

Claygate Primary School Parents Association

England & Wales · Charity number 268885

Details

Other names CLAYGATE COUNTY SCHOOLS PARENTS ASSOCIATION

Status Registered

Legal form Other

Registered 1975-02-18

Register [View on the Charity Commission register](#)

Contact

Address Claygate Primary School
Foley Road
Claygate
Esher
KT10 0NB

Phone 01372 465348

Email claygateprimaryschoolpa@gmail.com

Website www.claygate.surrey.sch.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUPILS AT THE SCHOOL BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR EDUCATION AT THE SCHOOL AND AS ANCILLARY THERETO AND IN FURTHERANCE OF THIS AIM THE ASSOCIATION MAY:- (A) FOSTER MORE EXTENDED RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL, AND (B) ENGAGE IN ACTIVITIES WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS ATTENDING IT.

Activities: The aim of the charity is to advance the education of the pupils at the school by providing and assisting in the provision of facilities for education, not normally provided by the Local Education Authority.

Classification

- **How:** Provides Other Finance
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** THE CATCHMENT AREA OF CLAYGATE COUNTY SCHOOLS
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£42,369	£49,104	-	-
2024-07-31	£30,864	£36,072	-	-
2023-07-31	£41,824	£41,434	-	-
2022-07-31	£29,424	£39,392	-	-
2021-07-31	£28,368	£59,204	-	-

Trustees

Name	Role	Appointed
Eleanor Katherine Gough		2025-05-23
Lee Antony Wateridge		2022-10-09
Lucy Pencavel		2025-05-23
Rebecca Douglas		2025-05-23
Sarah Emily Kelly		2025-05-23

Claygate Primary School Parents Association

England & Wales - Charity number 268885

Accounts



CLAYGATE
PRIMARY SCHOOL

**CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION**

**ANNUAL REPORT
1st August 2024 – 31st July 2025**

CLAYGATE PRIMARY SCHOOL **PARENTS' ASSOCIATION**

ANNUAL REPORT **1st August 2024 – 31st July 2025**

Report of the trustees for the year ended 31st July 2025

The trustees of Claygate Primary School Parents' Association present their annual report and financial statements of the charity for the year ended 31st July 2025.

Trustees - outgoing

Chair: Emily Tye (appointed 1 July 2022)
Treasurer: Lee Wateridge (appointed 9 October 2022)
Secretary: Natasha Schoeler (appointed 1 September 2022)

The above stood for re-election at the AGM on 27 September 2024 and were appointed by a majority vote. They are not standing for re-election at the 2025 AGM.

Trustees – incoming

Co-Chair: Eleanor Gough (appointed 23 May 2025)
Co-Chair: Lucy Pencavel (appointed 23 May 2025)
Treasurer: Sarah Kelly (appointed 23 May 2025)
Secretary: Rebecca Douglas (appointed 23 May 2025)

The above were co-opted during the 24/25 year and are standing for election at the 2025 AGM.

Bank

The charity holds two bank accounts with Barclays Bank UK PLC. The governing document requires two of the four trustees to authorise all bank payments.

Structure, Governance, & Management

- Type of governing document
 - Constitution adopted 24th October 1974, last amended 27th September 2024
- How is the charity constituted
 - Unincorporated association
- Trustee selection methods
 - Trustees are appointed or reappointed annually

Overview

The Claygate Primary School Parents' Association (PA) was originally set up in the 1970's to fund and manage the running of the original swimming pool. Since then, the role of the PA and scope of its fundraising has broadened significantly, making a valuable contribution to the school, both financially and through the support it provides to the school community as a whole.

During the year ending 31st July 2025 the PA raised an amazing £42,369 before expenses! This really is a huge achievement, and we would like to thank everyone involved for their support, help and contributions, including our local business partners who continue to donate so generously.

This report sets out the details of our fundraising activities and events, and also provides details on how the money has been spent.

Event Fundraising

Following on from the success of the previous year we were delighted to be able to run a full calendar of events, providing enjoyment for the school community and raising valuable funds. These included the Christmas Bazaar, Quiz Night, Fun Run, Comedy night, Summer Party, and the welcome return of the Summer Festival.

Ongoing Regular Income

As well as profits raised from these focused activities, the PA has regular income from the sale of new nearly new school uniforms, and the weekly cake stalls.

In addition to this, the PA has received donations through fundraising partners including Elmbridge Lottery, Asda Cashpot, Easyfundraising, & My Nametags. Thanks to the dedication of those involved in publicising each of these partners, these activities provide valuable contributions to PA funds and this year we generated £871 in donations.

The weekly cake sales, led by the class reps and parents, continue to be a popular activity with £3,650 raised (excluding the year 6 sales). The classes receive 50% of the proceeds from their sales which leads to some great conversations in the classroom about how they should spend this. Thanks to everyone who baked, bought, wrapped and served.

Our nearly new uniform sales have proved even more popular this year and the team have raised £1,343, a 40% increase on last year.

Donations given

In the main, the PA funds are for the 'extras' that are not funded by the school budget and regular discussions take place with the Head Teacher, Sandra Cunningham, to ensure the PA funding is spent in ways that will benefit all children across all areas of the school and curriculum.

It is very rewarding for all involved to see the children benefitting from the new resources and equipment that the PA funding has supported, and these have included:

- ELSA books / book stands / picture frames, Year 1 rugs
- Signs for playground zones, display boards for Maths, Makaton board
- Boomwhackers & Egg maracas
- Bug houses
- Headphones
- Table for top field, tabletop games, outdoor beanbags
- Reading area sofa / beanbags
- EYFS fencing and outdoor equipment

In addition, and as committed in the previous report, the PA has provided £4,960 to support with the improvement of the field.

Fundraising for the Trim Trail

Following discussions early this year with the Head Teacher, Sandra Cunningham, it was agreed that the fundraising priority would be for a new Trim Trail as the current one was determined to be beyond end of life.

The team actively marketed both the Summer Party and the Summer Festival as Trim Trail fundraisers, and also diverted all other funds towards this. At the end of the school year we were delighted to be able to transfer £15,465 for this important initiative.

Statement on Reserves

The charity feels it is appropriate to use most of any funds raised reasonably promptly inline with the charity's aims, subject to the provision of a wishlist from the school.

