



# **Dunton Green Education in Full Foundation**

Registered Charity no: 1195704

# **ANNUAL REPORT 2025**

c/o Dunton Green Primary School, London Road,  
Dunton Green, Sevenoaks, Kent, TN13 2UP.

## Introduction

This is a report on the charitable and financial activity of the registered charity Dunton Green Education in Full Foundation (EiF) from 1<sup>st</sup> November 2024 until 31<sup>st</sup> October 2025.

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### 1. **Trustee Board**

At the end of this financial year the Trustee Board has 5 members: Judy Collins (Chair), Rebecca Meaton (Secretary), Pui Ching Isted, James Copeland and Sarah Brown.

It was disappointing to have to say farewell to Amar Makhija who was Treasurer for EiF when family commitments meant he had to stand down in May 2025. Our thanks go to Amar for the contributions he made during his time with us.

The same month we were very pleased to welcome Sarah Brown as a new trustee for the charity. Sarah has considerable experience as a trustee, a senior civil servant and was a member and chair of the Board of Governors at Dunton Green Primary School for several years. Her knowledge of Dunton Green School and commitment to the welfare of the children are very welcome to the Board.

The Board has advertised and sought a volunteer to become a trustee and treasurer but has not had any success as yet. Meantime, the Chair continues to manage the accounts.

## **2. Regular Activities**

The Trustee Board has met 5 times this year. They are grateful to Dunton Green School for allowing them free use of the staff room for these meetings.

At their meetings the trustees have checked income and expenditure, discussed plans for fundraising and the promotion of the organisation, and have reviewed and updated policies and procedures.

Of note in the policy reviews are the following:

- A Communications Policy was written for guidance on how those involved with EiF will communicate with each other, the public, other organisations and their response to the media.
- Whistleblowing – In her review of this policy, Sarah Brown proposed several constructive changes. In future there will be a separate, secure email address on the charity's 365 system for reporting a whistleblowing concern and a separate, secure folder in which whistleblowing records will be kept. Sarah has offered and been accepted as the Whistleblowing Officer for EiF.

## **3. Fulfilling the Charitable Purpose**

EiF is a charitable incorporated organisation and its charitable purpose as set out in its constitution is “To advance education for the public benefit among economically disadvantaged pupils attending Dunton Green Primary School through the provision of grants of financial assistance to fund such items and services as the trustees shall determine with the aim of enabling their participation in the full range of educational opportunities offered by the School.”

In the financial year 1st November 2024 until 31st October 2025, EiF has received and approved just 2 applications for grants totalling £450.00. Both these applications were to fund 2 children attending the Year 6 residential trip. Letters of thanks were received from both girls which included: *‘Thanks so much for my experience’*, *‘Thank you for enabling me to go on the Year 6 residential’*, and this comment from a member of staff:

*‘As you will see, they had a great time and we are extremely grateful to Education in Full for their kind funding which enabled these students to have this experience and make lifelong memories.’*

The trustees have been concerned about the limited use of the Foundation this year and will be discussing this with senior school staff exploring ways in which EiF funds can be used to the best advantage for children whose families are financially challenged.

#### **4. Raising Awareness of EiF**

##### ***Promotional Materials***

Bookmarks were designed and printed in time for distribution at the School Summer Fair and for use at other events. A QR code was included in the design which links directly to the EiF website.

A 'feather' flag and stand was also designed and produced in the EiF colours for use at events to raise awareness of EiF.

##### ***Website***

Work on the website for EiF ([www.eifdg.org.uk](http://www.eifdg.org.uk)) was completed in May 2025 and it was launched with an article in the August edition of the Dunton Green Parish Council Magazine.

As well as a QR code that links directly to the website, there will be the opportunity on the website to make donations to EiF through 'Just Giving' which will also collect Gift Aid on behalf of EiF.

##### ***Parish Council Magazine***

Articles about EiF, the website and the need for trustees were published in the Dunton Green Parish Council Magazine twice this financial year.

#### **5. Fundraising**

A 'Spin the Wheel' game was purchased for EiF to be used at events such as the School Fairs. Small prizes were also bought. Trustees ran stalls with the game at both the School Summer Fair in June, and at the Family Fun Day organised by Sevenoaks District Council on Dunton Green Recreation Ground in July 2025. Small toys were also made available to purchase at the Family Fun Day. These activities proved successful both in promoting EiF locally and in raising approximately £60.00 for the charity.

For the third time, Trustees were invited to help at the Dunton Green Parish Council Fireworks in September 2025 distributing glow sticks and collecting donations which will be donated to EiF.

#### **6. Risks**

The Trustee Board has reviewed and assessed potential risks to the organisation in the coming year. Below are the risks the Board considered most likely and how the Board will deal with them:



<b>Risk</b>	<b>Management</b>
Loss of Chair	The Chair will be encouraged to give at least 6 months notice of stepping down and the Board will appoint a 'Chair elect/Chair designate' to work with the existing chair for that period.  The current Chair will draw up a summary of the role of Chair.
Loss of trustees	The Board will continue publicity in Dunton Green about its activities and the need for trustees. They will also consider other ways to promote the need for trustees and invite anyone they identify as a likely candidate to apply to be a trustee.
Competition with the School PTA	EiF will maintain good communications with the PTA (DG Team) committee to ensure that publicity and events for the 2 organisations do not clash or, if working together, their different roles are clear to the public.
Lack of demand for grants	The trustees plan to discuss with the relevant School staff how its charitable purpose can best be fulfilled to ensure children at the school in financial need can make use of EiF funds for their education and the Board will review the EiF Grant Making policy in the light of those discussions.

