



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From 01/09/2022 Period start date To 31/08/2023 Period end date**

**Charity name: Stepgates Community School**

**Charity registration number: 1154114**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of the pupils at Stepgates Community School by providing and assisting in the provision of facilities not normally provided by the Local Authority.</b> <b>To advance the education of pupils at Stepgates Community School by providing assistance with the funding of school trips and visits and activities outside school for all pupils.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The fund supports activities to supplement the curriculum; school trips, workshops in school, whole school Christmas pantomime, some items of school uniform, after school clubs and payment by instalment for residential trips. In addition, we began our fundraising activities to raise enough funds to erect a building to house our newly built school pool. This will enable use of the pool year round by both the school and the local community.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees hereby declare that they have had regard to the guidance issued by the Charity Commission on public benefit and have overseen the management of the account during the year.</b>

### **Additional information (optional)**

**You may choose to include further statements where relevant about:**

	SORP reference	
		<b>N/A</b>

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>We are very fortunate to have an active Parent Teacher Association - Friends of Stepgates Community School (FOSS) who organise many activities and events during the year, on a voluntary basis, to raise funds for both their own and the school's charity accounts.</p> <p>Our Board of Governors and parents, alongside members of our local community have been instrumental in helping to progress our aim to fund a building to house our school pool. We have been fortunate to enlist the services of a local firm of architects who have provided their services free of charge providing technical drawings, the submission of the planning application to the local authority and liaising with builders and other contractors required to obtain quotes for the work.</p>
Other		<p>The parents and carers of the children attending Stepgates Community School continue to make voluntary contributions and donations towards the various activities and school trips, both during and after school, enabling school to provide an enriched curriculum for our children.</p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the	Para 1.20	<p>The Trustees are delighted that the fundraising has continued to enable swimming to be taught as part of the curriculum to all of children in both KS1 &amp; KS2. Furthermore we have been able to assist parents with affordable school uniform, contributions</p>

circumstances of its beneficiaries and any wider benefits to society as a whole.		towards school trips and activities and contributions towards updating our school playground area with the addition of a forest school area, an enhanced nature garden and new playground equipment for KS1.
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p><b>We continue to achieve our original objectives which is to provide our children with an enriched curriculum and wrap around care which enhances their learning.</b></p> <p><b>Fundraising has continued this year and we held several fundraising events dedicated to the final phase of our swimming pool project. Donations have continued to be received from community activities and from local charities including The Rotary Club and Black Cherry Fair and through our association with the local Co-op through their community partnership scheme.</b></p>
Performance of fundraising activities against objectives set	Para 1.41	<p><b>This financial year we have applied to Your Fund Surrey for funding for a swimming pool building to enclose our open air pool. We were successful in the first round of applications and have been invited to submit a full application. This process is ongoing as we first had to obtain planning consents from the Local Authority which we are delighted to confirm have been granted.</b></p>
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Charity's financial position remains one of strength.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>N/A</b>
Amount of reserves held	Para 1.22	<b>£1000</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Funds are raised from parents/carers from donations towards trips, visits and activities. Swimming pool funds are raised through community fundraising activities, grant applications and donations.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>The Trustees have not identified any particular risks that will affect the Charity's ability to successfully fund raise to achieve its objectives.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		<b>School Fund</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Trust</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>The Trustees are appointed by Stepgates Community School Board of Governors.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>There are three appointed Trustees.</b>
Relationship with any related parties	Para 1.51	<b>N/A</b>
Other		<b>N/A</b>

### Reference and Administrative details

Charity name	Stepgates Community School Fund
Other name the charity uses	N/A
Registered charity number	1154114

Charity's principal  
address

Stepgates Community School  
Stepgates  
Chertsey  
Surrey KT16 8HT

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	Tara Louise Ford	Chair		Full Governing Body
2	Laura Conn			Full Governing Body
3	Michael Pope			Full Governing Body
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	





**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

**Exemptions from disclosure**

**Reason for non-disclosure of key personnel details**

**Other optional information**

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

T Ford

Full name(s)

Tara Louise Ford

Position (eg  
Secretary, Chair, etc)

Chair

Date

31.03.2025



# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Stepgates Community School

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1154114

Set out on pages

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

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

It is my responsibility to:

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

Basis of independent  
examiner's statement

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 the 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 connection with my examination, no matter has come to my attention (other than that disclosed below \*)

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:

Date: 31/3/25

Name:

Alison Cronk

Relevant professional  
qualification(s) or body

MAAT

(if any):

Address:


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.





**Stepgates Community School**  
**Income and Expenditure**  
**01/09/22-31/8/23**

	£	£
Sales		44,559.00
Gross Profit		<u>44,559.00</u>
Less Expenses		
<b>cost of sales</b>	126	
<b>cost of school trips/activities</b>	20,632.00	
cost of donations (Pool)	3,112.00	
<b>Pool Fund</b>	10,665.00	
Fundraising events	1,992.00	
Fundraising for Charity	3,716.00	
Charities - grant use	1,484.00	
Bank interest	733.00	
Total expenses	<u>42,460.00</u>	
Net profit		<u><u>2,099.00</u></u>





Stepgates Community School

Final Balance for Period Ending 31/8/23

Opening Balances	£25,853.00
Movement in period	£2,099.00
from charity bank	
Closing Balance	<u><u>£27,952.00</u></u>

Represented by	
private income	
Cash in hand	£25,441.00
Cheques in hand	£2,511.00
Current a/c School Fund	

Difference	<u><u>£27,952.00</u></u>
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Signed



Dated

31/03/2025

