

Chair
Mrs Gemma Bailey
Headteacher
Mr James Kilsby, BSc Hons



The PTCA of
Cottenham Primary School
Lambs Lane, Cottenham,
Cambridge, CB24 8TA
Tel: 01954 250227

E-Mail: office@cottenham.cambs.sch.uk
Web: www.cottenham.cambs.sch.uk

Trustees' Annual Report for the Year Ended 31st August 2025
Cottenham Primary School Parents, Teachers & Community Association

Registered Charity Number 1136992

Trustees who manage the Association

Trustees were appointed or reappointed at the Annual General Meeting of the Association on 18th October 2024 and can also be co-opted by the Committee. Those acting during the year were as follows:

Name	Office (if any)	Date appointed/resigned
Gemma Bailey	Chair	
Rebecca Richardson	Co Chair until 5 th February 2025 Treasurer from 5 th February 2025	
Nigel Faben	Treasurer until 5 th February 2025	
Anna Hervey Murray	Secretary	
Hayley Dearman	Co Secretary	
Abbie Baggett		
Candice Oleszczuk		
Caroline Cole		
Christina Miles		
Dan Richardson		Resigned 18 th October 2024
Emma Smith		
Hannah Brooks		Note name change from Hannah Cook
James Kilsby	Headteacher	
Katie Jones		
Paula Ray		
Rachel Wells	Co Chair from 5 th February 2025	
Sophia Main		
Penny Celentano		Resigned 18 th October 2024
Lucy Dayer		Resigned 18 th October 2024

All trustees give their time voluntarily and receive no remuneration or other benefits.

Advisors

Banks: Barclays Bank Plc
 Lloyds Bank Plc

Independent Examiner: Letitia Beckford, 35a Rooks Street, Cottenham, Cambridge CB24 8QZ

Objective

The objective of the Association is to advance the education of pupils in Cottenham Primary School by:

- Developing effective relationships between the staff, parents, the Cottenham Community and others associated with the school.
- Engaging in activities to provide facilities, equipment and experiences which support the school and advance the education of the pupils.

When planning our activities for the year, the trustees have considered the Charity Commission guidance on public benefit and the specific guidance on charities for the advancement of education.

The Constitution of the Association was adopted on the 9th of September 2009 and follows the form of the PTA-UK Model Constitution, a copy of which can be found on www.parentkind.org.uk.

Fundraising Activities

The Association is grateful for the financial assistance of many village businesses.

Most of the activities performed during the year were undertaken by the trustees exclusively, and although supported in the main by parents and pupils of Cottenham Primary School, were made available to the general community in Cottenham and surrounding villages.

Our Association ran the traditional fundraising activities such as the perennial Summer and Winter Fairs, Firework Night, and the Sponsored Swim (utilising the school pool funded by the Association). Additional fundraising events included the Family Bingo, the Colour Run and a Readathon. We are pleased to report that the local community continued to support our events and we were able to raise a total of £28,919 from fund-raising and donations.

Application of Funds

Following the major spend in prior years on refurbishment of the school swimming pool, there was no major project requiring our funding, although a project to install interactive whiteboards throughout the school is anticipated as we move towards the new financial year. A total of £32,095 was contributed towards school activities and administration costs totalled £591. With continuing pressure on the school's budget, it is anticipated that more and more of the PTCA cash resource will be directed towards supplementing the educational aspects of Cottenham Primary School costs.

Policy on Reserves

The Association held cash at the bank and in hand amounting to £35,935 at the year end. It is anticipated that additional funds will be required in the continuing support of school trips, interactive whiteboards and classroom stationery, whilst school budgets continue to be severely constrained.

The Association tries to ensure that a minimum of £5,000 cash is always available.

Declaration

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

Signed on behalf of the trustees of Cottenham Primary School Parents, Teachers, and Community Association:

Signed:



Gemma Bailey, Chair

Date

30th April 2026

Cottenham C P School PTCA					
Receipts and Payments Account					
For the Financial year ended 31st August 2025					
2024	At 1st September 2024:	£	£	£	2025
£					£
21,828	Funds B/Fwd				42,261
21,828					42,261
	Profit from Fund Raising Activities:	Income	Costs	Profit	
2,829	Firework Night	8,137	4,833	3,304	
3,634	Winter Fair	5,343	1,660	3,683	
680	Christmas Art Project	2,600	1,551	1,049	
823	Quizzes	1,775	546	1,230	
6,949	Summer Dance	0	0	0	
389	Silent Auction	0	0	0	
803	Bingo	849	140	709	
929	Colour Run	0	0	0	
(589)	House T-Shirts	725	375	350	
1,465	Fab Friday	2,472	1,091	1,380	
317	Community Events	892	420	472	
314	Bag2School Collections	0	0	0	
953	School Magazine	1,290	763	527	
320	Nearly New Sale	896	623	273	
467	Bike Sales	556	319	237	
699	Sports Day Refreshments	656	307	349	
3,736	Summer Fair	5,806	1,257	4,549	
1,299	Raffles	1,650	20	1,630	
30	Party Box Hire	0	0	0	
36	S/H Uniforms	0	0	0	
86	S/H Jumpers & Coats	177	0	177	
-	Unallocated Receipts from Bromcom	0		0	
26,169		33,823	13,904		19,919
369	Deposit Account Interest				351
	Donations:				
718	Donations received	2,475	0	2,475	
1,064	Donate My School	499	0	499	
5,201	Sponsored Swim	4,469	0	4,469	
3,759	Readathon	1,207	0	1,207	
10,742					8,650
37,280	Total Income				28,919
	Less: Contributions to Cottenham Primary School				
4,029	Swimming Pool			1,745	
3,062	New books for LRC		0		
(2,541)	Less: donation from Cottenham Co-Op		0	0	
466	School Equipment/Maintenance			8,989	
2,764	Stationery			3,268	
848	Curriculum Enrichment			7,481	21,483
200	Other Educational Activities			200	
1,232				0	
-				3,115	
1,290				1,371	
5,057				5,926	10,612
16,407					32,095
	Administration				
22	PTA Equipment			414	
-	Miscellaneous			0	
250	Card Fees			0	
168	Subscriptions			177	591
16,847	Total Expenditure				32,686
42,261	Funds at 31/08/2025				38,495
	Represented by:				
4,320	Deposit on Fireworks				1,586
1,192	Stock				1,045
1,023	Current Accounts				9,477
35,300	Deposit Account				26,251
	Accruals				-1,756
	Accrued Revenue				1,684
					38,288
426	Cash Float				207
42,261					38,495

Independent Examiner's report to the Trustees of Cottenham Primary School Parent Teacher and Community Association: A Registered Charity, Charity Number 1136992

I report on the accounts for the year ended 31st August 2025.

Respective Responsibilities of Trustees and Examiner

The charity's trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the Act)
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

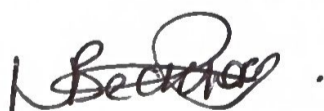
My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with accounting records and comply with the accounting requirements of the 2011 Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Letitia Beckford
35a Rooks Street
Cottenham
Cambridge
CB24 8QZ

Date: 13th May 2026