

Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|----|------|----|-----------------|----|------|
| | 01 | 09 | 2024 | | 31 | 08 | 2025 |

Section A

Reference and administration details

Charity name

West London Free School PTA

Other names charity is known by n/a

Registered charity number (if any) 1165365

Charity's principal address

c/o West London Free School

241 King Street, Palingswick House

London

Postcode

W6 9LP

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 | Emily Hammersley | Co-Chair | | n/a |
| 2 | Alison Lakey | Co-Chair | | n/a |
| 3 | Fiona McQuillan | Treasurer | | n/a |
| 4 | Zoe Ellinson | Chair | 01.09.2024-17.09.2024 | n/a |
| 5 | | | | |
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| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| n/a | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|------------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Association |
| Trustee selection methods (eg. appointed by, elected by) | Appointed by acting Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- Relationships with local businesses, including estate agents are developed from year to year. These relationships provide valuable input to our fundraising endeavours, including donations to raffles prizes and event sponsorship. Businesses are not paid for relationships we form with them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

1. To promote co-operations between parents and teachers in everything pertaining to the well-being of the school and its pupils.
2. To afford opportunities for the study and discussion of all matters relating to the education and welfare of children, recognising that the headmasters are the responsible authority in the school.
3. To facilitate the above by organising social, educational and fundraising activities.

Our charity aim of enhancing and enriching our student's opportunities in their time at West London Free School leads to our dedicated fundraising endeavours that also promote the relationship between parents, carers and teachers.

Activities organised this year included;

- 2nd-hand uniform sales, trying to make uniform more affordable and readily available
- providing refreshments bars for school lead events. These events showcase the works of our school departments and students, they encourage student, parents and carers attendance for their success. Refreshments provided during four student Cabaret performances, two Album inspired band evenings and two English department productions, The Twelfth Night and The Crucible
- organised socialising opportunities for Year 7/8 students at a movie night, for Parents/Carers at a local community venue in December, at our Quiz night in February and for all the Summer Festival in July

In undertaking our activities, we have complied with our duty to have due regard for public benefit. All our activities had the purpose of raising funds that will lead to the benefit of our school, with no harm or detriment to anyone.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

Volunteers, who may include our school Parents, Careers, Teachers and Administrative staff are relied on for successful operation of our charity events. We welcome volunteer's time and financial donations throughout the year.

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

This year our funding contributions enabled West London Free School activities to the extent of £14,239. Highlights included

- Geography, English and Divinity department textbooks £3,466
- Class trips £2,289
- Library support £1,930
- Palingswick House Awnings £5,000
- Sports department netball team uniforms, hoodies and sports day medals £1,002
- Graduation Prom celebrations for Year 11 and Year 13 students £1,781
- Activities to celebrate the school's annual Science week £1,120
- 6th Form Library publications £382
- Student attendance awards £250

In addition, a Greening-Up Initiative was carried over from the previous year with received and provided to the school in the amount of £20,007 including gift aid. The use of these funds is to improve the aesthetics and air quality of the school playground (due to its proximity to busy London roads), making it greener and a more inviting place for conducting our daily educational programs and activities.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity ideally holds in reserve 10% of annual income for funding recurring approved financial requests and buffering for new requests before further fundraising activities have occurred.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

ALM

Full name(s)

ALISON LAKE

Position (eg Secretary, Chair, etc)

CHAIR

Date

27/05/26



Receipts and payments accounts

CC16a

For the period
from

Period start date
9/1/24

To

Period end date
8/31/25

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 (Raffle, Auction) | 9,589 | | | 9,589 | 11,793 |
| Fundraising (Uniform sales) | 1,036 | | | 1,036 | 1,049 |
| Summer Festival | 4,701 | | | 4,701 | 3,664 |
| St Paul's Christmas Market & refreshments | 2,109 | | | 2,109 | |
| Estate Agent Boards sponsorship | 3,500 | | | 3,500 | 1,150 |
| PTA Socials (Quiz night) | 3,292 | | | 3,292 | 1,833 |
| PTA Socials (Comedy night) | 3,792 | | | 3,792 | |
| PTA Socials (Year 7 Movie night) | 338 | | | 338 | 349 |
| School Cabaret/Band Events - PTA Bar | 1,480 | | | 1,480 | 3,472 |
| School Theatre Events - PTA Bar | 185 | | | 185 | 802 |
| School Art Auction/Exhibit - PTA Bar | | | | - | - |
| Donations (PTA) | 1,314 | | | 1,314 | 1,153 |
| Donations (Teachers) | | | | - | 1,702 |
| EasyFundraising/AmazonSmile | 958 | | | 958 | 950 |
| Reserve account Interest | 341 | | | 341 | 202 |
| Space Hive grant & Gift-aid | - | 12,007 | | 12,007 | - |
| Sub total (Gross income for AR) | 32,636 | 12,007 | - | 44,642 | 28,120 |
| A2 Asset and investment sales, (see table). | | | | | |
| n/a | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 32,636 | 12,007 | - | 44,642 | 28,120 |
| A3 Payments | | | | | |
| Fundraising (Raffle, Auction) | 910 | | | 910 | 154 |
| Fundraising (Art Auction) | | | | - | - |
| Fundraising (Uniform sales) | | | | - | - |
| Summer Festival | 1,752 | | | 1,752 | 1,164 |
| St Paul's Christmas Market & refreshments | 1,200 | | | 1,200 | - |
| PTA Socials (Quiz night) | 1,590 | | | 1,590 | 1,319 |
| PTA Socials (Comedy night) | 987 | | | 987 | - |
| PTA Socials (Movie night, 6th Form Quiz) | 737 | | | 737 | 1,061 |
| School Cabaret/Band Events - PTA Bar | 747 | | | 747 | 1,762 |
| School Theatre Events - PTA Bar | 51 | | | 51 | 380 |
| School Art Exhibit - PTA Bar | 364 | | | 364 | - |
| Previous Year expenses reimbursed | | | | - | - |
| PTA Supplies for next events | 379 | | | 379 | - |
| PTA Administration expenses | 328 | | | 328 | 226 |
| Teachers (Celebrations/Leavers) | | 588 | | 588 | 2,024 |
| Funding Contribution to School activities | 14,239 | | | 14,239 | 12,639 |
| Space Hive grant & Gift-aid to WLFST | - | 20,007 | | 20,007 | - |
| Sub total | 23,285 | 20,594 | - | 43,879 | 20,729 |
| A4 Asset and investment purchases, (see table) | | | | | |
| N/a | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 23,285 | 20,594 | - | 43,879 | 20,729 |
| Net of receipts/(payments) | 9,351 | - 8,588 | - | 763 | 7,391 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 18,679 | 8,588 | - | 27,267 | 19,876 |
| Cash funds this year end | 28,030 | - | - | 28,030 | 27,267 |

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 | 1,129 | - | - |
| | Reserve Account | 26,901 | - | - |
| | | - | - | - |
| | Total cash funds | 28,030 | - | - |

(agree balances with receipts and payments account(s))

OK

OK

OK


| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | N/a | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | N/a | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|---------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | N/a | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | N/a | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|---|--------------|------------------|
|  | ALISON LAKEY | 27/05/26 |
| | | |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
West London Free School PTA

**On accounts for the year
ended**

31st August 2025

**Charity no
(if any)**

1165365

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 31/08/2025.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

26/05/26

Name:

Sharon Robinson

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

FCCA (Fellow of the Chartered Association of Certified Accountants)

Address:

33 Benbow Road

London W6 0AU

Only complete if the examiner needs to highlight 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.