



Primrose Lane Primary PTA

Registered Charity Number: 1120173

ANNUAL REPORT

1st August 2024 – 31st July 2025

Prepared ahead of AGM on 14th October 2025

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1. Administrative Details

Trustees for Year 2024 -2025

Catherine Hill	Chair
Clare Lankester	Treasurer
Catherine Cripps	Secretary (co-opted mid year)
Laura Hodgkins	
Jennifer Dalton	

Ahead of the AGM, we PTA has received notification of resignation from Laura Hodgkins and Jennifer Dalton. Catherine Hill is also stepping down from the role of Chair. Everyone in the PTA sends their heartfelt thanks for the time and effort which those individuals have contributed to the success of the charity for the past few years.

Governance & Reporting

Annual return for previous year submitted 28th May 2025 (on time)

Previous year's accounts 2023-2024 breached the limit over which an independent examination by an appropriately qualified person is required before submission to Charities Commission (> £25,000 income). Thus an independent audit was performed by Adam Whitely. It is the committee's intention to use Adam's kindly donated services again for the 2024-2025 accounts before the submission is due in May 2026.

2. Headteacher's Report

To the PTA,

A huge thank you from the children and staff at Primrose Lane for your extraordinary support over the past year. Your incredible donation of £24,000 is nothing short of remarkable, especially given the current challenges of rising living costs.

Your generosity has transformed the educational experience for every pupil at our school. The class set of laptops has been a game changer, ensuring that all our pupils can access the computing curriculum and develop essential ICT skills for the modern world. These laptops complement the iPads purchased last year, allowing more pupils to engage with technology across different subjects at one time and in different ways. Alongside this online safety is integrated into every lesson, supporting our pupils to navigate the ever changing digital landscape safely and providing us with opportunities to discuss how to ensure we stay safe online.

The visualisers installed in every classroom have been another fantastic addition. They enable teachers to share high quality pupil work quickly and effectively, providing immediate feedback and supporting learning in each lesson. These tools are also excellent for modelling new concepts to our pupils.

We're particularly excited about the new Scrap Shed, which provides opportunities for open ended, imaginative play. This sustainable resource will be regularly refreshed, offering exciting new exploration opportunities for our pupils. Furthermore, the Scrap Shed is a sustainable way to enhance our playground and will benefit pupils for many years to come.

The emerging allotment is another project we're thrilled about. In the coming weeks and months, pupils will have the chance to care for plants and explore the outdoors in an interactive and engaging way.

None of these improvements would have been possible without your hard work and dedication. We are so very grateful for everything you have done to support Primrose Lane and our pupils.

Thank you,
Warmest regards,
Lara Bailey

3. Chair's report

This year our calendar has been packed with fantastic events, each one a testament to the energy and commitment of our volunteers and supporters.

- **Bonfire Night** – Our flagship event, and by far the biggest in our PTA calendar. Huge thanks to the **Bonfire Committee**, especially **Rich Moss** and **Dan Turner**, for their leadership and hard work. Thanks also to our PTA committee, the wider parent community, and the school staff who come out in force to support. We're deeply grateful to our sponsor, **Manning Stainton**, for their continued support.
- **Wreath Making Workshop** – A beautiful bi-annual tradition. Thank you to **Cat Balcombe** for running this event. We look forward to its return in **2026!**
- **Quiz Night** – Always a favourite! Thanks to **Chelsey for providing the quiz** and Mr Jackson for hosting. This is a great opportunity for parents to socialise and build strong connections in the school community.
- **Colour Run** – This looks to be an established annual event, enjoyed by pupils, staff, and parents alike. The clean-up is always entertaining, but the joy it brings makes it all worthwhile.
- **Boston Spa Gala & Festival** – We had a great presence with our sweetie tombola, refreshments, games, and tuckshop. A brilliant way to connect with the wider community.
- We also supported key **in-school events** including the **Nativity**, **Maypole dancing**, and **Sports Day** – helping to make these moments even more special for the children.
- Uniform shop. Thank you so much to the group of Year 2 mums who run this service. It's really appreciated and provides a valuable service and makes sure pre loved uniforms go to good homes.

None of this would be possible without the incredible support of our PTA community. Whether you've helped plan an event, volunteered your time, donated a prize, or simply turned up to cheer us on – **thank you**. Your contributions have helped us achieve something truly special. To be able to donate such a significant amount towards enriching our children's education is something we can all be incredibly proud of. I want to thank the rest of the PTA committee for their continued support in organising events, buying supplies and keeping the PTA running.

As I step down, I'm excited to see what the next chapter holds for the PTA. We have a strong foundation, a passionate community, and endless potential. I encourage anyone who's considering getting involved to do so – it's rewarding, fun, and makes a real difference. Thank you again for your support over the past three years. It's been a privilege to serve as Chair, I am remaining as a Trustee and Committee member and look forward to working with you all this year.

Catherine Hill

Outgoing Chair, PTA

4. Treasurers Report & Financials

Overall Financial Position

This year the charity has taken a whopping **£29,930**, almost £4000 more than 2023-2024, which was itself a record breaking year.

The cash position at the end of the financial year was £10,350, this is sufficient to meet all ongoing obligations and pre-payments for 2025-26 activities.

