

## **Chevening Primary School Voluntary and Governor Funds (1194701)**

### **Trustees' Annual Report 2023-24**

#### **Objectives and Activities**

The charity's purpose is to advance the education of the pupils of Chevening (St Botolph's) CE(VA) Primary School by providing and assisting in the provision of facilities for education at the school (Not normally provided by the LEA)

The main activities this year included

- Providing clubs and trips to the pupils, and collecting donations to fund these
- Receiving income from Combe Bank Education Trust to be used towards refurbishing the school kitchen.
- Collecting donations towards the school swimming season, and providing funding to the school to cover the season costs.

The trustees have considered the guidance issued by the Charity Commission on public benefit, ensuring there is an identifiable benefit to the school, and they are committed to enable all pupils as possible to access trips and clubs.

#### **Achievements and Performance**

The charity has utilised funding towards the new kitchen, which will have a wide benefit to the current pupils of the school, and for many years to come. Benefits will also be seen by other members of the Chevening School Community.

The donations received by the charity have enabled all pupils to attend relevant school trips during the school year 2023-24.

#### **Financial Review**

The charity has a carried forward accounts balance of £20,240, of which £9,269 is committed and will be allocated in 2024-25. This leaves uncommitted reserves of £10,971

#### **Reserves Policy**

The charity has no regular operational costs, and all commitments are made on the basis of available funds. To ensure there are no short-term deficits due to spend becoming due before income is received, the trustees agree that a minimum of £5,000 should be kept in reserves.

There are no uncertainties about the charity continuing as a going concern.

#### **Structure, Governance and Management**

The Charity is an unincorporated association and is governed by the constitution agreed on 12.11.2020. The constitution states that trustees are appointed from members of the School Governors Resources committee, along with the School Bursar and Clerk. Trustee meetings are held 3 times per year.

#### **Reference and Administrative details**

The Registered public address of the charity is:

Chevening (St Botolph's) VA Primary School  
Chevening Road, Chipstead,  
Sevenoaks, TN13 2SA

The Charity Trustees (as at 12.03.25) are:

Francis Simon - Chair

Kirsty Hallissey (*from 10/10/23*) - Treasurer

Karen Minnis

James Woodman (*from 12/03/25*)

Nicolas Chard (*retired 11/11/24*)

Cathy Thewlis - Secretary

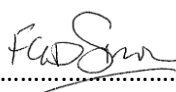
Mike Hollis (*from 02/02/24*)

Nigel Williams

Alan Leaman (*retired 17/11/24*)

This Trustees' Annual report was approved by the Trustees at the AGM meeting on 12<sup>th</sup> March 2025

Signed on their behalf by: Frank Simon, Chair

  
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**Chevaning (St Botolph's) CE Primary School**  
**Voluntary Fund**  
**Annual Accounts 01.09.2023 - 31.08.24**

|   |        |                  |  |
|---|--------|------------------|--|
| Opening Balance brought forward 01.09.2023          |        | 21,541.54        |  |
| <b>Income</b>                                       |        |                  |  |
| Charity Donations                                   | 700    |                  |  |
| Donations - General                                 | 1,522  |                  |  |
| Donations/Charity                                   | 555    |                  |  |
| Joseph Production                                   | 1,255  |                  |  |
| Kitchen Works                                       | 48,888 |                  |  |
| Misc Income   | 343    |                  |  |
| School Trips & Activities                           | 80,390 |                  |  |
| Tea Towel- Joseph                                   | 10     |                  |  |
|   |        |                  |  |
|   |        | <u>109,041</u>   |  |
| Closing Balance carried forward 01.09.24            |        | 20,240           |  |
| <b>Expenditure</b>                                  |        |                  |  |
| Bank Charges  | -      | 3                |  |
| Capital Contribution                                | -      | 731              |  |
| Charity Donations                                   | -      | 434              |  |
| Joseph Production                                   | -      | 108              |  |
| Kitchen Works                                       | -      | 48,888           |  |
| Main Account Reimbursement                          | -      | 10,872           |  |
| Main Account Reimbursement - swimming contributions | -      | 9,630            |  |
| Misc spend  | -      | 802              |  |
| PTFA  | -      | 8,087            |  |
| School Trips & Activities                           | -      | 30,884           |  |
| Swimming Pool                                       | -      | 6,808            |  |
|   |        | <u>- 111,243</u> |  |

We certify that to the best of our knowledge, the accounts shown are correct.

Treasurer Kirsty Hallssey Date 18/11/24

Headteacher R. Pinnis Date 18.11.24.

**Audit Certificate:**

I have audited the accounts of the above fund in accordance with the KCC Notes of Guidance to Auditors. In my opinion there has been reasonable management of the Fund(s) and the above Summary of Accounts is a true representation of the state of the Fund's affairs as at 31st August 2024 and the assets at that date were sufficient to meet the liabilities of the fund in full.

Signature of Auditor Z. Hulse Date 26-Nov-24  
 Financial Qualification/Experience FCA


I confirm that I am familiar with the contents of the School Voluntary Fund Guidelines handbook and that the audited summary of accounts has been presented to the Board of Governors and I am satisfied with the state of affairs of the fund(s).

