



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From :** 01/04/2024      **Period start date**  
**To:** 31/03/2025      **Period end date**

**Charity name:** Collis Parents School Fund

**Charity registration number:** 1171107

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The purposes of the charity are to advance the education of the pupils of Collis Primary School by providing funds to:</b> <b>1. Maintain sports facilities and improve recreational facilities;</b> <b>2. Establish new buildings, maintain and /or make improvements to existing buildings and enrich the school environment and;</b> <b>3. Provide items and services in furtherance of said object as the trustees see fit.</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>Voluntary donations (including gift aid) of £25,230 were granted to the Collis Parents School Fund to support activities to provide a full range of classroom learning resources and to improve the school environment.</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 have reviewed the guidance on public benefit issued by the Charity Commission and have considered the guidance when planning activities during the period.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a

Contribution made by volunteers	Para 1.38	n/a
Other		n/a

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>The Collis Parents School Fund supports the advancement of the education of all pupils at Collis Primary School through the provision of a full range of classroom learning resources that are essential to school life in a large and successful school.</b></p> <p><b>Activities of the Fund included:</b>  <b>The purchase of vital IT equipment including: 3 CTouch screens for whole class teaching, 8 desktop PCs and 3 laptop computers.</b>  <b>The provision of a Reading Diary for all children to promote reading across the school.</b>  <b>Contributing towards essential classroom resources, including purchasing dictionaries, phonics teaching resources and percussion instruments for music teaching.</b>  <b>Providing resources to enhance playtimes for all children.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	n/a
Performance of fundraising activities against objectives set	Para 1.41	n/a
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>complete</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The Collis Parents School Fund does not have a Reserves Policy. Any surplus at the year-end-will be carried forward and spent in the following years to further its charitable objects.</b>
Amount of reserves held	Para 1.22	<b>Surplus at year-end £ 26,604.75</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>n/a</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>Voluntary donations only</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>n/a</b>
Other		<b>n/a</b>

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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Collis Parents School Fund Trust Deed, dated 5<sup>th</sup> January 2017</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable 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>There must be at least 3 trustees. Apart from the first trustees, every trustee must be appointed for a term of 2 years by resolution of the trustees passed at a special meeting called under Clause 15 of the Trust Deed.</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	<b>In selecting individuals for appointment as trustees, the trustees must have regard to skills, knowledge and experience needed for the effective administration of the charity.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>n/a</b>
Relationship with any related parties	Para 1.51	<b>n/a</b>
Other		<b>n/a</b>

## Reference and Administrative details

Charity name	Collis Parents School Fund
Other name the charity uses	n/a
Registered charity number	1171107
Charity's principal address	Collis Primary School Fairfax Road Teddington TW11 9BS

## 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	Josephine Abigail Felixa Grieve	Chair		Collis Parents School Fund trustees
2	Trent Bulgin			Collis Parents School Fund trustees
3	Amy Vogel		04/02/2025 – 31/03/2025	Collis Parents School Fund trustees
4	Helen Samuel		01/04/2024 – 03/02/2025	Collis Parents School Fund trustees
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	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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

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

Type of adviser	Name	Address
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#### **Name of chief executive or names of senior staff members (Optional information)**

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## **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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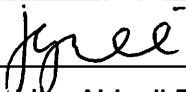
## **Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Josephine Abigail Felix Grieve	
Position (eg Secretary, Chair, etc)	Chair	
Date	21/01/2026	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2024

To

Period end date  
31/03/2025

### 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 £
<b>A1 Receipts</b>					
Voluntary donations and gift aid	23,430	1,800	-	25,230	24,232
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>23,430</b>	<b>1,800</b>	<b>-</b>	<b>25,230</b>	<b>24,232</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>23,430</b>	<b>1,800</b>	<b>-</b>	<b>25,230</b>	<b>24,232</b>
<b>A3 Payments</b>					
Donations paid to Collis Primary School	22,767	-	-	22,767	19,017
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>22,767</b>	<b>-</b>	<b>-</b>	<b>22,767</b>	<b>19,017</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>22,767</b>	<b>-</b>	<b>-</b>	<b>22,767</b>	<b>19,017</b>
<b>Net of receipts/(payments)</b>	<b>663</b>	<b>1,800</b>	<b>-</b>	<b>2,463</b>	<b>5,215</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	24,142	-	-	24,142	18,927
<b>Cash funds this year end</b>	<b>24,805</b>	<b>1,800</b>	<b>-</b>	<b>26,605</b>	<b>24,142</b>



Section B Statement of assets and liabilities at the end of the period

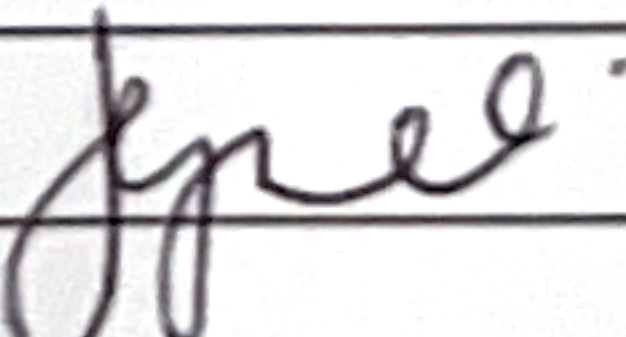
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	24,805	1,800	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	24,805	1,800	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Jo Grieve	21/01/2026





Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name Collis Parents School Fund		
On accounts for the year ended	31 <sup>st</sup> March 2025	Charity no (if any)	1171107
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 31/03/2025.

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: M. Creaven Date: 10/12/2025

Name: MARY CREAVEN

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

CTA INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND & WALES.

Address: 21 ST ALBANS GARDENS  
TERDINGTON  
TW11 8AE

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.