However, to ensure the charity can fund its ongoing liabilities for up to a year without any reliance on income, and to be able to support upfront payments for fundraising activities, the trustees have set a target reserve figure of £4,000.

At 31st July 2025 the charity funds totalled £4,290.

Links with Local Business

The school and PA has always been very well supported by both residents and businesses and this year has been no exception. Many of the local shops are very generous with their donations of raffle prizes and auction items, and many lined up to support our flagship events.

Trustees personal note

The outgoing trustees would like to thank everyone involved in the charities work over the past three years for their support and dedication which has resulted in over £90,000 of funding being provided to the school.

They would also like to thank the new trustees that are standing for election for their commitment to ensuring the charity can continue to make a valuable contribution to Claygate Primary School.

The Future

The PA benefits from excellent relations with the school, including staff and governors. This, and the tremendous support from parents and friends, contributes to a very positive and happy learning environment for the children.

The PA's aim to continue to organise successful events for the enjoyment of both children and adults, and to explore new ways of fundraising. We seek to also ensure regular and effective communication and provide information to new parents on the activities and involvement of the Parents' Association.

A handwritten signature in black ink, appearing to read 'ETye'.

Emily Tye

Claygate Primary School Parents' Association, Chair

Claygate Primary School Parents' Association

Financial Summary - By Activity

1st August 2024 to 31st July 2025

	2024/2025	2023/2024	
Fundraising	£	£	Notes
Fun Runs	1,142	1,118	
Christmas cards	673	572	
Spooky Disco	1,097	1,050	
Christmas Bazaar	4,844	2,516	
Christmas Raffle	859	639	
Christmas Hamper Auction	1,832	1,208	
Christmas Cocktail Party	14	(6)	
Donations to the PA	871	1,584	
Cake stalls	3,650	3,204	
Second hand uniform sales	1,343	953	
Second hand book sales	121	-	
Pumpkin Competition	-	(10)	
Quiz night	434	649	
Comedy night	325	-	
Summer party	5,078	4,960	
Summer festival	3,309	-	
Class group fundraisers	162	431	
Year 6 Leavers Activities	808	35	Note 2
CPS Enterprise day	33	27	Note 1
Bank interest	119	86	
Total Funds raised	26,714	19,015	
 Donations and Operating Expenses			
Donations to school	29,456	19,591	
Donations to classrooms (cake sales)	1,785	1,123	
Donations to classrooms (fundraisers)	-	210	
Staff Appreciation activities	395	719	
Funded activities - Year 6 leavers party	-	990	Note 2
Operating expenses	1,813	1,590	
Total expenditure and donations to school	33,449	24,223	
Net receipts/payments	(6,735)	(5,208)	

Notes

1 - CPS activity using PA card readers

2 - Accounting methodology for Year 6 activities changed to profit and loss

Claygate Primary School Parents' Association
Financial Summary - Receipts and Payments
1st August 2024 to 31st July 2025

	2024/2025	2023/2024	
Receipts	£	£	Notes
Fundraising Activities	42,250	30,284	
Donations Received	-	494	
Bank interest	119	86	
Total Funds raised	<u>42,369</u>	<u>30,864</u>	
Payments			
Cost of Fundraising Activities	13,888	11,849	
Card transaction merchant fees	411	292	
Insurance	162	153	
Accounting software	439	374	
Miscellaneous Expenses	801	771	
Donations to Claygate Primary School	31,241	20,924	
Staff Appreciation activities	395	719	
Year 6 leavers activities	1,767	990	Note 1
Total expenditure and donations to school	<u>49,104</u>	<u>36,072</u>	
Net receipts/payments	<u>(6,735)</u>	<u>(5,208)</u>	

Notes

1 - Accounting methodology for Year 6 activities changed

Claygate Primary School Parents' Association

Donations and funded activities

1st August 2024 to 31st July 2025

Donations to school	£
Wishlist Nov 2024 - Bug houses, headphones, signs, instruments, etc	4,494
Wishlist Feb 2025 - Outdoor equipment, reading area seating, etc	4,504
Contribution to school field	4,960
Enterprise day income	33
Trim Trail funding	15,465
Cake sale funds to classrooms	1,785
Staff appreciation activities	395
Total donations to school	31,636

Claygate Primary School Parents' Association
Summary Fund Account
1st August 2024 to 31st July 2025

PA cash fund balance at 1 August 2024

Savings	10,491
Current	500
PayPal	-
Undeposited funds	4
Floats	30
	<hr/>
	11,025
	<hr/>

Funds raised during the year	42,369
PA donations and expenses	49,104

PA cash fund balance at 31 July 2025

Savings	3,800
Current	425
PayPal	-
Undeposited funds	35
Floats	30
	<hr/>
	4,290
	<hr/>



Receipts and payments accounts

CC16a

For the period
from

01-Aug-24

To

31-Jul-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 Activities	42,250	-	-	42,250	30,284
Donations Received	-	-	-	-	494
Bank Interest	119	-	-	119	86
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	42,369	-	-	42,369	30,864
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	42,369	-	-	42,369	30,864
A3 Payments					
Cost of Fundraising Activities	13,888	-	-	13,888	11,849
Card transaction merchant fees	411	-	-	411	292
Insurance	162	-	-	162	153
Accounting software	439	-	-	439	374
Miscellaneous Expenses	801	-	-	801	771
Donations to Claygate Primary School	31,241	-	-	31,241	20,924
Staff Appreciation Activities	395	-	-	395	719
Year 6 leavers activities	1,767	-	-	1,767	990
	-	-	-	-	-
Sub total	49,104	-	-	49,104	36,072
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	49,104	-	-	49,104	36,072
Net of receipts/(payments)	- 6,735	-	-	- 6,735	- 5,208
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	11,025	-	-	11,025	16,233
Cash funds this year end	4,290	-	-	4,290	11,025

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				
	Barclays accounts	4,225	-	-
	Cash floats	30	-	-
	Undeposited cash	35	-	-
	Total cash funds	4,290	-	-

	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			
Details			
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Lee Wateridge	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Claygate Primary School Parents' Association

On accounts for the year ended

31 st July 2025	Charity no (if any)	268885
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Set out on pages

1 to 8
(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 31st July 2025.

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report 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:

P Hickson

Date:

29th August 2025

Name:

Paul Hickson

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

Fellow of the Institute of Chartered Accountants in England & Wales

Address:

16 Blakden Drive, Claygate, Surrey, KT10 0JR

Only complete if the examiner needs to highlight material 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.

