



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1	Sept	2022		31	August



Charity name	The Parents Association of Beechwood Sacred Heart School	
Other names charity is known by	Beechwood Parents Association	
Registered charity number (if any)	1117183	
Charity's principal address	12 Pembury Road	
	Tunbridge Wells	
	Kent	
	Postcode:	TN2 3QD

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 Daniel Jude	Chair		
2 Anne Morriss	Secretary		
3 Allan Agyemang	Treasurer	Up to 11/10/2023	
4 Olanrewaju Oke	Vice-Chair	Up to 11/10/2023	
5 Oliver Lee-Haswell	Vice-Chair	From 11/10/2023	
6 Stephen Stock	Treasurer	From 11/10/2023	
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16			
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20			

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

Name	Dates acted if not for whole year
N/A	
N/A	
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		
N/A		
N/A		
N/A		

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

N/A

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 2006
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting.

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.

Membership of the parents association is open to all parents and/or guardians of pupils who are currently enrolled at the school. The trustees oversee the day to day running of the charity. We liaise with our members to decide the activities and events that we run but we also assist the school with any requests for support or volunteering that they require at school run events.

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

- To advance the education of pupils in the School in particular by:
- 1) Developing effective relationships between the staff, parents and others associated with the school.
 - 2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this

Regarding the activities undertaken this academic year 2022-2023, the Trustees have run a number of events (listed below) with the ultimate aim of raising funds which are then used to purchase equipment to support the

section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

school in advancement of the education of the pupils and developing effective relationships between the staff, parents and others associated with the school ie "the Objects"

All the Trustees are aware and have regard to the charity's commission's guidance on public benefit, which we have taken into account when making decisions, exercising any powers or duties to which the guidance is relevant.

Fund Raising Activities:

- Second Hand School Uniform Shop to assist parents/pupils and supporting the school.
- Supported the senior school drama production and separately the cultural show by providing refreshments.
- Organised and ran an all school fireworks display, providing food and refreshments.
- Organised and ran an all school Christmas Fair, providing activities for all ages and food and refreshments.
- Organised and ran an all school Beechwood Day event, providing activities for all ages and food and refreshments.
- Raised funds via amazon smile, xmas cards.

Purchases to assist in the advancement of education and support of the school: see below

- Additional details of objectives and activities (Optional information)

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

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

We are grateful to the parents/guardians and teachers that volunteer at our events, without whose help we would not have been able to achieve all that we have over the past year.

Summary of the main achievements of the charity

This last academic year 2022-2023 has seen many of the goals and objectives that the new incoming trustees set out to achieve when they

took over in September 2022.

School Community:

Due to the impact of Covid the school community was fragmented and had fallen away, the school gained an number of new pupils and families during this time as families relocated to the local area.

The Trustee's set about bringing back the sense of community spirit that the School has experienced previously. To achieve this we organised a number of events that would bring together pupils and their families from both senior and prep.

The year began with our annual Fireworks event which was attended by over 350 people (pupils and their families). This allowed new and existing members of the of the association to interact on the school grounds and enjoy the fireworks and refreshments.

This was shortly followed by the Schools Cultural Showcase, an informal evening where pupils showcased their musical, artistic and crafting prowess to around 100 parents.

The Christmas fair took place a few weeks later and was a resounding success. The school was filled with pupils and their families who enjoyed mingling with one another. We had a number of external and internal stall holders where items could be purchased.

In the spring term we had the school drama production which took place over 3 evenings in March. This was a sell out event and showcased the amazing array of talented pupils that the School has.

The final event of the year was prize giving, an all school event where inflatables and a birds of prey show were provided by the parents association. This event was well attended and allowed parents from both prep and senior school to see the amazing grounds the school has to offer and also continued the growth of the school community.

These events really assisted us in bringing back the sense of community and has increased the participation and input from both pupils and parents in the events that are organised by the Trustees.

Finances:

Whilst the events not only achieved our objective of bringing the community back together it also assisted in raising additional funds for the charity.

These funds were used to assist the school in purchasing items from their wishlist. This is provided to the trustees to review and vote upon as to whether they meet the criteria of "the Objects" of our charity.

We are pleased to say that we supported the school by purchasing the following items:

A brand new retractable cricket net and bowling machine, located on the multiple purpose games surface.

Based on the parent feedback from the school drama production and cultural show, the auditorium sound system needed an overhaul. This took place during the summer holidays and ready for the start of term.

The drama studio also benefitted from the purchase of some harlequin portable dance mats, permitting the pupils and School to use other areas including outdoors for their lessons.

Finally an additional outdoor structure was purchased for the KS1 pupils, this will permit outdoor learning to take place all year round as it provides

shelter from the elements.

Overall the trustees were pleased with the events and the contributions that were made possible because of the funds raised. The bank balance remains healthy and additional funds were added to the starting balance.

Brief statement of the charity's policy on reserves

The charity continues to monitor the health of our finances, we set aside funds for future investment into the school and maintain reserves to ensure we are able to meet future expenditures.

Details of any funds materially in deficit

N/A

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.

Our main sources of funds are:
Member termly subscriptions
School Second Hand Uniform Shop
Money raised from the ticket sales and refreshments from the events.