Donations to the School

The remit of the PTA is to raise funds for the benefit of the Primrose Lane Primary School community. This year, £26,594 has been donated to the school (see table for full breakdown):

- £24,000 cash to school:
 - £12,000 on 3/10/2024 for the following:
 - £10,250.40 Laptops
 - £1070 Laptop Trolley
 - £679.60 High Definition USB Visualisers
 - £12,000 on 18/07/2025 for the following:
 - £10,027.40 for the installation & setting up of the Scrap Shed £1972.60 for the setting up of the allotment
- £1530 on upgrade works to playground electrics
- c£600 on extras like Christmas crackers, Easter eggs and summer ice creams
- £500 donation to Year 6 leavers party

Conscious of the financial hardship faced by many families in our school, we have worked hard this year to ensure that the whole community benefits from the activities of the PTA. We have provided refreshments for free (or entirely voluntary donation) at many school events such as music concerts and open evenings. We provide free Christmas disco tickets where necessary to ensure pupils don't miss out. We have also run a second hand uniform shop where parents can access branded uniform items for as little as 50p. Ticket prices for events like the Bonfire and Discos are held as low as possible despite rising costs.

2024/2025 Highlights

Top Fundraising Events:

- Bonfire Night - £11,651 profit
- Sponsored Colour Run - £1842 (sponsorship donations)
- Quiz Night - £800 profit
- Xmas Wreath Workshop - £447 profit
- Xmas Discos - £326 profit

We were very grateful to receive a donation of £3000 from Matthew Crowther of Shire Timber towards the new playground activities.

Our partnership with Manning Stainton continues – they supported the bonfire event via £150 cash donation, free advertising and provide a couple of volunteers to assist on the night.



PRIMROSE LANE PRIMARY SCHOOL PTA - ACCOUNTS 2024/25

INCOME STATEMENT	Note	2024/25	2023/24
			£
Sales	A1	29,930	26,042
Cost of Sales	A1	(10,874)	(4,551) *
Gross Margin	A1	19,056	21,491
Admin Expenses (inc Depreciation)	A2	(844)	(274)
Operating Surplus/(deficit)		18,212	21,217
Donations to School	A3	(26,594)	(10,527)
Retained Surplus/(deficit) this period:		(8,382)	10,690
Retained Surplus/(deficit) brought forward:		18,732	8,042
Retained Surplus/(deficit) carried forward:		10,350	18,732

*2023/24 Cost of Sales did not have cost of Fireworks, as they had been paid and accounted for in prior year

BALANCE SHEET	As at 31/7/25		As at 31/7/24	
	£	£	£	£
Capital Assets				
Net Book Value		868		0
Prepayments	0		165	
Bank Account: Business Current Account	9,369		18,346	
Bank Account: Cash	126		376	
Bank Account: Savings Account	345		345	
Current Assets		9,840		19,232
Accruals	(358)		(500)	
Current Liabilities		(358)		(500)
Net Current Assets		9,482		18,732
Total Assets		10,350		18,732
Retained Surplus/(deficit) brought forward	18,732		8,042	
Retained Surplus/(deficit) this period	(8,382)		10,690	
Retained Surplus/(deficit) carried forward		10,350		18,732

NOTES			
A1: Sales, COS & GM Breakdown			
	Sales	Cost of Sales	Gross Margin
Sales - Bonfire Night	19,568	(7,917)	11,651
Sales - Donations	3,150		3,150
Sales - Sponsored Colour Run	1,842	(360)	1,482
Sales - Quiz Night	1,107	(307)	800
Sales - Xmas Wreath Workshop	785	(338)	447
Sales - Xmas Disco	1,499	(1,173)	326
Sales - Maypole	294		294
Sales - Refreshments/Raffles	377	(94)	283
Sales - Xmas Cards	274		274
Sales - Sports Day	123		123
Sales - Asda Cashpot	120		120
Sales - Uniform	59		59
Sales - Y6 Production	33		33
Sales - Orienteering	56	(45)	11
Sales - BS Gala and Festival	644	(640)	4
Total	29,931	(10,874)	19,057
A2: Admin Expenses Breakdown			
Equipment (Gazebo & storage boxes)			184
Insurance			162
Subscriptions (CostCo membership)			26
Miscellaneous			99
Committee Gifts			39
Depreciation			334
Total			844
A3: School Donation Breakdown			
Ice Creams July 24 over-accrual	18/09/2024		(111)
Playground Electrics Upgrade	18/09/2024		1,530
Cheque to School	07/10/2024		12,000
Christmas Crackers	17/12/2024		50
Easter Eggs	25/04/2025		192
Y6 Leavers Party	04/07/2025		500
Clearing Playground Site	04/07/2025		75
Cheque to School	22/07/2025		12,000
Ice Creams July 25 accrual	31/07/2025		358
Total			26,594

Accounts prepared by Clare Lankester, Treasurer
Audited by Nick Lankester, FCMA, of Jackdaw Four Ltd

13/10/2025
13/10/2025

Independent examiner's report to the trustees of Primrose Lane Primary School PTA

I report to the trustees on my examination of the accounts of Primrose Lane Primary School PTA ("the Trust") for the year ended 31 July 2025.

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; or
3. the accounts do 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 to enable a proper understanding of the accounts to be reached.

Signed:



Name: Adam Whiteley

Relevant professional qualification or membership of professional bodies: FCCA 0989977

Address: 7, Moor End, Boston Spa, Leeds. LS23 6ER

Date: 18/03/2026