## **7. Thanks**

The EiF trustees would like to thank:

- Dunton Green Primary School staff for their support and encouragement throughout the year
- Team DG (the School Parent Teacher Association) for offering us space at their Summer Fair
- Dunton Green Parish Council for including articles about EiF in their magazine and allowing us to collect donations at the Fireworks Display, and
- Sevenoaks District Council for space at the Family Fun Day in Dunton Green.

## **8. Finance**

Since May 2025 the Chair has overseen the day to day management of finances following guidance from the first Treasurer. While the Chair continues to be an authorised person on the Santander bank account for EiF, 2 other trustees, Rebecca Meaton and James Copeland, were nominated and approved to have access and make payments on behalf of EiF by following the EiF Financial policy.

Gift Aid was not applied for this year and will be an initial task for a new treasurer. There has been just one individual donation this year.

- **Fundraising**

While there were costs for the promotional materials, game and prizes this year, almost £59.00 was raised after costs at the School Summer Fair and Family Fun Day which is more than twice the amount raised in previous years.

The Parish Council have informed us that they will be giving EiF donations made at the Village Firework Display in September 2025 which will be shown in next year's accounts.

An account was set up with SumUp for the EiF card reader which facilitated taking payment at the Family Fun Day and is thought to account for some of the increase in fundraising as the public generally seem to prefer paying by card rather than cash.

- **Reserves**

The reason for a Reserves Policy is to ensure that EiF fulfils its charitable purposes to make grants for children at Dunton Green School and has sufficient funds in the accounts for this and any other unforeseen circumstances. For the coming financial year, 1st November 2025 until 31st October 2026, the Trustees have allocated £2,000.00 to reserves.

- **Accounts**

**Income** received financial year 1<sup>st</sup> November 2024 until 31<sup>st</sup> October 2025:

Fundraising:	£ 122.31
Donations:	£ 50.00

**Expenditure**

Grants paid:	£ 570.00 (including £120 paid for a grant approved in 23/24)
Fundraising Expenses:	£ 63.36p
PR resources:	£ 226.51

**Summary**

Starting charitable funds	£9006.71
Income	£ 172.31
Expenditure	£ 859.87
Balance at year end	<b>£ 8319.15</b>

## **Plans for 2025 to 2026**

The Trustee Board for EiF will continue to review its policies and procedures and to develop the

the charity to meet the demand made on it for grants by:

- Discussing with senior School staff how more grants can be made to ensure children attending the School can all benefit from the opportunities that the School provides
- Recruiting more trustees with appropriate skills to manage the charity
- Reviewing the Financial Policy and procedures to conform to the practicalities of managing use of the computer system and bank account
- Consider the cost benefit of putting excess funds such as reserves into a suitable account to raise interest on the funds
- Continuing to identify and use suitable fundraising opportunities, potentially running a specific EiF fundraising activity or event.

Signed: J Collins Role: CHAIR Date: 19/1/26

Name: JUDITH COLLINS

Signed: R Meaton Role: SECRETARY Date: 19/01/2026

Name: REBECCA MEATON



## Account Summary - Receipts and Payments

From 1/11/24 - 31/10/25

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Last Year
<b>Receipts</b>					
Fundraising Events	122.31			122.31	25.00
General Donations*	50.00			50.00	100.00
Gift Aid				0.00	276.50
Other Donations				0.00	777.90
Miscellaneous		0.00		0.00	0.00
<b>Sub Total Gross Income</b>	<b>172.31</b>	<b>0.00</b>	<b>0.00</b>	<b>172.31</b>	<b>1179.40</b>
<b>Payments</b>					
Grants	570.00			570.00	436.00
Expenses	0.00	0.00		0.00	0.00
Bank Charges	0.00	0.00		0.00	0.00
Resources	226.51	0.00		226.51	0.00
Raising Funds	63.36	0.00		63.36	0.00
Running Costs (IT etc.)	0.00	0.00		0.00	34.00
Miscellaneous	0.00	0.00		0.00	0.00
<b>Sub Total Payments</b>	<b>859.87</b>	<b>0.00</b>	<b>0.00</b>	<b>859.87</b>	<b>470.00</b>
Net of Payments and Receipts	-687.56	0.00	0.00	-687.56	709.40
Transfers between accounts					
Cash Funds last year end	9006.71	0.00	0.00	9006.71	8297.31
<b>Cash Funds to date</b>	<b>8319.15</b>	<b>0.00</b>	<b>0.00</b>	<b>8319.15</b>	<b>9006.71</b>

\*Recorded on 'Individual Donations' Spreadsheet



## Statement of Assets and Liabilities

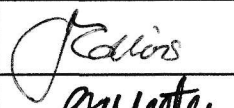

		Unrestricted Funds	Restricted Funds	Endowment Funds
Cash Funds	Santander Business Account	8319.15	0.00	0.00

		Unrestricted Funds	Restricted Funds	Endowment Funds
Other monetary assets				

		Fund to which asset belongs	Cost (optional)	Current Value (Optional)
Assets retained for the charities own use				

		Fund to which liability relates	Amount due (optional)	When due (Optional)
<b>Liabilities:</b>	Grants Agreed & Yet to be Invoiced	Unrestricted	0	
	Grants Invoiced & Yet to be Paid	Unrestricted	£ -	

		Fund to which asset belongs	Cost (optional)	Current Value (Optional)
Liabilities				

	Signature	Print Name	Date
Signed by one or two of the trustees on behalf of all the trustees		JUDITH COLLINS	19/1/26
		REBECCA MEATON	19/01/2026