



Trustees' Annual Report for the period

From **1 August 2023** To **31 July 2024**

Charity name: **The Friends of St Peter's Church of England School, Coggeshall**

Charity registration number: **1120399**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objective of the Association is to advance the education of pupils in St Peter's School, in particular by;</p> <ul style="list-style-type: none">- developing effective relationships between the staff, parents and others associated with the school and- engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The main objective of the Charity is to raise funds to support St Peter's School and to help provide essential educational resources and equipment which will advance the education of the pupils.</p> <p>During the year, the Charity has organised numerous fundraising events both at the school and at various venues in Coggeshall. These events included a firework display, inflatables day, a Christmas fayre and school discos. Some of these events are open to all members of the public.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This year again has been a very successful year of activities and fundraising and FOSP have generated a fantastic income of over £30,000, the majority through its fundraising efforts. This has been achieved by lots of fundraising events such as the popular annual firework display, an inflatables day, a Christmas fayre and school discos. In addition the Charity has received significant sums in donations which have been very generous and these are gratefully received.</p> <p>A donation from FOSP paid for a fantastic new KS2 playground, EYFS equipment, and outdoor table football table and we have continued to support school trips. FOSP is fully supportive of funding these enrichment activities believing them to enhance the children's experience of primary school.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	At 31 July 2014 the charity's income was £12,107. The main fundraising efforts had been to establish the charity's website and to launch its website.
Performance of fundraising activities against objectives set	Para 1.41	The charity aims to raise funds to support its work. It has set targets for fundraising income for 2014-15. The charity has set targets for fundraising income for 2014-15. The charity has set targets for fundraising income for 2014-15.
Investment performance against objectives	Para 1.41	The charity aims to invest its funds in a way that will generate a return. It has set targets for investment income for 2014-15. The charity has set targets for investment income for 2014-15.
Other		The charity aims to ensure that its funds are used in a way that will support its work. It has set targets for other income for 2014-15. The charity has set targets for other income for 2014-15.

Additional Information (optional)

The charity aims to ensure that its funds are used in a way that will support its work. It has set targets for other income for 2014-15. The charity has set targets for other income for 2014-15.

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Structure, Governance and Management

Structure, Governance and Management

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At 31 July 2024 the charity's funds were £21,322.29. The huge fundraising efforts this year have enabled the charity to rebuild its cash funds to a significant level.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to retain adequate cash reserves to meet any liabilities and will keep sufficient funds in reserve to be able to support fundraising events.
Amount of reserves held	Para 1.22	At the year end the charity's funds were £21,322.29
Reasons for holding zero reserves	Para 1.22	The charity aims to retain adequate cash reserves at all times to meet any liabilities.
Details of fund materially in deficit	Para 1.24	There are no funds in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity is considered to be a going concern and there are no doubts that the charity will continue its activities.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
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Type of governing document (trust deed, royal charter)	Para 1.25	The charity is a Parent Teacher Association and is governed by its constitution dated 19 September 2006.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	The charity is a Parent Teacher Association and follows the model constitution recommended by the National Federation of Parent Teacher Associations.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Committee must comprise of three officers; a Chair, a Secretary and a Treasurer. There must be at least one other officer on the Committee and two ordinary Committee members. The Committee members are elected at the AGM and hold office until the next AGM. Nominations for election to the Committee may be made by one member seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Friends of St Peter's Church of England School, Coggeshall
Other name the charity uses	FOSP
Registered charity number	1120399
Charity's principal address	St Peter's Church of England Primary School Myneer Park Coggeshall Essex CO6 1YU

1	John Wood	Chairman
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100	John Wood	Chairman

John Wood Chairman of the date the report was approved

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	Kerrie Brinkley Whittington	Chair		
2	Alex Day	Vice Chair		
3	Anna Appleton-Claydon	Secretary		
4	Tim Reed	Co-Treasurer		
5	Holly Thompson	Co-Treasurer		
6	Hayley Storey	Co-Treasurer		
7	Andrew Tanfield	Committee officer		
8	Emma Gabara	Committee officer		
9	Gwenneth Whitby	Committee officer		
10	Charlotte Bennett	Committee officer		
11	Hannah Astley	Committee officer		
12	Katie Glegg	Committee officer		
13	Fran Jones	Committee officer		
14	Victoria Closs	Committee officer		
15	Louise Cowan	Committee officer		
16	Heather Newby	Committee officer		
17	Maria Summers	Committee officer		
18	Lisa Calvert	Committee officer		
19	Mandy Curtis	Committee officer		