[Empty box for disclosure details]

Claygate Primary School Parents Association

England & Wales - Charity number 268885

Accounts



CLAYGATE
PRIMARY SCHOOL

**CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION**

**ANNUAL REPORT
1st August 2023 – 31st July 2024**

CLAYGATE PRIMARY SCHOOL **PARENTS' ASSOCIATION**

ANNUAL REPORT **1st August 2023 – 31st July 2024**

Report of the trustees for the year ended 31st July 2024

The trustees of Claygate Primary School Parents' Association present their annual report and financial statements of the charity for the year ended 31st July 2024.

Trustees

Co-Chair: Emily Tye (appointed 1 July 2022)
Co-Chair: Nicola Yates (appointed 1 October 2022)
Treasurer: Lee Wateridge (appointed 9 October 2022)
Secretary: Natasha Schoeler (appointed 1 September 2022)

All four trustees stood for re-election at the AGM on 19 October 2023 and were appointed by a majority vote.

Bank

The charity holds two bank accounts with Barclays Bank UK PLC. The governing document requires two of the four trustees to authorise all bank payments.

Structure, Governance, & Management

- Type of governing document
 - Constitution adopted 24th October 1974
- How is the charity constituted
 - Unincorporated association
- Trustee selection methods
 - Trustees are appointed or reappointed annually

Overview

The Claygate Primary School Parents' Association (PA) was originally set up in the 1970's to fund and manage the running of the original swimming pool. Since then, the role of the PA and scope of its fundraising has broadened significantly, making a valuable contribution to the school, both financially and through the support it provides to the school community as a whole.

During the year ending 31st July 2024 the PA managed to raise a brilliant £30,864 before expenses! This really is a huge achievement, and we would like to thank everyone involved for their support, help and contributions, including our local business partners who continue to donate so generously.

This report sets out the details of our fundraising activities and events, and also provides details on how the money has been spent.

Event Fundraising

Following on from the success of the previous year we were delighted to be able to run a full calendar of events, providing enjoyment for the school community and raising valuable funds. These included the Christmas Bazaar, Quiz Night, Fun Run, and Summer Party.

In addition to these flagship activities, the PA team has managed many other activities including the Pumpkin Competition, Spooky Disco, and several year-end class group activities.

Ongoing Regular Income

As well as profits raised from these focused activities, the PA has regular income from the sale of new nearly new school uniforms, and weekly cake stalls.

In addition to this, the PA receives donations through fundraising partners including PayPal Giving and Elmbridge Lottery. Thanks to the dedication of those involved in publicising each of these partners, these activities continue to provide valuable contributions to PA funds and this year we generated £1,087 in donations.

The weekly cake sales, led by the class reps and parents, continue to be a popular activity with £3,204 raised. Proceeds from the year 6 sales go to the year 6 leavers committee to support the work they do to celebrate our graduates. The rest of the classes receive 50% of the proceeds from their sales which leads to some great conversations in the classroom about how they should spend this. Thanks to everyone who baked, bought, wrapped and served.

Our nearly new uniform sales have proved to be very popular this year and the team have raised £953.

Donations given

In the main, the PA funds are for the 'extras' that are not funded by the school budget and regular discussions take place with the Head Teacher, Sandra Cunningham, to ensure the PA funding is spent in ways that will benefit all children across all areas of the school and curriculum.

It is very rewarding for all involved to see the children benefitting from the new resources and equipment that the PA funding has supported, and these have included:

- Mud kitchens, maths resources, outdoor clocks, messy trays £6,630
- Outdoor play huts £5,295
- Chromebooks £4,904
- Books from the readathon sponsorship match £1,137
- National Geographic subscription £200
- Guinea Pig equipment £217

Fundraising for the School playing field

The school playing field is a point of frustration for staff, parents and children due to its lack of usability. The PA is aware of the school's desire to fix this issue and, along the school's charity arm the Friends of Claygate Primary School, is supportive of joint fundraising for this once a tangible plan is provided by the school.

In an effort to kick start this, the PA Summer Party fundraising of £4,960 is currently being held to fund improvements to the field.

Statement on Reserves

The charity feels it is appropriate to use most of any funds raised reasonably promptly inline with the charity's aims, subject to the provision of a wishlist from the school.

However, to ensure the charity can fund its ongoing liabilities for up to a year without any reliance on income, and to be able to support upfront payments for fundraising activities, the trustees have set a target reserve figure of £4,000.

At 31st July 2024 the charity funds totalled £11,025, which includes £4,000 of reserves, £4,960 to support improvements to the school field (subject to a tangible plan being received prior to 31st December 2024 after which these funds will be used for general wishlist funding), and £2,065 which is available immediately for wishlist funding.

Links with Local Business

The school and PA has always been very well supported by both residents and businesses and this year has been no exception. Many of the local shops are very generous with their donations of raffle prizes and auction items, and many lined up to support our flagship events.

We have however seen a reduction in direct sponsorship income and will be looking to resolve this in the coming year.

The Future

The PA benefits from excellent relations with the school, including staff and governors. This, and the tremendous support from parents and friends, contributes to a very positive and happy learning environment for the children.

Our aim is to continue to organise successful events for the enjoyment of both children and adults, and to explore new ways of fundraising. We seek to also ensure regular and effective communication and provide information to new parents on the activities and involvement of the Parents' Association.

A handwritten signature in black ink, appearing to read 'ETye'.

