



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Highsted Grammar School: School Fund

On accounts for the year  
ended

31/08/2024

Charity no  
(if any)

1099528

Set out on pages

One to four

*(remember to include the page numbers of additional sheets)*

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:

Date:

11/02/2025

Name:

Adam Dowdy

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

FCCA ACA

Address:

JAD Associates Limited

4 Bloors Lane, Rainham

**Section B**

**Disclosure**

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

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



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Highstead Grammar School

No. (if any)  
1099528

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/09/2023		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 £
<b>A1 Receipts</b>					
Donations and legacies	65	-	-	65	1,878
Charitable activities	38,820	-	-	38,820	38,660
Other trading activities	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>38,885</b>	<b>-</b>	<b>-</b>	<b>38,885</b>	<b>40,538</b>
<b>A2 Asset and investment sales, (see table).</b>					
Bank interest	1,624	-	-	1,624	860
Profit on exchange rate	-	-	-	-	-
<b>Sub total</b>	<b>1,624</b>	<b>-</b>	<b>-</b>	<b>1,624</b>	<b>860</b>
<b>Total receipts</b>	<b>40,509</b>	<b>-</b>	<b>-</b>	<b>40,509</b>	<b>41,398</b>
<b>A3 Payments</b>					
Charitable activities (inc trip refunds)	29,501	-	-	29,501	55,172
Loss Exchange	-	-	-	-	282
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>29,501</b>	<b>-</b>	<b>-</b>	<b>29,501</b>	<b>55,454</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>29,501</b>	<b>-</b>	<b>-</b>	<b>29,501</b>	<b>55,454</b>
<b>Net of receipts/(payments)</b>	<b>11,008</b>	<b>-</b>	<b>-</b>	<b>11,008</b>	<b>- 14,056</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	119,645	-	-	119,645	133,701
<b>Cash funds this year end</b>	<b>130,653</b>	<b>-</b>	<b>-</b>	<b>130,653</b>	<b>119,645</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank accounts	129,758	-	-
	Cash	212	-	-
	Cash equivalents	683	-	-
	<b>Total cash funds</b>	<b>130,653</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2023		31	Aug	2024

## Section A Reference and administration details

Charity name Highsted Grammar School: School Fund

Other names charity is known by

Registered charity number (if any) 1099528

Charity's principal address Highsted Grammar School

Highsted Road

Sittingbourne

Postcode ME10 4PT

### 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	Ms Anne Kelly			
2	Ms Sarah Appleton			
3	Mrs Frances Powell			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Deed of Trust Dated 23<sup>rd</sup> July 2003

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by the existing trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

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

To advance the education off all pupils of Highsted Grammar School by providing, directly, or indirectly, educational, recreational or other charitable services in augmentation of those facilities financed by the Department of Education.

When planning the activities for the year, the trustees have considered the commission's general guidance of public benefit and in particular the specific guidance on charities for the advancement of education.

There is established pattern of fundraising activities allowing for the provision of school trips, visits or other school activities together with the funding of additional equipment or resources.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The monies raised have been spent on the following activities:

School visits, both educational and recreational- financial contributions are made to ensure all pupils are able to attend.

PE fixtures – encouraging participation in sporting events and competitions

Award Evenings- certificates and prizes awarded for academic achievement

School Events- drama productions, termly concerts and exhibitions inviting parent, governors, staff and students

Charity fundraising- monies raised through charity bazaars, non-uniform days

Learning Resources centre- through book fairs, donations



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Reserves are monitored annually. Retentions reflect trustee's wishes to be able to respond to requests from the school for meaningful assistance with funding of capital investments in building renewal, refurbishment and improvement to curriculum facilities.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- Investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

S. Papana

Full name(s)

Silvia Papana

Position (eg Secretary, Chair, etc)

Treasurer

Date

28/02/2025

