



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2024		31	12	2024

### Section A Reference and administration details

Charity name **Kingsnorth School Parent and Friends' Association**

Other names charity is known by **Kingsnorth School PFA**

Registered charity number (if any) **1122386**

Charity's principal address **Kingsnorth Church of England Primary School**

**Church Hil, Kingsnorth**

**Ashford Kent**

**TN23 3EF**

#### 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	Abbie Self	Chair	Whole year	NA
2	Karen Wilkins	Secretary/Treasurer	Whole year	NA
3	Rachel Lane		Whole year	NA
4	Katie McCarter		Whole year	NA
5	Jen Hazelhurst		Whole year	NA
6	Sarah Collins		Whole year	NA
7	Rebecca Jeffery		Whole year	NA
8	Toni Fuller		From 7 <sup>th</sup> April 2024	NA
9	Rose Higgins		From 20 <sup>th</sup> April 2024	NA

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointment by membership

## 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.

The Association has a committed and dedicated team of Trustees and volunteers who regularly give their time and energy to furthering the purposes of the charity.

All trustees undergo annual safeguarding training and are DBS checked by the school. Trustees are responsible for disseminating that information to other parent volunteers at events such as school discos. All non DBS checked PFA Volunteers must be chaperoned whilst on school premises during operational hours.

The Association prepares a Risk Assessment for every event and submits this to the school site manager and Headteacher. The Association aims to mirror school practices in all areas of health and safety; safeguarding and managing risks.

The Association uses Classlist, a GDPR compliant PTA platform which enables us to communicate with the parent community and sell tickets to our events.

## Section C Objectives and activities

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

The object of the Association is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school;
- 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 section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Association delivers a range of events throughout the year, the majority of which are to raise funds to enrich the pupils' education. Events include:

- Fireworks night
- School discos
- Christmas Fayre
- Year R Storytime event
- World Book day event
- Roald Dahl day event
- Easter raffle
- Olympic raffle
- Euros 24 competition
- Academic year end celebration
- Year six leavers' party
- Frozen Fridays
- Class Parties
- Supporting school with Mothers'/Fathers' day events and opening evenings.

The Association also supports the school at a range of school initiative events including information evenings, world book day and Mother/fathers' day events.

The Classlist platform provides a community based platform where parents can communicate with the PFA and each other, organise birthday parties etc.

Trustees understand and have exercised their duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission.

## Section D

## Achievements and performance

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

2024 has delivered the Association's most successful fundraising performance to date with a turnover of £39.5k and donations to school totally £33k. This included funding for:

- Opal (Outdoor play and learning) & portable speaker
- Nurture provision
- Sensory Street
- Enrichment workshops linked to curriculum (23/24 & 24/25)
- After school activity clubs
- IT Equipment
- Whole school pantomime
- Class resources
- Year R T shirts
- Year 6 leavers' party
- Science project
- Safety in Action and Years 3-6 Safety workshop

Fireworks night was the best performing event bringing in **£6.2k** and five discos were delivered raising **£5.1k**. The Christmas fayre raised a net total of **£3.5k** and we had our marathon runner raise an impressive **£3.5k** for the school. Other events included our easter raffle (**£1.5k**) and regular frozen Fridays (**£2k**).

The Association has successfully raised its profile within the school community through more regular events (including popular frozen Fridays), and delivering presentations to the pupils during their collective worship. We also have a weekly PFA news article in the school's newsletter and PFA members are visible to new families at school open evenings and the Year R events.

Classlist has provided an essential GDPR compliant platform for the Association to be able to communicate with the whole school community and also provides online ticketing functionality which is more convenient for families and PFA event organisers whilst significantly reducing the amount of cash handling.

The Association operates a pre loved uniform service via its Classlist platform enabling parents to purchase good quality branded uniform at a cost of £1.50 per item. This is valued by parents looking to reduce uniform costs and to be more sustainable.

The PFA committee members and regular volunteer group have achieved this years' performance through their commitment and dedication to the charity's work.

## Section E

## Financial review

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

The Association has an interest earning savings account linked to the current account with National Westminster Bank. An operating balance is held within the current account for charity/event purchasing and the remaining balance is held in the business reserves until a donation is made to school.

