private Fund Notes of Guidance.

I /We attach a copy of the School Private Funds - Auditors' checklist, and a Summary of Accounts.

SIGNED:  (Hon. Auditor)

SIGNED:  (Hon. Auditor)

DATE: 30/11/2025

DATE: 4/12/25

If you are unable to sign this certificate, please contact the Corporate Director – Education and Family Support.