



St Paul's C of E Primary School Parent Staff Association (PSA)

Trustees' Annual Report

For the year 31/08/2023 - 30/08/2024

ST PAUL'S PRIMARY SCHOOL (HOOK) PARENT STAFF ASSOCIATION

Charity Number: 1089714

1. Objectives and Activities

Objectives

The principal objective of the charity is to advance the education of pupils in the school by providing and assisting in the provision of facilities for education not normally provided by the local authority.

Activities

The charity raises funds through events and activities to support the school and enrich the educational experience of all its pupils. Regular fundraising events include school discos, summer and Christmas fairs, raffles, and sponsored challenges.

During the 2023-2024 financial year, we focused on rebuilding community engagement post-pandemic and expanding our fundraising activities.

2. Achievements and Performance

This year we successfully hosted a number of events, including:

- A well-attended Summer Fair
- A Christmas Fair and raffle
- School discos
- These events not only raised significant funds but also enhanced the school community and pupil engagement.

Funds raised have been used to:

- Purchase new playground equipment
- Support curriculum enrichment activities such as school trips and workshops
- Provide additional classroom resources as requested by staff

3. Financial Review

Income: £25,998

Expenditure: £14,156

Net surplus for the year: £11,842

The charity remains in a strong financial position. The surplus will be carried forward to support future projects including plans to improve the school library.
We maintain a policy of keeping a reserve of £2000 – 3000 to allow us to spend money on our bi annual fairs.

4. Structure, Governance, and Management

The charity is an unincorporated association run by a committee of volunteer trustees, elected annually. Meetings are held regularly to plan events.

All trustees are parents or staff members at the school. We ensure all trustees are aware of their responsibilities through the Charity Commission guidance and internal induction procedures.

5. Trustees

The trustees during the year were:

- Kirsty Sibley, Chair
- Caroline Wales, Vice Chair
- Rebecca Taylor, Secretary
- Emma Sims, Treasurer

All trustees served throughout the year unless otherwise stated.

6. Public Benefit

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Our activities continue to further our charitable purpose for the public benefit.

Approved by the Trustees on 31 May 2025 and signed on their behalf by:

Signature: 

Name: Emma Sims

Position: Treasurer

Bank reconciliation		31-Aug-24			
Bank acc no.	96928875				
closing balance at	13-Aug-24				15,183.64
	plus cash in hand				
	balance			adjusted balance c/f	15,183.64
opening balance	22-Aug-23	NatWest			3,341.59
plus o/b cash in hand					0.00
less 2022/23 payments					0.00
				adjusted balance b/f	3,341.59
income				25,998.38	
					25,998.38
expenditure			14,156.33		
					14,156.33
	balance				15,183.64
					dif
					0.00

INCOME

PSA		
Receipts Book		
Date	Details	Total
September		306.37
October		1,493.46
November		7,228.78
December		1,836.55
January		134.28
February		1,114.66
March		2,124.28
April		555.00
May		8,645.12
June		630.47
July		1,505.24
August		424.17
YEAR TOTAL		25,998.38

EXPENDITURE

MONTH	Total
	Total
September	1,177.50
October	819.73
November	1,604.44
December	994.99
January	4,824.64
February	121.00
March	803.96
April	1,054.30
May	1,207.06
June	177.75
July	1,370.96
August	-
YEAR TOTAL	14,156.33