



**The Parents, Teachers and Friends Association of Blackheath Preparatory School
(The PTFA)**

Annual General Meeting Minutes

Thursday 26th September

1. Welcome and introductions

Nico Ferrari welcomes attendees in the room and on the videoconference link.

2. Apologies

3. Review of prior AGM minutes

4. 2023 Financial Accounts

The Blackheath Prep PTFA account for the 2022-2023 school year was audited by our parent auditor, Elizabeth Gillbe, and subsequently filed with the Charity Commission. During this period, the PTFA generated a total income of £11,622 from various fundraising events. Notable contributions included £3,245 from the Christmas Fair, £2,693 from the Summer Fair, £1,823 from Quiz Night, and £1,781 from the Second-Hand Uniform Sales (SHUS). In keeping with tradition, the PTFA donated £2,404 towards the Year 6 yearbooks and £1,029 to support the popular school discos. Additionally, £843 was allocated for the purchase of playground equipment. By the end of the 2023 school year, the PTFA had a net income of £5,716.

5. 2024 Financial Information

The previous year's accounts have been filed in accordance with all protocols. Special thank you to Jessica Tang and Katie McBride for the enormous assistance and continued involvement through the course of the year.

The PTFA's payment systems' year to date has been seriously affected by the sudden and unilateral closure of our bank account by Barclays. Jess and Katie worked tirelessly to reinstate the account; however, we remain with only limited access. Steps are underway to put in place additional accounts to safeguard the PTFA's cash position, and the lack of account/access has resulted in limited insight into the breakdown of the income streams. However some of our headline profitable events of the year are in the table below:

Event	Gross Revenues
Christmas Fair inc Grotto	£6,294.51
Quiz Night	£1,628.39



Summer Fair	£5610.90
MyChildsArt	£430.91

This year has seen yet more incredible fundraising through various events. Revenues have totalled £19,891.19 against expenditures of £10,602.53: resulting in a net profit position of £9,288.66. Today we have £42,782.79 of available funds.

In the year ahead to expect to modernise our payments infrastructure to improve financial tracking and enhance the volunteering experience for all our PTFA members.

6. PTFA Trustee Elections

The following Trustees are continuing:

1. Nicolo Ferrari (Chair)
2. Damien Orban (Treasurer)
3. Jacqueline de Groot
4. Sarah Brain
5. Nadine Khawaja
6. Rebekah Orban
7. Yashika Lamahewa
8. Katherine McBride
9. Lakhvir Grewal
10. Shareen Morgan
11. Pat Fraser

New Trustee Interests:

1. Suzannah Duggan – Damien Orban proposed and Rebekah Orban seconded.

7. Any Other Business

Kate Cubley raised investments and donations. It was agreed to take this forwards at a separate meeting and to collect ideas for use of funds prior to such meeting for the trustees to discuss.

Parents, Teachers and Friends Association of Blackheath Preparatory School

Financial Activities

1 September, 2024-31 August, 2025

	TOTAL
Income	
Bingo income	1,171.60
Christmas Fair income	9,065.89
Coffee and Hot Chocolate income	2,055.00
Donations and legacies	1.20
My Child's Art	296.10
Quiz Income	2,867.54
SHUS	4,757.00
Sports Day	2,550.00
Summer Fair income	6,302.28
Tea Towels income	4,746.19
Total for Income	£33,812.80
Total	£33,812.80
Expenditures	
Bingo expenses	1,004.26
Charitable Contributions	956.49
Christmas Fair costs	2,767.94
Coffee / Hot Chocolate expenses	444.59
Insurances	162.00
Office/General Administrative Expenses	416.24
Prep and pre-prep discos	981.86
PTFA Materials Reimbursement	495.75
Quiz expenses	787.74
Sports Day Costs	816.00
Summer Fair Costs	6,901.33
Sumup fees	377.35
Tea Towels costs	2,768.76
Year 6 Photo book	3,067.00
Total for Expenditures	£21,947.31
Net Operating Income	£11,865.49
Net Income/(Expenditure)	£11,865.49



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Charity Name
Blackheath Prep PTFA

On accounts for the year
ended

31 August 2025

Charity no.:

1152829

Company no.:

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/08/2025.

Responsibilities and
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent
examiner's statement

[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

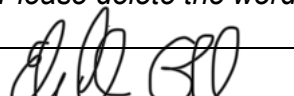
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

** Please delete the words in the brackets if they do not apply.*

Signed:



Date:

28/6/26

Name:

Elizabeth Gillbe

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

Chartered Accountant - ICAEW

Address:

6 The Orchard, London, SE3 0QS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.