### Details of any funds materially in deficit

NA

## 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.

Fundraising is the charity's principal source of funds. The Association aims to deliver fun and enriching events whilst raising funds for the school.

The Association works closely with the school SLT about how funding should be spent and considers any requests in year for funding in collaboration with the Headteacher.

Restricted funding is used when the Association receives a donation for a specific purpose.

All purchases on behalf of the charity must be supported by a receipt. These are shared with the treasurer via screen shot and used to reconcile the accounts on a weekly basis.

## Section F Other optional information

### Inclusion

To mirror the school's commitment to inclusion, the Association has introduced a number of initiatives to ensure events are accessible to all. This includes free tickets available via the Family Liaison Officer to every event. We hold regular silent discos that are more accessible to pupils with SEND and we held our first SEND only Christmas Fayre session in 2024 to ensure all our pupils could attend the fayre in a way that best suited their needs. We also offer a quiet space during the annual fireworks display.

### Ambassadors

To promote the PFA community and engage pupils with our fundraising, we introduced a PFA Ambassador scheme in 2024. This gives all pupils and their families the opportunity to volunteer to help the PFA in whatever way they can. Pupils are then awarded their Ambassador badge during collective worship.

### Succession planning

As with all PTAs, we must ensure that the Association has an effective succession planning strategy to provide effective continuity as members leave the school at the end of their child's primary journey. The Association is always keen to welcome new members and to share knowledge and experience. We have developed sub teams from within the main trustee body where individuals take on a lead role for each event, supported by the wider team.



### Effective Governance

The Association has due regard to its constitution and all funding decisions are taken as a committee (with the Chair having the casting vote where necessary). Trustees are aware of their individual and collective responsibilities in the discharge of their duties and follow the charity's policies to ensure governance is effective and transparent.

## 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)	Abbie Self	Karen Wilkins
Position (eg Secretary, Chair, etc)	Chair	Secretary and Treasurer
Date	15.2.25	

Kingsnorth School PFA Reg Charity 1122386 Eng & Wales			
2024 Event / Fundraising Income			
Events	Income	Expenses	Profit
Discos	£7,396.79	-£2,227.03	£5,169.76
Frozen Fridays	£2,633.55	-£619.55	£2,014.00
World Book Day Golden Ticket event	£1,397.13	-£773.85	£623.28
Easter Raffle	£1,715.00	-£208.00	£1,507.00
Marathon fundraising	£3,511.52	£0.00	£3,511.52
Euros 2024	£208.50	£0.00	£208.50
Olympic Raffle 2024	£871.00	-£115.00	£756.00
Roald Dahl Day	1012	-£339.00	£673.00
Year R Storytime Oct24	£296.00	-£4.44	£291.56
Fireworks Night 2024	£13,549.00	-£7,340.36	£6,208.64
Xmas Fayre 2024	£4,539.00	-£941.16	£3,597.84
Ashford Pantomime commission	£40.00	£0.00	£40.00
Christmas Cards 2024	£249.00	£0.00	£249.00
Carols around the Tree 2024	£68.50	£0.00	£68.50
<b>Sub Total</b>	<b>£37,486.99</b>	<b>-£12,568.39</b>	<b>£24,918.60</b>
Additional Income 2024			
Ashford Lottery Income	£293.20	£0.00	£293.20
Easyfundraising	£856.28	£0.00	£856.28
Leavers Party 2024 balance	£176.58	£0.00	£176.58
Back to school/Mr T collection	£191.50	£0.00	£191.50
Pay it forward & Misc donations	£170.63	£0.00	£170.63
Bank Interest	£171.54	£0.00	£171.54
Uniform Sales	£211.50	£0.00	£211.50
		-	
<b>Total Events and Fundraising</b>	<b>£39,558.22</b>	<b>£12,568.39</b>	<b>£26,989.83</b>
PFA Expenses, charges and Purchases (non event)			
Consumables / running costs		-£1,052.03	Stationery toner, card, bags consumables etc
Travel/Petrol claimed/parking		£0.00	None claimed
ParentKind membership		-£153.00	renewed Jan 24
Promotional material / banner updates		-£465.84	Fireworks/xmas
Training		£0.00	Free Safeguarding training
Welfare free tickets staff wellbeing etc		-£614.00	Welfare fund
Bank Charges 12 months		-£21.60	*HSBC discontinued
TENS licenses / other licenses		-£84.00	Alcohol & gambling
Stripe online payment charges		-£989.00	Handling costs
Sum up Charges		-£77.00	Handling costs
PFA equipment / Assets		-£1,500.00	Mobile freezer ;new games ;glasses ;Safe; extensions leads; stanchions etc
Website hosting fee		-£12.00	Ionos charity account
Raffle costs		-£349.20	Ticket printing charges
Class party costs		-£123.00	Cakes/Food/Ice creams
<b>Total OTHER Exp</b>		<b>-£5,440.67</b>	
<b>Totals</b>	<b>£39,558.22</b>	<b>-£18,009.06</b>	<b>£21,549.16</b>