Emily Tye

Claygate Primary School Parents' Association, Co-Chair

Claygate Primary School Parents' Association

Financial Summary - By Activity

1st August 2023 to 31st July 2024

	2023/2024	2022/2023	
Fundraising	£	£	Notes
Fun Runs	1,118	616	
Christmas cards	572	761	
Christmas Disco	-	1,087	
Spooky Disco	1,050	-	
Christmas Bazaar	2,516	2,478	
Christmas Raffle	639	1,183	
Christmas Hamper Auction	1,208	1,425	
Christmas Cocktail Party	(6)	-	
Coronation Day Celebrations	-	617	
Donations to the PA	1,584	13,793	
Cake stalls	3,204	2,953	
Sale of school uniform	-	1,211	
Second hand uniform	953	609	
Pumpkin Competition	(10)	17	
Quiz night	649	308	
Summer party	4,960	5,768	
Summer festival - 2022	-	2,489	
Summer festival - 2023	-	6,474	
Class group fundraisers	431	-	
Year 6 Leavers Book	35	9	
Year 6 Enterprise day	27	-	Note 1
Bank interest	86	27	
Total Funds raised	19,015	41,824	
 Donations and Operating Expenses			
Donations to school	19,591	7,002	
Donations to the pool	-	28,869	
Donations to classrooms (cake sales)	1,123	1,223	
Donations to classrooms (fundraisers)	210	-	
Staff Appreciation activities	719	548	
Funded activities - Year 6 leavers party	990	852	
Funded activities - Easter activities	-	177	
Operating expenses	1,590	2,762	
Total expenditure and donations to school	24,223	41,434	
Net receipts/payments	(5,208)	391	

Notes

1 - CPS activity using PA card readers

Claygate Primary School Parents' Association
Financial Summary - Receipts and Payments
1st August 2023 to 31st July 2024

	2023/2024	Notes
Receipts	£	
Fundraising Activities	30,284	
Donations Received	494	
Bank interest	86	
Total Funds raised	<u>30,864</u>	
Payments		
Cost of Fundraising Activities	11,849	
Card transaction merchant fees	292	
Insurance	153	
Accounting software	374	
Miscellaneous Expenses	771	
Donations to Claygate Primary School	20,924	
Staff Appreciation activities	719	
Year 6 leavers activities	990	
Total expenditure and donations to school	<u>36,072</u>	
Net receipts/payments	<u>(5,208)</u>	

Claygate Primary School Parents' Association

Donations and funded activities

1st August 2023 to 31st July 2024

Donations to school	£
Initial CPS wishlist - Mud kitchens, Maths resources, outdoor clocks, etc	6,630
Playhuts	5,295
Chromebooks	4,904
Readathon sponsorship match	1,137
National Geographics subscription	200
Outdoor playblocks	1,208
Guinea Pig equipment	217
Cake sale funds to classrooms	1,123
Class fundraising funds to classroom	210
Staff appreciation activities	719
Total donations to school	<u>21,643</u>
Funded activities	
Yr 6 leavers	990
Total donations to pool	<u>990</u>

Claygate Primary School Parents' Association
Summary Fund Account
1st August 2023 to 31st July 2024

PA cash fund balance at 1 August 2023

Savings	4,000
Current	12,203
Floats	30
	<hr/>
	16,233
	<hr/>

Funds raised during the year	19,015
PA donations and expenses	24,223

PA cash fund balance at 31 July 2024

Savings	10,491
Current	500
PayPal	-
Undeposited funds	4
Floats	30
	<hr/>
	11,025
	<hr/>



CHARITY COMMISSION
FOR ENGLAND AND WALES

CLAYGATE COUNTY SCHOOLS PARENTS ASSOCIATION 268885

CC16a

Receipts and payments accounts

For the period from	1-Aug-23	To	31-Jul-24
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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 Activities	30,284	-	-	30,284	-
Donations Received	494	-	-	494	-
Bank Interest	86	-	-	86	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,864	-	-	30,864	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,864	-	-	30,864	-
A3 Payments					
Cost of Fundraising Activities	11,849	-	-	11,849	-
Card transaction merchant fees	292	-	-	292	-
Insurance	153	-	-	153	-
Accounting software	374	-	-	374	-
Miscellaneous Expenses	771	-	-	771	-
Donations to Claygate Primary School	20,924	-	-	20,924	-
Staff Appreciation Activities	719	-	-	719	-
Year 6 leavers activities	990	-	-	990	-
	-	-	-	-	-
Sub total	36,072	-	-	36,072	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	36,072	-	-	36,072	-
Net of receipts/(payments)	- 5,208	-	-	- 5,208	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,233	-	-	16,233	-
Cash funds this year end	11,025	-	-	11,025	-

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	Barclays accounts	10,991	-	-
	Cash floats	30	-	-
	Undeposited cash	4	-	-
	Total cash funds	11,025	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

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

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

Categories	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
	Lee Wateridge	



Section A

Independent Examiner's Report

Report to the trustees	Claygate Primary School Parents' Association		
On accounts for the year ended	31 st July 2024	Charity no (if any)	268885
	Set out on pages 1 to 9 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st July 2024

Responsibilities and basis of report

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed: **Date:**

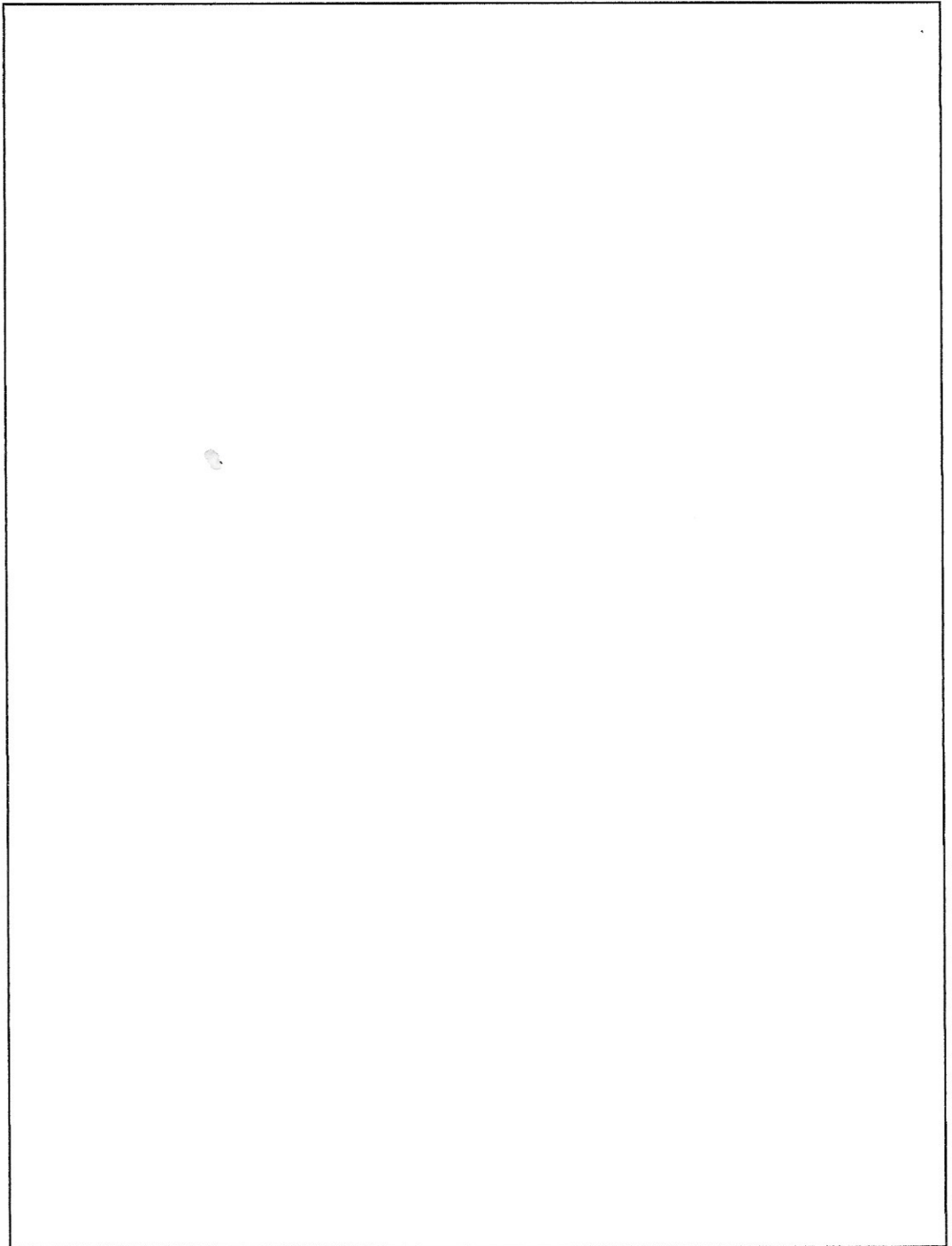
Name:

