

Trustees' Annual Report

For the academic year 2024 - 2025

Charity Details

Charity name: Costessey Primary School PTA

Charity registration number: 1205418

Principal address: Costessey Primary School, Three Mile Lane,
Costessey, NR5 0RR

Trustees Who Served During the Year

The following trustees served during the 2024-2025 academic year:

- Claire Pallett (Chair)
- Laura Blunderfield (Secretary)
- Rachel Jones (Treasurer)
- Jessica Darby (Co-Chair, serving for part of the year)

Structure, Governance and Management

Costessey Primary School PTA exists to support and benefit the children of Costessey Primary School through fundraising activities, events, and direct provision of resources and experiences that enhance school life.

Trustees are appointed at the Annual General Meeting (AGM) or may be co-opted by the existing trustees where appropriate. The trustee body consisted of a Chair, Secretary, Treasurer, and, for part of the year, a Co-Chair.

The charity is managed predominantly through a WhatsApp community, enabling regular communication and efficient decision-making. Trustees met formally at least every few months, with decisions being made during meetings or through polls conducted within the WhatsApp community. Meetings and discussions also involved a wider group of volunteers who supported the work of the PTA throughout the year.

Objectives and Activities

The purpose of the charity is to benefit the children of Costessey Primary School by providing additional opportunities, resources, and experiences that enrich their education and wellbeing.

During the year, the PTA organised a variety of activities, including:

- School discos
- World Book Day raffle

- Non-uniform days
- Mother's Day and Father's Day shops

These activities both generated funds for future projects and provided enjoyable experiences for the children themselves.

Funds raised enabled the PTA to support a range of initiatives and resources, including:

- Educational workshops for all pupils
- The No Cold Child scheme, providing winter coats for children in need (funds were raised separately for this scheme as it did not benefit the whole school – attendees of the particular fundraising event were aware of what the funds would be spent on prior to donating)
- Orienteering boards installed around the school grounds
- Donations towards Forest School provision
- Additional activities and resources designed to enhance pupils' experiences and learning opportunities.

The trustees had due regard to the Charity Commission's guidance on public benefit when planning and carrying out all activities throughout the year.

Achievements and Performance

The beneficiaries of the charity's work during the year were all children attending Costessey Primary School.

The PTA was able to make a significant contribution to pupils' enjoyment of school life and to provide more interactive and engaging learning experiences through the projects and initiatives funded. Educational workshops, outdoor learning opportunities, and practical support such as the No Cold Child scheme positively impacted children across the school community.

One of the principal challenges faced towards the end of the school year was a shortage of volunteers. As a result, some planned events had to be adapted to ensure they remained achievable with the available support. Despite these challenges, the trustees and volunteers continued to deliver a broad programme of activities and maintained their commitment to supporting the school and its pupils.

Financial Review

The charity's financial statements, attached separately, provide details of income, expenditure, and the financial position at the year end.

The accounts also include details of a significant ring-fenced donation held by the charity and the purposes for which those funds are intended.

The trustees remain satisfied with the charity's financial position and are committed to ensuring that available funds are used effectively to maximise benefit for the children of Costessey Primary School.

Plans for Future Periods

The trustees' priorities for the coming year are to rebuild and strengthen the PTA volunteer and Trustee base so that a wider range of events and activities can be delivered sustainably in future years.

The PTA also intends to allocate a significant proportion of the ring-fenced funds towards projects and resources that will directly benefit children in the Early Years Foundation Stage (EYFS), ensuring that those funds achieve their intended purpose and provide lasting value to the school community.

This report was approved by the trustees on 2 July 2026 and signed on their behalf by:

Claire Pallett

Current Trustee / Chair for year 2024 - 2025

	Details of net profit or loss for each activity	Total	Comments	Credit/Debit
	Admin expenses	-£491.92	(inc. fridge freezer, PTA banners, games & costumes for events, lottery & Parentkind annual fees)	Debit
	Bingo Night 2025	£377.99		Credit
	Christmas Cards 2024	£435.04		Credit
	Christmas Fair 2024	£1,204.98		Credit
	Clairvoyance Evening	£361.16		Credit
	Craft Fayre 2025	£263.82		Credit
	Donations	£1,589.61		Credit
	Fathers Day 2025	£210.98		Credit
	Frozen Friday 2025	£0.00		Debit
	Halloween Disco 2024	£1,015.91		Credit
	Mothers Day Shop 2025	£481.06		Credit
	Pupil Rewards	£0.00		Debit
	Quiz & Chips 2025	£194.56		Credit
	Ringfenced Nursery	£39,551.31	To be spent on EYFS ONLY	Credit
	School Request	-£5,433.62	3 x School Visitors, No Cold Child coats, Razamatazz sessions, Orienteering scheme, Forest School, Happy Chick, Illustrator workshops	Debit
	Sports Day 2025	£110.21		Credit
	Summer Fete 2025	£1,674.57		Credit
	World Book Day 2025	£697.09		Credit
	Total of all activities during the 2024/25 academic year	£42,094.56		Credit
Current balance as at 16th July 2025:				

	Petty cash	£50.00		
	Bank account	£11,246.99		
	Total PTA balance (Bank account and cash float)	£11,296.99		
	Less Ringfenced Nursery balance = Unrestricted balance	£40,045.81		
	Total PTA balance (Bank account and cash float and Ringfenced Nursery balance)	<u>£51,342.80</u>		

Prepared by Rachel Jones – Treasurer



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

**Report to the trustees/
members of**

Charity Name
Costessey PTA

**On accounts for the year
ended**

31 August 2025

**Charity no
(if any)**

1205418

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, as an explanation, 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 material concerns and have come across no other matters in connection with the examination to which attention should be drawn, aside from the explanatory comment below, in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

29 June 2026

Name:

Deborah Dyer