Donations to School			
Opal Donation	Bank Transfer £3.5k	-£1,500.00	Jan 24
Nurture Donation		-£2,000.00	
Year R T Shirts Sep23	Bank Transfer £14.5k	-£360.00	Mar24
Portable speaker opal 2024		-£700.00	
Classroom resources sep2023		-£1,400.00	
Enrichment workshops 23/24		-£3,550.00	
IT equipment 2024		-7160	
Science project March 2024		-£850.00	
Safety in Action March 2024		-£480.00	
Years 3-6 Safety June 2024	Bank Transfer £5087.50	-£500.00	Sep24
Sports donation (marathon) clubs		-£3,000.00	
School Resources (back to school)		-£187.80	
Class donations £100 each		-£1,400.00	
Year 5 Donation workshop	£111.80	-£111.80	Oct24
Year group enrichment to 2024/25	Bank Transfer £10k	-£3,500.00	Nov24
Year R T shirts Sep24		-£360.00	
Pantomime Dec24		-£700.00	
IT equipment 2024		-£1,840.00	
Sensory Street 2024		-£3,600.00	
<b>Total Donations to School 2024</b>		<b>-£33,199.60</b>	

Opening Balance at bank 2023	18008.12
Petty cash held at school end of 2023	400
Opening balance 2023	18408.12
Income 2024	£39,558.22
Expenditure 2024	-£18,009.06
Donations	-£33,199.60
Balance	6757.68
Reconciled to Year end at bank and petty cash C/F TO 2025	6757.68

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<b>Total OTHER Exp</b>		<b>-£5,438.67</b>	
<b>Totals</b>	<b>£39,558.22</b>	<b>-£18,009.00</b>	<b>£21,549.22</b>

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Science project March 2024		-£850.00	
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IT equipment 2024		-£1,840.00	
Sensory Street 2024		-£3,600.00	
<b>Total Donations to School 2024</b>		<b>-£33,199.60</b>	

Opening Balance at bank 2023	18006.12
Petty cash held at school end of 2023 b/f	400
Opening balance 2023	18406.12
<b>Income 2024</b>	<b>£39,558.22</b>
<b>Expenditure 2024</b>	<b>-£18,009.00</b>
<b>Donations</b>	<b>-£33,199.60</b>
<b>Balance</b>	<b>6757.00</b>
<b>Year end at bank and petty cash C/F TO 2025</b>	<b>6757.68</b>
<b>Reconciled</b>	<b>0.00</b>

Closing Balance 2024 Cash and Bank	
Reserve Account N West	6511.67
Current Account balance	221.51
Total Nat West Accounts	6734.18
Cash held in petty cash	23.5
<b>Total Cash at bank and held</b>	<b>6757.68</b>



Committed expenditure 2025	
Year Six leavers' party 2025	-250
Total at bank (current and res)	6757.68
Unallocated assets c/f	6507.68



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Kingsnorth School Parents' and Friends' Association (PFA)

On accounts for the year  
ended

December 2024

Charity no  
(if any)

1122386

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2024**.

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:

20<sup>th</sup> February 2025

Name:

Virginia Coughlan

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

AAT and CIMA

Address:

6 Rathland close.  
Wool pit  
Suffolk IP30 9YZ.