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

Address:

Only complete if the examiner needs to highlight material 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.



Claygate Primary School Parents Association

England & Wales - Charity number 268885

Accounts



CLAYGATE
PRIMARY SCHOOL

**CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION**

**ANNUAL REPORT
1st August 2022 – 31st July 2023**

www.charitycommission.gov.uk (Charity number 268885)
Claygate Primary School, Foley Road, Claygate, Esher, KT10 0NB

CLAYGATE PRIMARY SCHOOL **PARENTS' ASSOCIATION**

ANNUAL REPORT **1st August 2022 – 31st July 2023**

Report of the trustees for the year ended 31st July 2023

The trustees of Claygate Primary School Parents' Association present their annual report and financial statements of the charity for the year ended 31st July 2023.

Trustees

Co-Chair: Emily Tye (appointed 1 July 2022)
Co-Chair: Nicola Yates (appointed 1 October 2022)
Treasurer: Lee Wateridge (appointed 9 October 2022)
Secretary: Natasha Schoeler (appointed 1 September 2022)

All four trustees stood for re-election at the AGM on 12 December 2022 and were appointed by a majority vote.

Bank

The charity holds two bank accounts with Barclays Bank UK PLC. The governing document requires two of the four trustees to authorise all bank payments.

Structure, Governance, & Management

- Type of governing document
 - Constitution adopted 24th October 1974
- How is the charity constituted
 - Unincorporated association
- Trustee selection methods
 - Trustees are appointed or reappointed annually

Overview

The Claygate Primary School Parents' Association (PA) was originally set up in the 1970's to fund and manage the running of the original swimming pool. Since then, the role of the PA and scope of its fundraising has broadened significantly, making a valuable contribution to the school, both financially and through the support it provides to the school community as a whole.

During the year ending 31st July 2023 the PA managed to raise a brilliant £38,155! This really is a huge achievement and we would like to thank everyone involved for their support, help and contributions, including our local business partners who continue to donate so generously.

This report sets out the details of our fundraising activities and events, and also provides details on how the money has been spent.

Event Fundraising

Following on from the success of the previous year we were delighted to be able to run a full calendar of events, providing enjoyment for the school community and raising valuable funds. These included the Christmas Bazaar, Quiz Night, Fun Run, Summer Party and the Summer Festival on the Rec.

In addition to these flagship activities, the PA team has managed many other activities including the Pumpkin Competition, Coronation Day activities, and several festive activities.

Ongoing Regular Income

As well as profits raised from these focused activities, the PA has regular income from the sale of new and used school uniforms, and weekly cake stalls.

In addition to this, the PA receives donations through fundraising partners including PayPal Giving, Elmbridge Lottery and Amazon Smile. Thanks to the dedication of those involved in publicising each of these partners, these activities continue to provide significant contributions to PA funds and this year we generated £13,793 in donations.

The weekly cake sales, led by the class reps and parents, continue to be a popular activity with £2,953 raised. Proceeds from the year 6 sales go to the year 6 leavers committee to support the work they do to celebrate our graduates. The rest of the classes receive 50% of the proceeds from their sales which leads to some great conversations in the classroom about how they should spend this. Thanks to everyone who baked, bought, wrapped and served.

Conversely, after accounting for stock sold or written off the uniform shop recorded a book loss of £2,457. This was expected and is due to items being sold off at a loss and remaining stocks written off at the end of our transition year to the third party provider, Price & Buckland.

Price & Buckland are now the exclusive provider of new CPS branded uniform and are providing an efficient service for parents, while removing the administrative burden from both the PA and school staff.

Donations given

In the main, the PA funds are for the 'extras' that are not funded by the school budget and regular discussions take place with the Head Teacher, Sandra Cunningham, to ensure the PA funding is spent in ways that will benefit all children across all areas of the school and curriculum.

It is very rewarding for all involved to see the children benefitting from the new resources and equipment that the PA funding has supported, and these have included:

- Road safety signage £960
- Buddy Bench £140
- Rainbow Room £1,539
- Outdoor stages £696
- Replacement sails for playground £3,666

As was agreed at the AGM, the primary focus for the PA has been in support of the new Community Pool which is now fully open and being enjoyed by the school children and wider community members. This has been a significant project for the school to undertake and the PA are delighted to have been able to provide further funding of £28,868 this year.

Links with Local Business

The school and PA has always been very well supported by both residents and businesses and this year has been no exception. Many of the local shops are very generous with their donations of raffle prizes and auction items, and many lined up to support our flagship events.

