



Trustees' Annual Report for the period

	Period start date	Period end date
From	01 Sept 2024	To 31 Aug 2025

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 <i>(eg. trust deed, constitution)</i>	Deed of Trust Dated 23 rd July 2003
How the charity is constituted <i>(eg. trust, association, company)</i>	Trust
Trustee selection methods <i>(eg. appointed by, elected by)</i>	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

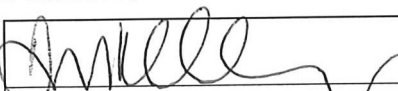

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ANNE KELLY	SARAH APPLETON
Position (eg Secretary, Chair, etc)	HEADTEACHER	AHT.
Date	17/12/25	

Fund name: Highsted Grammar School

Account Summary for the Period: 01/09/2024 to 31/08/2025

Section 1

Income		Expenditure	
Art Supplies	312.81	Art Supplies	11.21
Art Trips	20,178.00	Art Trips	743.00
Awards	0.00	Awards	167.30
Bank interest and charges	1,515.12	Bank interest and charges	62.00
Biology Trip	637.50	Biology Trip	37.50
Budget Account	0.00	Budget Account	102,058.92
Charity	817.59	Charity	1,485.11
Citizenship week	22,978.50	Citizenship week	3,449.00
Design	229.50	Design	0.00
Drama Trips and Events	5,118.80	Drama Trips and Events	13.00
Film / Media	469.00	Film / Media	33.50
Food Tech	0.00	Food Tech	21.22
Geography Fieldwork Trips	3,876.00	Geography Fieldwork Trips	171.00
History Trips	185.50	History Trips	0.00
Locker Keys	1,148.00	Locker Keys	0.00
Miscellaneous	100.63	Miscellaneous	256.83
Music Trips & Events	7,199.50	Music Trips & Events	35.00
ParentPay transaction fees	0.00	ParentPay transaction fees	1,149.01
PE Trips	2,512.00	PE Trips	95.00
Psychology	720.00	Psychology	0.00
Total Income	81,117.45	Total Expenditure	113,289.27
Excess of Expenditure over Income	32,171.82	Excess of Income over Expenditure	0.00

Income		Expenditure	
Pupil Premium	136.00	Pupil Premium	3,079.56
Review of Remark Exams	357.00	Review of Remark Exams	0.00
School Events	6,527.00	School Events	369.11
School Productions	1,162.00	School Productions	0.00
School Voluntary Funds	774.00	School Voluntary Funds	0.00
Science Trips	3,016.00	Science Trips	52.00
Sixth Form Trips	1,147.00	Sixth Form Trips	0.00
Total Income	81,117.45	Total Expenditure	113,289.27
Excess of Expenditure over Income	32,171.82	Excess of Income over Expenditure	0.00

Section 2

Balance b/f 01/09/2024		Balance c/f 31/08/2025	
Cash	212.14	Cash	0.00
Cheques in Hand	0.00	Cheques in Hand	0.00
Unsettled ePayments	682.89	Unsettled ePayments	732.89
Current Account	45,168.20	Current Account	11,643.40
Deposit Account	84,589.89	Deposit Account	86,105.01
Total	130,653.12	Total	98,481.30
Income		Expenditure	
Movement in Period	0.00	Movement in Period	32,171.82

Section 3

Amount owing to the Fund at Period End

Amount owed by the Fund at Period End

Amount received in advance
for a committed expense

Valuation at cost price of Stock
in Hand at period end

Total 0 Total 0

Section 4

We certify that, to the best of our knowledge, the accounts shown above are correct.

Treasurer

A. Popping

Headteacher,

Shirley

Date

31/10/25

Date

05/11/25

Section 5

Audit Certificate

We have audited the accounts of the above Fund in accordance with

(guidelines). In my/our opinion, there has been reasonable management of the Fund and the above Summary of Accounts is a true representation of the state of the Fund's affairs at and its assets at that date were sufficient to meet all the liabilities of the Fund in full.

Signature of Auditor

Date

Financial Qualification/Experience

Section 6

I can confirm that I am familiar with the contents of the Guidelines and that the audited Summary of Accounts has been presented to the Board of Governors and I am satisfied with the state of affairs of the fund(s).

Chair of Governors

Date





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**

31/08/2025

**Charity no
(if any)**

1099528

Set out on pages

One to two

(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'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:

12/12/2025

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).

J.A.D. Associates Limited

4 Bloors Lane, Rainham, Kent, ME8 7EG

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

T: 01634 375222

E: admin@jadaccountants.co.uk

W: www.jadaccountants.co.uk



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Highstead Grammar School

No (if any)
1099528

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2024	To	Period end date 31/08/2025
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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					
Donations and legacies	818	-	-	818	65
Charitable activities	78,784	-	-	78,784	38,820
Other trading activities	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	79,602	-	-	79,602	38,885
A2 Asset and investment sales, (see table).					
Bank interest	1,515	-	-	1,515	1,624
Profit on exchange rate	-	-	-	-	-
Sub total	1,515	-	-	1,515	1,624
Total receipts	81,117	-	-	81,117	40,509
A3 Payments					
Charitable activities (inc trip refunds)	113,289	-	-	113,289	29,501
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	113,289	-	-	113,289	29,501
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	113,289	-	-	113,289	29,501
Net of receipts/(payments)	- 32,172	-	-	- 32,172	11,008
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	130,653	-	-	130,653	119,645
Cash funds this year end	98,481	-	-	98,481	130,653

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	97,748	-	-
	Cash	-	-	-
	Cash equivalents	733	-	-
	Total cash funds	98,481	-	-
	(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