Corporate trustees – names of the directors at the date the report was approved

Director name		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	No funds are held in this capacity.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

HGAm	lll
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Full name(s)

Hannah Astley	ANNA APPLETON-CLAYTON
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Position (eg Secretary, Chair, etc)

committee offices	SECRETARY
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Date

16/05/2025

Numbers Sheet Name

P & L

Notes

disclosures

Numbers Table Name

Table 1

Table 1

Table 1

Excel Worksheet Name

[P & L](#)

[Notes](#)

[disclosures](#)

St Peter's Church of England Primary School
 Friends of St Peters
 Year from 1 August 2023 - 31 July 2024

	INCOME	EXPENDITURE	2024 PROFIT	2023 PROFIT	VARIANCE
Income & Expenditure Account					
Prior Year Events			0.00	0.00	0.00
Floats	3,190.00	3,190.00	0.00	0.00	0.00
Contra/adj			0.00	0.00	0.00
Biscuits for Sept starters			0.00	0.00	0.00
New Starters event			0.00	67.00	67.00
Fireworks	10934.14	3,223.54	7,710.60	8,262.48	-551.88
Car Wash	0.00	0.00	0.00	474.75	-474.75
Donations to FOSP (Note 2)	492.30		492.30	2,000.00	-1,507.70
Donations to school (Note 1)		28,031.05	-28,031.05	-18,714.90	-9,316.15
Xmas Cards	242.00		242.00	0.00	242.00
Just Giving	153.77	0.00	153.77	-54.00	207.77
Cash for clothes/bag 2 school	255.00	0.00	255.00	0.00	255.00
My Name Tag	68.00	0.00	68.00	0.00	68.00
Coggeshal Christmas	1106.98	196.21	910.77	630.31	280.46
Santa Letter	242.54	139.99	102.55	76.15	26.40
Christmas Fayre & Raffle	2119.24	292.28	1,826.96	2,248.90	-421.94
Xmas Raffle	316.93	55.38	261.55	0.00	261.55
Santas Grotto	146.90	74.15	72.75	281.96	-209.21
Parents Christmas Gift Stall	1708.70	428.72	1,279.98	957.82	322.16
School Discos	4349.38	1,456.68	2,892.70	2,575.91	317.79
Mothers Day Gift Stall	1029.68	311.94	717.74	595.95	121.79
Fathers Day Gift Stall	947.73	350.62	597.11	355.94	241.17
Sp / spare change Challenge	252.15		252.15	415.56	-163.41
Inflatables Day	4152.16	2,121.28	2,030.88	2,559.14	-528.26
Non uniform Day	516.93	0.00	516.93	244.08	272.25
Scarecrow Trail	318.68	0.00	318.68	682.84	-364.26
Cash Pots (note 4)	1,000.00		-1,000.00	-600.00	-100.00
Teachers Breakfasts / treats		95.12	-95.12	-750.00	654.88
Bank Interest	27.95		27.95	8.52	19.43
HMRIC Gift Aid			0.00	1,251.61	-1,251.61
Misc Expenses (Note 3)		657.98	-657.98	-421.15	-236.83
Misc income			0.00	0.00	0.00
End of year play refreshemnts and raffle	40.27		40.27	0.00	40.27
Tea Towel Merchandise	561.30	632.40	-71.10	0.00	-71.10
Fancy Dress Stall	11.77		11.77	118.64	-106.87
Hardship fund	550.00	550.00	0.00	0.00	0.00
Easter Raffle	931.09		931.09	824.40	106.69
Easy Fundraising	643.62		643.62	257.43	386.19
23 Challenge			0.00	834.39	-834.39
Parent Disco			0.00	84.21	-84.21
Quiz Night			0.00	3.12	-3.12
Golf Day			0.00	66.99	-66.99
Cake Sales	94.77		94.77	0.00	94.77
Next Year Events - stock for Mothers Day 25 stall		372.72	-372.72	-89.68	-283.04
Next Year Events - stock for Fathers Day 25 stall		213.68	-213.68	-72.73	-140.95
Next Year Events - stock for xmas 24 stall	35,403.38	354.43	-35,443.79	-362.99	8.56
Less floats		43,747.17	-43,747.17	4,378.75	-12,722.54
Totals	35,403.38	43,747.17			
100 Club	2,163.42	2,850.00	-686.58	1,272.00	-1,958.58
TOTAL FUNDS AND SURPLUS MADE	37,566.80	46,597.17	-9,030.37	5,650.75	-14,681.12
(P & L NOT BANK BAL)	Bal Btyd	At 31/07/24	Movement		
Premium Account	29644.03	21322.29	-8321.74		
Community Account	2039.33	2067.28	27.95		
100 Club Account	7053.92	7268.92	215.00		
	38737.28	30658.49	-8078.79		