The Future

The PA benefits from excellent relations with the school, including staff and governors. This, and the tremendous support from parents and friends, contributes to a very positive and happy learning environment for the children.

Our aim is to continue to organise successful events for the enjoyment of both children and adults, and to explore new ways of fundraising. We seek to also ensure regular and effective communication and provide information to new parents on the activities and involvement of the Parents' Association.

E Tye

Emily Tye

Claygate Primary School Parents' Association, Co-Chair

Claygate Primary School Parents' Association
Receipts & Expenses Summary
1st August 2022 to 31st July 2023

Receipts	£	Notes
Fun Runs	616	
Christmas cards	761	
Christmas Disco	1,087	
Christmas Bazaar	2,478	
Christmas Raffle	1,183	
Christmas Hamper Auction	1,425	
Coronation Day Celebrations	617	
Donations to the PA	13,793	
Cake stalls	2,953	
Sale of school uniform	1,211	<i>Note 1</i>
Second hand uniform	609	
Pumpkin Competition	17	
Quiz night	308	
Summer party	5,768	
Summer festival - 2022	2,489	
Summer festival - 2023	6,474	
Year 6 Leavers Book	9	
Bank interest	27	
Total Funds raised	41,824	
Expenditure		
Donations to school	7,002	
Donations to the pool	28,869	
Donations to classrooms (cake sales)	1,223	
Staff Appreciation activities	548	
Funded activities - Year 6 leavers party	852	
Funded activities - Easter activities	177	
Operating expenses	2,762	
Total expenditure and donations to school	41,434	
Net receipts/payments	391	

Notes

1 - £3,669 of uniform stock sold / written off during year

Claygate Primary School Parents' Association

Donations and funded activities

1st August 2022 to 31st July 2023

Donations to school	£
Outdoor sails	3,666
Rainbow room equipment	1,539
Road safety signs	961
Buddy bench	140
Outdoor play stages	696
Cake sale funds to classrooms	1,223
Staff appreciation activities	548
Total donations to school	8,773
Donations for pool	
Donations to pool	28,869
Total donations to pool	28,869
Funded activities	
Easter activities	177
Yr 6 leavers	852
Total donations to pool	1,029

Claygate Primary School Parents' Association
Summary Fund Account
1st August 2022 to 31st July 2023

PA cash fund balance at 1 August 2022

Savings	4,786
Current	10,946
Floats	110
	<hr/>
	15,842
	<hr/>

Funds raised during the year	41,824
PA donations and expenses	41,434

PA cash fund balance at 31 July 2023

Savings	4,000
Current	12,203
Floats	30
	<hr/>
	16,233
	<hr/>

Claygate Primary School Parents' Association

Balance Sheet

As at 31st July 2023

Assets

Stock

School Uniform Stock	-
Total Stock	<u>-</u>

Cash at bank and in hand

Savings account	4,000
Current account	12,203
Cash at bank	<u>16,203</u>

Floats

2nd hand uniform float	20
Cake stall float	10
Pool float	-
Floats	<u>30</u>

Total cash at hand and in bank	16,233
--------------------------------	--------

Total Assets	<u>16,233</u>
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Section A Independent Examiner's Report

Report to the trustees

Claygate Primary School Parents' Association

On accounts for the year ended

31st July 2023

Charity no (if any)

268885

Set out on pages

1 to 8

(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 31st July 2023 DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed: *P Hickson*

Date: 7th January 2024

Name: Paul Hickson

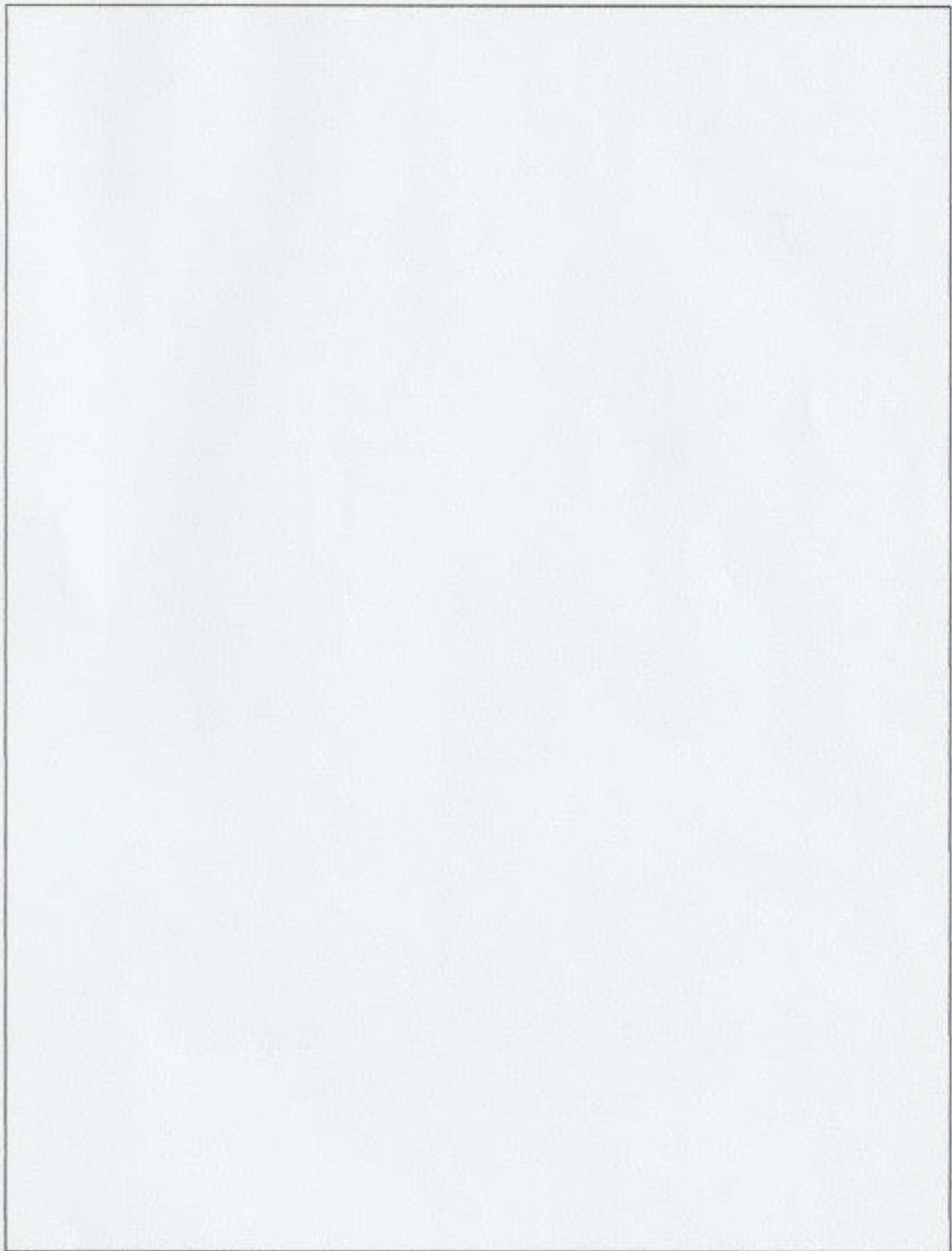
Relevant professional qualification(s) or body (if any):