Chairman of Governors S. Hulse Date 22nd November 2024,

**Chevening (St Botolphs) CE Primary School Governors Fund**  
**Annual Accounts 01.09.2023 - 31.08.2024**

|  |                |                    |
|--|----------------|--------------------|
| Opening Balance brought forward 01.09.2023 |                | <u>£2,183.74</u>   |
| <u>Income</u>                              |                | <u>Expenditure</u> |
| Donations                                  | £315.00        |                    |
|  | <u>£315.00</u> | <u>£0.00</u>       |
| Closing Balance carried forward 31.08.2024 |                | <u>£2,498.74</u>   |

We certify that to the best of our knowledge, the accounts shown are correct.

  
Treasurer **KIRSTY HALLESSEY**  
Date **18/11/2024**

Chair of Resources Committee  
Date

**Audit Certificate:**

I have audited the accounts of the above fund in accordance with the KCC Notes of Guidance to Auditors. In my opinion there has been reasonable management of the Fund(s) and the above Summary of Accounts is a true representation of the state of the Fund's affairs as at 31st August 2024 and its assets at that date were sufficient to meet all the liabilities of the fund in full.

Signature of Auditor   
Financial Qualifications/Experience **FCA**

Date **26-Nov-24**

I confirm that I am familiar with the contents of the School Voluntary Fund Guidelines handbook and that the audited summary of accounts has been presented to the Board of Governors and I am satisfied with the state of affairs of the fund(s).

Chairman of Governors 

Date **22nd November 2024**

**Chavening (St Botolph's) CE Primary School**  
**Combined Voluntary and Governor's Fund**  
**Annual Accounts 01.09.2023 - 31.08.24**

|  |                |   |                  |
|--|----------------|---|------------------|
| Opening Balance brought forward 01.09.2023 |                | 23,726  |                  |
| Income                                     |                | Expenditure   |                  |
| Charity Donations                          | 700            | Bank Charges  | - 3              |
| Donations - General                        | 2,137          | Capital Contribution                                | - 731            |
| Donations/Charity                          | 653            | Charity Donations                                   | - 434            |
| Joseph Production                          | 1,205          | Joseph Production                                   | - 105            |
| Kitchen Works                              | 48,058         | Kitchen Works                                       | - 46,656         |
| Misc Income                                | 343            | Main Account Reimbursement                          | - 10,672         |
| School Trips & Activities                  | 58,380         | Main Account Reimbursement - swimming contributions | - 9,630          |
| Yea Towel-Joseph                           | 10             | Misc spend  | - 602            |
|  |                | PTFA  | - 5,087          |
|  |                | School Trips & Activities                           | - 30,064         |
|  |                | Swimming Pool                                       | - 8,500          |
|  | <u>119,258</u> |   | <u>- 111,243</u> |
| Closing Balance carried forward 01.09.24   |                | 22,738  |                  |

We certify that to the best of our knowledge, the accounts shown are correct.

*Kersy Hallssey* 18/11/24  
 Treasurer  
 Date

Chair of Resource Committee  
 Date

**Auditor Certificate:**

I have audited the accounts of the above fund in accordance with the KCC Notes of Guidance to Auditors. In my opinion there has been reasonable management of the Fund(s) and the above Summary of Accounts is a true representation of the state of the Fund's affairs as at 31st August 2024 and its assets at that date were sufficient to meet all the liabilities of the fund in full.

Signature of Auditor *Z Hulme*  
 Financial Qualifications/Experience FCA

Date 26-Nov-24

I confirm that I am familiar with the contents of the School Voluntary Fund Guidelines handbook and that the audited summary of accounts has been presented to the

Chairman of Governors

Date

*S. Helloskey*

22nd November 2024

**Chevaning (St Botolph's) CE Primary School**  
**Voluntary Fund**  
**Annual Accounts 01.09.2023 - 31.08.24**

Opening Balance brought forward 01.09.2023

21,541.54

**Income**

Charity Donations  
 Donations - General  
 Donations/Charity  
 Joseph Production  
 Kitchen Works  
 Misc Income  
 School Trips & Activities  
 Tea Towel- Joseph

700  
 1,522  
 555  
 1,255  
 48,888  
 343  
 80,390  
 10

109,041

**Expenditure**

Bank Charges  
 Capital Contribution  
 Charity Donations  
 Joseph Production  
 Kitchen Works  
 Main Account Reimbursement  
 Main Account Reimbursement - swimming contributions  
 Misc spend  
 PTA  
 School Trips & Activities  
 Swimming Pool

- 3  
 - 731  
 - 434  
 - 108  
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 - 802  
 - 8,087  
 - 30,884  
 - 6,808

- 111,243

Closing Balance carried forward 01.09.24

20,240

We certify that to the best of our knowledge, the accounts shown are correct.

Treasurer *Kirsty Hallssey* KIRSTY HALLSSEY Date 18/11/24

Headteacher *R. Pinnis* Date 18.11.24.

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 Financial Qualification/Experience FCA


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Chairman of Governors *S. Hallssey* Date 22nd November 2024.

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Date **18/11/2024**

Chair of Resources Committee  
Date

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Financial Qualifications/Experience **FCA**

Date **26-Nov-24**

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Chairman of Governors 

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Chair of Resource Committee  
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22nd November 2024