

Trustees' Annual Report

For the financial year ended 30 August 2024

1. Charity details

Charity name: ST. JOHN'S PARENT STAFF ASSOCIATION, KINGSTON UPON THAMES

Charity number: 1128405

Registered address: ST. JOHN'S PRIMARY SCHOOL, PORTLAND ROAD, KINGSTON UPON THAMES, KT1 2SG

Contact email: tostjohnspsa@gmail.com

Website: <http://www.stjohns.kingston.sch.uk/psa.htm>

2. Trustees and governance

Committee Members/Trustees on the date this report was approved:

Trustees in place since 13.03.2025

- Julia Murphy (Trustee)
- Helen Milestone (Trustee)

Committee Members/Trustees who served during the financial year ended 30 August 2024 (including anyone who joined/left during the year):

Committee Members/Trustees (Chair, Treasurer, Secretary) in place in 2023/24:

- Co-Chairs - Kate Lyon and Caroline Wicks
- Secretary - Richard Lyon
- Treasurer – Nadia Callaghan

Note: The Charity Commission register currently lists two trustees appointed on 13 March 2025. If those individuals also approved this report, please confirm whether you want their names included in the 'approved' list. **Confirmed.**

3. Structure, management and recruitment of trustees

The charity is governed by a Constitution adopted on 10 November 2008.

The charity is managed by the committee members/trustees, who oversee the charity's activities, finances and compliance.

Committee Member/Trustee recruitment and appointment: committee members/trustees are elected at the AGM.

Committee member/trustee meetings: held annually (and more often as needed to plan and deliver events and agree spend).

4. Objectives and activities

Charitable objectives

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; and
- Engaging in activities and providing facilities or equipment which support the School and advance the education of the pupils.

Main activities undertaken during the year

During the year, the charity organised fundraising and community events for parents, pupils and staff. Key activities included:

- Summer and Christmas fayres
- Cake sales
- Uniform sales
- Fun runs

Funds raised were used to support the school and pupils, including contributions towards playground improvements, school trips and school materials.

5. Achievements and performance

As the charity is not subject to a statutory audit requirement, the trustees have provided a brief summary of achievements for the year:

- Funding £500 towards a class trip for each year group
- Providing each class with a stationary budget
- Funding towards replenishing and refreshing the books in the library
- Games equipment such as giant Lego, tug-of-war rope, parachute

- Sing-stage
- Steel drums

Highlights included running the main annual fayres and other fundraising activities such as those listed above, and using funds raised to support the school through funding initiatives such as playground improvements, transport for school trips, and school materials.

Below is a table of what the charity said it would set out to fund in October 2023 and what was funded during 2023/24 reporting period/school academic year:

	In Oct 2023 we said we would in 2023/24...	In the academic year we have.....
ANNUAL CORE FUNDING COMMITMENTS	Fund £500 for each school year for teachers to use in supporting education/experience activities	Funded or part funded activities: day trips, nursery spend money in class to improve children's learning. Total of £3000 funded for class trips and further £262 for Airscape Event
	Fund Y4 and Y6 residential trip coach costs	Funded a £1592 contribution per class towards coaches
	Fund classroom educational sundries up to £65 per class (8 classes) £1,385 Fund furniture refresh of a classroom (may be £2.5k) Save toward KS1 playground replacement	Y1 furniture (tables and chairs) £1102
OPTIONAL FUNDING FOR 2023/24	Fund creation of a SEN room, school requested around £4k	Funding not called for
	Ringfence £2000 for costs of visiting speakers	Funding not called for
	Once other spending priorities met, consider funding library stocks improvement up to £1000	Funded
	Agree in principle to fund re-painting of playground	Funding not called for

	lines once other commitments covered	
	Fund renewal of classroom equipment of y2 and y3	Funding not called for
	Fund new Library books (£4k)	Funding not called for
	Fund steel drums set in full (£3.3k) (see March 2024 additional funding priorities meeting)	Funded (£2,556 plus further pans and classes £2,217)
	Buy two new gazebos (c. £350)	Funded
	Devolve authority from PSA AGM meet to PSA leads to fund small requests up to £300 by PSA leads vote, majority required to support request)	Approved
	Fund up to £1200 in additional experience play equipment in the playground	Part funded: water play pipes begun, but became more of a hazard so work stopped. £1,500 funded for giant Lego, new parachute canopy for games, a tug of war rope & a sing-stage

6. Financial review

For the financial year ended 30 August 2024:

- Total income: £27,323
- Total expenditure: £24,772
- Net movement in funds (surplus): £2,550

Debts and commitments at year end: **None reported.**

Reserves policy: A written reserves policy could not be located from prior years. The committee members/trustees have agreed, on a practical basis, to hold around £5,000 as a buffer for unexpected expenses.

All spend over £300 must be voted for and approved by PSA members. Anything below this threshold can be signed off purely by the Chair, Secretary and Treasurer of the Committee.

7. Funds held as custodian trustee

The committee members/trustees confirm that the charity does not hold any assets as custodian trustee on behalf of any other charity or organisation.

8. Public benefit statement

The committee members/trustees have had due regard to the Charity Commission's guidance on public benefit when exercising their duties and powers.

9. Plans for future periods

Not required for charities not subject to statutory audit. The committee members/trustees intend to continue fundraising activity to support the school and enhance pupils' educational experience.

10. Approval

This report was approved by the committee members/trustees on 14th June 2026.

Signed:

Name: Julia Murphy

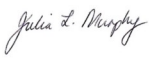
Name: Helen Milestone

Role (e.g. Chair): Trustee

Role (e.g. Chair): Trustee

Appointed: 13.03.25

Appointed: 13.03.25

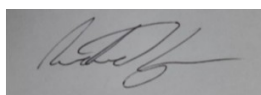
Signature: 

Signature: *H.Milestone*

Name: Richard Lyon

Role: Secretary (for period of report)– Committee Member/Trustee

Signature:





Receipts and payments accounts

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For the period from	Period start date 31/08/2023	To	Period end date 30/08/2024
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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					
Fundraising	26,877	-	-	26,877	13,596
Donations	350	-	-	350	240
Interest	96	-	-	96	42
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,323	-	-	27,323	13,878
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,323	-	-	27,323	13,878
A3 Payments					
Fundraising Expenses	11,905	-	-	11,905	4,370
School Donations	12,715	-	-	12,715	6,914
Admin Expenses	153	-	-	153	140
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	24,772	-	-	24,772	11,425
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	24,772	-	-	24,772	11,425
Vet of receipts/(payments)	2,550	-	-	2,550	2,454
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,874	-	-	20,874	18,421
Cash funds this year end	23,424	-	-	23,424	20,874

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	Current Account	15,281	-	-
	Savings Account	8,144	-	-
		-	-	-
	Total cash funds	23,424	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional) -	Current value (optional) -
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			Cost (optional) -	Current value (optional) -
			-	-
			-	-
			-	-
			-	-
B5 Liabilities			Amount due (optional) -	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Richard Lyon, PSA Secretary	23 June 2026



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
ST. JOHN'S PARENT STAFF ASSOCIATION, KINGSTON UPON THAMES

On accounts for the year
ended

30/08/2024

Charity no
(if any)

1128405

Set out on pages

(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 **30/08/2024**.

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 (other than that disclosed below *) 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:

J. Richings

Date:

16th June 2026

Name:

James Richings

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

ICAEW

Address:

8 Blandford Avenue, Luton, LU2 7AZ