Fellow of the Institute of Chartered Accountants in England & Wales

Address: 16 Blakenen Drive, Claygate, Surrey KT10 0JR

Only complete if the examiner needs to highlight material 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.



Claygate Primary School Parents Association

England & Wales - Charity number 268885

Accounts



CLAYGATE
PRIMARY SCHOOL

**CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION**

**ANNUAL REPORT
1st August 2021 – 31st July 2022**

CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION

ANNUAL REPORT
1st August 2021 – 31st July 2022

Report of the trustees for the year ended 31st July 2022

The trustees of Claygate Primary School Parents' Association present their annual report and financial statements of the charity for the year ended 31st July 2022.

Trustees

The PA governing document requires four trustees of the charity however one of these positions remained vacant throughout the year.

Co-Chair: Emma Miles (reappointed 8 November 2021)
Co-Chair: Vacant
Treasurer: Ruth Box (reappointed 8 November 2021)
Secretary: Jen Cottingham (reappointed 8 November 2021)

All three trustees announced their intention to step down at the end of the year and a new Chair was co-opted on 1 July 2022, in line with the requirements of the governing document, to oversee the transition and recruit a new board of trustees for the 22/23 year.

New Trustee appointment

Co-Chair: Emily Tye (appointed 1 July 2022)

Bank

The charity holds two bank accounts with Barclays Bank UK PLC. The governing document requires two of the four trustees to authorise all bank payments.

Structure, Governance, & Management

- Type of governing document
 - Constitution adopted 24th October 1974
- How is the charity constituted
 - Unincorporated association
- Trustee selection methods
 - Trustees are appointed or reappointed annually

Overview

The Claygate Primary School Parents' Association (PA) was originally set up in the 1970's to fund and manage the running of the original swimming pool. Since then, the role of the PA and scope of its fundraising has broadened significantly, making a valuable contribution to the school, both financially and through the support it provides to the school community as a whole.

During the year ending 31st July 2022 the PA managed to raise a brilliant £29,424! This really is a huge achievement and we would like to thank everyone involved for their support, help and contributions, including our local business partners who continue to donate so generously.

This report sets out the details of our fundraising activities and events, and also provides details on how the money has been spent.

Event Fundraising

After a difficult period due to the pandemic we were delighted to be able to reinstate many of our fundraising activities including the Ball (£3,219), the Community Golf Day (£2,019), and the Summer Festival (£4,675).

In addition to these flagship activities, the PA team has managed many other activities including the Jammie Dodger Fundraiser (£532), Halloween activities (£881), and several Christmas activities (£5,472).

Ongoing Regular Income

As well as profits raised from these focused activities, the PA has regular income from the sale of both new and used school uniforms, mufti days and weekly cake stalls.

In addition to this, the PA receives donations through fundraising partners including The Giving Machine, PayPal, Elmbridge Lottery and Amazon Smile. Thanks to the dedication of those involved in publicising each of these partners, these activities continue to provide significant contributions to PA funds and this year we generated £8,278 in donations.

The weekly cake sales, led by the class reps and parents, continue to be a popular activity with £2,239 raised. Half of this goes directly to the class involved leading to some great conversations in the classroom about how they should spend this. Thanks to everyone who baked, bought, wrapped and served.

Conversely, after accounting for stock sold or written off the uniform shop recorded a book loss of £1,793. This due to items being sold off at a loss and excess stock written off following the decision to transition future uniform sales to a third party provider, Price & Buckland. Long term, this decision is expected to provide significantly improved stock availability and efficiency of service for parents, while reducing the administrative burden from both the PA and school staff.

A uniform stocktake was undertaken at year end and the PA still holds £3,669 of stock which will be sold off throughout the next year before Price & Buckland prepare their stocks for the 23/24 academic year. While every effort will be made to recover as much of the original investment as possible a further loss is expected.

Donations given

In the main, the PA funds are for the 'extras' that are not funded by the school budget and regular discussions take place with the Head Teacher, Sandra Cunningham, to ensure the PA funding is spent in ways that will benefit all children across all areas of the school and curriculum.

It is very rewarding for all involved to see the children enjoying the new resources and equipment that the PA funding has supported and these have included:

- Outdoor reading gazebos & graphics £10,000
- Classroom funds from cake sales £1,604
- Footballs £238
- Year 6 leavers party £351
- Jubilee celebrations £284

As in the previous year, a primary focus for the PA has been in support of the new Community Pool which is due for completion early in 2023. This has been a significant project for the school to undertake and the PA are delighted to have been able to provide further donations of £27,757 this year.

Links with Local Business

The school and PA has always been very well supported by both residents and businesses and this year has been no exception. Many of the local shops are very generous with their donations of raffle prizes and auction items, and many lined up to support our flagship events.

The Future

The PA benefits from excellent relations with the school, including staff and governors. This, and the tremendous support from parents and friends, contributes to a very positive and happy learning environment for the children.

Our aim is to continue to organise successful events for the enjoyment of both children and adults, and to explore new ways of fundraising. We seek to also ensure regular and effective communication and provide information to new parents on the activities and involvement of the Parents' Association.

