

## **MINUTES**

### **Rosebery School PSA (Parent Staff Association) AGM**

**Thursday 12 September 2024 at 1830**

**Registered Charity No. 1145915**

**Held at school**

Present: Liz Johnson, Lisa Higgins, Richard Harvey, Paula Comber, Imran, Fatima, Roz Harper, Claire Adams.

1. Liz thanked all present for attending and shared apologies for absence from Juliette Passingham, Jane Youness and Wendy Endean.
2. Minutes of last year's AGM were approved.
3. Outgoing Chair report – Liz Johnson

It's been another busy and productive year with the PSA supporting at 17 events over the school year from the bumper Drama production over 3 nights, to Music Festival, information evenings and awards evenings.

I know that school values the PSA - not only because we raise valuable funds but also be-cause we play an active role as volunteers and contribute to the school community.

Huge thanks to everyone here for the roles they play in the running of the PSA. And to every-one who has helped at school events or with admin jobs – 17 volunteers over last year, many of whom volunteered more than once (and Lisa Higgins who had 100% attendance!).

Thank you to the 6th formers and Georgie Higgins for their help, the Facilities team and Ad-min/Finance teams

Special thanks to Amanda Wild for running our pre-loved uniform sales. And this year for managing donations of prom dresses too which we hope will grow year on year. Both of which provide a valuable service to families.

We are grateful to Personal Agent for their ongoing generous support of our raffles and the summer board promotion. Thank you to Stevensons for supporting our raffles.

Thank you to all the families who support the PSA whether by buying refreshments, donating study guides or supporting our raffles.

And finally a huge thank you to Richard Harvey for his co-ordination between school and the committee, his unfailing enthusiasm and good humour!

After 2 years as Chair and 6 years with the PSA, I am stepping down and look forward to sup-porting the new PSA team from the sidelines for the next year.



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Rosebery School  
Whitehorse Drive  
EPSOM  
Surrey  
KT18 7NQ

Date: 09/06/2025

Our Ref: H172/090625/AK

Re: **Independent examiner's report to the trustees of ROSEBERY SCHOOL PARENT STAFF ASSOCIATION** (Charity Number: 1145915)

Trustees:

*Paula Marie Comber* Trustee Since 01 September 2024

*Lisa Maria Higgins* Trustee Since 05 October 2022

**Dear Lisa & Paula,**

I report to the trustees on my examination of the accounts of the ROSEBERY SCHOOL PARENT STAFF ASSOCIATION for the year ended 31 August 2024.

**Responsibilities and basis of report**

As the charity 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 Charity's accounts carried out under section 145 of the 2011 Act. 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 Charity as required by section 130 of the Act; or

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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.

Therefore in conclusion, 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.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'Andrew Khan', with a stylized, flowing script.

Andrew Khan  
Principal Accountant

Signed Date: 09/06/2025