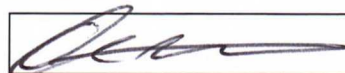
Section F Other optional information

N/A

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

Signed on behalf of the charity's trustees

Signature(s)



SS Stock

Full name(s)

Oliver Lee-Haswell

Stephen Stock

Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	21/06/2024	21/06/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Parents Association of Beechwood Sacred Heart School
Charity Registration Number: 1117183

No (if any)

CC16a

Receipts and payments accounts

For the period from	1st September 2022	To	31st August 2023
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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					
Cash Float	500	-	-	500	-
Jubilee Event June 2022	237	-	-	237	-
Beechwood Day July 2022	299	-	-	299	-
Uniform Shop	7,108	-	-	7,108	-
Senior School Production - March 2023	8,992	-	-	8,992	-
Fireworks Display - November 2022	4,094	-	-	4,094	-
Cultural Show - November 2022	328	-	-	328	-
Christmas Fair - November 2022	1,523	-	-	1,523	-
Christmas Cards	61	-	-	61	-
Amazon Smile	58	-	-	58	-
Member Subscriptions	15,481	-	-	15,481	-
Interest (Bank Account 1)	19	-	-	19	-
Beechwood Day - July 2023	751	-	-	751	-
Interest (Bank Account 2)	264	-	-	264	-
Sub total (Gross income for AR)	39,716	-	-	39,716	-
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
N/A	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,716	-	-	39,716	-
A3 Payments					
Senior School Production - March 2023	6,326	-	-	6,326	-
Fireworks Display - November 2022	4,647	-	-	4,647	-
Christmas Fair - November 2022	821	-	-	821	-
Bank Charges (monthly subscription fee)	60	-	-	60	-
Parent Kind Subscription	140	-	-	140	-
Folding Tables	1,007	-	-	1,007	-

Wheeled Coolbox	100	-	-	100	-
Mulled Wine Warmer	76	-	-	76	-
Mud Kitchen (KS1)	116	-	-	116	-
Outdoor Retractable Cricket Net and bowling machine (MUGA)	6,495	-	-	6,495	-
Auditorium Sound System	5,050	-	-	5,050	-
Harlequins Dance Mats	2,942	-	-	2,942	-
Santa Suit	72	-	-	72	-
Nourish Food Bank	150	-	-	150	-
Easter Eggs - April 2023	483	-	-	483	-
Beechwood Day Games - July 2023	325	-	-	325	-
KBS Inflatables Beechwood Day - July 2023	426	-	-	426	-
Birds of Prey Beechwood Day - July 2023	90	-	-	90	-
Beechwood Day Bar - July 2023	337	-	-	337	-
Reuseable Glasses, Jugs and Spoons	752	-	-	752	-
Gardening Club	339	-	-	339	-
ECO Club	25	-	-	25	-
Tuff Trays	70	-	-	70	-
Small Coolbox	15	-	-	15	-
Xmas Fair - 2023	15	-	-	15	-
Ice Creams - Prep Sports Day	26	-	-	26	-
Dunster Outdoor Structure	2,923	-	-	2,923	-
Fireworks Display Deposit - November 2023	917	-	-	917	-
Beechwood Ball - Deposit for Venue and Band	310	-	-	310	-
Beechwood Bar Stock	151	-	-	151	-
	-	-	-	-	-
Sub total	35,205	-	-	35,205	-

A4 Asset and investment purchases, (see table)					
N/A	-	-	-	-	-
N/A	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	35,205	-	-	35,205	-
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Net of receipts/(payments)	4,510	-	-	4,510	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,271	-	-	26,271	-
Cash funds this year end	30,782	-	-	30,782	-

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	CAF 1	3,923	-	-
	CAF 2	25,263	-	-
	Cash	1,596	-	-
	Total cash funds	30,782	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	N/A	-	-	-
	N/A	-	-	-
	N/A	-	-	-
	N/A	-	-	-
	N/A	-	-	-
	N/A	-	-	-
B3 Investment assets	N/A		-	-
	N/A		-	-
	N/A		-	-
	N/A		-	-
	N/A		-	-
B4 Assets retained for the charity's own use	N/A		-	-
	N/A		-	-
	N/A		-	-
	N/A		-	-

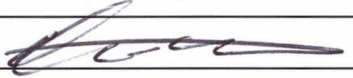
B5 Liabilities

N/A		-	-
N/A		-	-
N/A		-	-
N/A		-	-
N/A		-	-

Details

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
N/A		-	
N/A		-	
N/A		-	
N/A		-	
N/A		-	

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

Signature	Print Name	Date of approval
	OLIVER LEE-HASWELL	21/06/2024
SStock	Stephen Stock	21/06/2024

Independent examiner's report to the trustees of The Parents Association of Beechwood Sacred Heart School

I report to the trustees on my examination of the accounts of The Parents Association of Beechwood Sacred Heart School (the Trust) for the year ended 31 August 2023.

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 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have identified below 2 concerns I have come across in connection with the examination to which attention should be drawn to the Trustees as this has limited my ability to enable a proper understanding of the accounts to be reached:

1. Bank statements were not available to validate transactions over 12 months old due to restrictive access for the Trustees. Access to these accounts need to be rectified as a matter of urgency;
2. Prior period account details does not appear to be available to the current Trustees – this has impacted analytical review of the income and expenditure in this years' accounts to prior period. It is recommended that the Trustees ensure records are maintained and available for future examination. Consideration should be given to utilising accounting software to avoid reliance on manual records that can be misplaced.

Signed: 

Name: Craig Walker

Relevant professional qualification or membership of professional bodies (if any): ICAEW
Membership number 1295470

Address: 49 Mountain Ash Crescent, Edwalton, Nottingham, NG12 4GS

Date: 19 June 2024