Note 1**Donations made to the school**

1st Aug 23 to 31st July 24

Visualisers	£227.05
CGP Books	£400.00
Proludic Junior Playground	£20,000.00
Shed (Preschool)	£1,084.77
Astronomy Roadshow	£390.00
Preschool Xmas Books	£30.00
Ukulele's	£349.50
Lunchtime Equipment	£194.78
KS1 Books	£100.00
Digimaps	£109.00
Managing Pupil Anger Training Course	£215.00
Football Table	£832.50
Yr 3/4 Abberton Trip	£588.00
Well-Being Garden	£75.98
EYFS Equipment	£922.46
Behaviour Training	£1,133.25
KS1 School Trip	£1,087.00
Preschool Leavers Sets	£41.76
Y6 Leavers Food	£200.00
Y6 Leavers Party	£50.00

Total

£28,031.05**Note 2****Donations to FOSP**

Anomynous Donation	492.30
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492.30**Note 3****Misc Expenses**

Gazebo	464.98
Parent Kind subscription	153
Auditors gift	40

657.98**Note 4****Cash Pots****2023 - Year 3/4 Mr Brennen Underspent by £25.74 - carried over**

Term 1

Reimburse H Storey - used cash	300
Pre school	-53.7
Reception spend	-61.36
Yr 1 & 2 spend	-43.09
Yr 3 & 4 spend	-75.99
Yr 5 & 6 spend	-49.63
Library spend	
HLTA - spend	-49.1
	-32.87

plus £25.74 carried over from last year - over spent 7.13

Term 2

Reimburse H Storey - used cash	350
Pre school	-53.58
Reception spend	-49.99
Yr 1 & 2 spend	-50
Yr 3 & 4 spend	-50
Yr 5 & 6 spend	-50
Library spend	-47.5
HLTA	-46.96
	1.97

underspend

Term 3

Reimburse H Storey - used cash	350
Preschool	-50.92
Reception spend	-40
Yr 1 & 2 spend	-49.77
Yr 3 & 4 spend	-48.69
Yr 5 & 6 spend	-55.05
Library & HLTA spend	-88.19

17.38**underspend**

Disclosures for accounts

		Donations	Fundraising	Interest
Fireworks	10934.14		10934.14	
Xmas Cards	242.00		242.00	
Just Giving	153.77	153.77		
Cash 4 Clothes	255.00		255.00	
My Name Tags	68.00	68.00		
Coggeshall Xmas	1106.98		1106.98	
Santa Letters	242.54		242.54	
Xmas Fayre & Raffle	2119.24		2119.24	
Xmas Raffle	316.93		316.93	
Santa Grotto	146.90		146.90	
Xmas Gift Stall	1708.70		1708.70	
School Discos	4349.38		4349.38	
Mothers Day Gift Stall	1029.68		1029.68	
Fathers Day Gift Stall	947.73		947.73	
Spare Change Challenge	252.15		252.15	
Inflatables	4152.16		4152.16	
Non Uniform Days	516.33		516.33	
Scarecrow Trail	318.68		318.68	
Yr 5/6 Production Drinks	40.27		40.27	
Tea Towel Merchandise	561.30		561.30	
Fancy Dress Stall	11.77		11.77	
Easter Raffle	931.09		931.09	
Bank Interest	27.95			27.95
Easy Fundraising	643.62	492.30		
Cake Sales	94.77		94.77	
	31,171.08	714.07	30,277.74	27.95
Less floats			0.00	
Totals	31,171.08	714.07	30,277.74	
100 Club	2,163.42		2163.42	
TOTAL FUNDS AND SURPLUS MADE	33,334.50		33,183.18	

Independent Examiner's Report on the Accounts

Report to the trustees/members of

Friends St Peter's School Coggeshall

Registered charity number

(optional)

On accounts for the year ended

31

7

2024

Basis of my report I have examined all the documents and relevant papers given to me by the Treasurer of the account, and listened to all the explanations.

Independent examiner's statement

In connection with my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Ann Clarke

Date

05/10/2024

Name

Mrs Ann C. Clarke

Qualification

Higher National Diploma Business and Finance 1988
ACIE Affiliated Member

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