Emily Tye

Claygate Primary School Parents' Association, Co-Chair

Claygate Primary School Parents' Association
Receipts & Expenses Summary
1st August 2021 to 31st July 2022

Receipts	£	Notes
Fun Runs	13	
Christmas cards	402	
Christmas Bazaar	2,011	
Christmas Raffle	1,470	
Christmas Hamper Auction	1,589	
Jammie Dodger Fundraiser	532	
Donations to the PA	8,278	
Mufti days	302	
Easter crafts	63	
Cake stalls	635	
Sale of school uniform	1,928	<i>Note 1</i>
Second hand uniform	829	
Spooky night	881	
Quiz night 2021	446	
Plant sales	130	
Ball	3,219	
Summer festival	4,675	
Golf Day	2,019	
Bank interest	1	
Total Funds raised	29,424	
Expenditure		
Donations to school	10,520	
Donations to the pool	27,757	
Funded activities - Jubilee celebrations	284	
Funded activities - Year 6 leavers party	351	
Other incidental expenditure	480	
Total expenditure and donations to school	39,392	
Net receipts/payments	- 9,968	

Notes

1 - £3,721 of uniform stock sold / written off during year

Claygate Primary School Parents' Association

Donations and funded activities

1st August 2021 to 31st July 2022

Donations to school	£
Gazebo & graphics	10,000
Staff appreciation meals	282
Footballs	238
Total donations to school	<u>10,520</u>
Donations for pool	
Donation - Feb 2022	18,599
Donation - July 2022	9,158
Total donations to pool	<u>27,757</u>
Funded activities	
Jubilee celebrations	284
Yr 6 leavers	351
Total donations to pool	<u>635</u>

Claygate Primary School Parents' Association
Summary Fund Account
1st August 2021 to 31st July 2022

PA cash fund balance at 1 August 2021

Savings	7,648
Current	18,052
Floats	110
	<hr/>
	25,810
	<hr/>

Funds raised during the year	29,424
PA donations and expenses	- 39,392

PA cash fund balance at 31 July 2022

Savings	4,786
Current	10,946
Floats	110
	<hr/>
	15,842
	<hr/>

Claygate Primary School Parents' Association

Balance Sheet

As at 31st July 2022

Assets

Stock

School Uniform Stock	3,669
Total Stock	<u>3,669</u>

Cash at bank and in hand

Savings account	4,786
Current account	<u>10,946</u>
Cash at bank	15,732

Floats

2nd hand uniform float	30
Cake stall float	10
Pool float	<u>70</u>
Floats	110
Total cash at hand and in bank	15,842

Total Assets

19,511



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Claygate Primary School Parents Association

**On accounts for the year
ended**

31 July 2022

**Charity no
(if any)**

268885

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 31/7/2022

**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 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.

Signed:

Janet Millerd

Date:

29/5/2023

Name:

Janet Millerd

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

South African Institute of Chartered Accountants

Address:

7 Woodlands Close

Claygate

KT10 0JF

Section B

Disclosure

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.

Claygate Primary School Parents Association

England & Wales - Charity number 268885

Accounts



CLAYGATE
PRIMARY SCHOOL

**CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION**

**ANNUAL REPORT
1st August 2020 – 31st July 2021**

CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION

ANNUAL REPORT
1st August 2020 – 31st July 2021

Introduction

The Claygate Primary School Parents' Association (PA) was originally set up in the 1970's to fund and manage the running of the swimming pool. Since then, the role of the PA and scope of its fundraising has broadened significantly. The PA continues to make a valuable contribution to the school, both financially and through the support it provides to the school community as a whole.

Last year, we managed to raise a brilliant £28,368! This really is a huge achievement. We would like to thank everyone involved for their support, help and contributions. It was achieved through some new and innovative fundraising ideas as well as substantial donations from partners, such as the Co-op community fund. This report sets out how we achieved our aims. It outlines fundraising activities and events, and also provides details on how the money was spent.

Event Fundraising

The Christmas Bazaar, Ball and Summer Fete are usually the largest events of the year and always require the most planning and organisation. Unfortunately, due to continuing Covid19 restrictions we were limited with the events that we could run and these three did not go ahead. However, thanks to the dedication of the committees and the support and enthusiasm from everyone involved (including the children), we were able to plan and run some great alternatives. For example, the Smarties fundraiser, which made £881, and summer and winter fun runs which raised £915 collectively. Additionally, we made £2,258 from Christmas things we could do such as the hamper auction and the Christmas card project.

We also started to plan and sell tickets for both the Claygate Community Golf Day and the Ball, which have happened in the next school year. Both of these events have been a great success.

Ongoing Regular Income

As well as profits raised at these special events, we also have a regular income from the sale of school uniform, mufti days and weekly cake stalls. In addition to this, we receive donations through fundraising partners such as the Co-op, PayPal, The Giving Machine, Elmbridge Lottery and Amazon Smile. Thanks to

the dedication of those involved, these activities continue to provide significant contributions to PA funds. This year we took £12,751 from these donations.

Much work goes on behind the scenes making sure the uniform shop provides a great service for parents - taking and processing orders, contacting stockists, and checking stock, to name but a few. Great efforts are also taken to ensure that prices can be kept at the same level and that items are of consistently good quality and value for parents who wish to buy them. £3,780 was raised from the sale of new school uniform. We also run regular second hand uniform sales, the takings from which help to bolster the above.

The cake stalls organised by class reps and stocked by parents (and staff) made £998 this year. Thanks to everyone who baked, bought, wrapped and served. Half of the money from the cake stalls go directly to the classes to buy equipment that they need.

Spending in 2020/21

In the main, the PA funds are for the 'extras' not provided by the school budget. It is very rewarding to see children enjoying the new resources and equipment that we have been able to fund. Through regular discussions with Sandra Cunningham, we endeavour to spend funds in ways that will benefit *all* children across all areas of the school and curriculum.

During the year the PA donated £4,191 to the school for the following:

- Woodland learning zone £1,968
- Library £1,000
- Food for school animals £133
- Staff meals £266
- Sports day biscuits £25
- Cake stall money to classes £499
- Donation to Year 6 leavers £300

The majority of our efforts in terms of donations were, however, aimed at pushing towards completion of the school swimming pool. During the year we gave £55,289 to the pool project.

A full report of the PA Accounts is attached.

Communication

Tish Schoeler has been doing a wonderful job of producing the PA Newsletters for our parents and carers. An addition for this year has also included the use of WhatsApp groups to provide appropriate and timely content via the Class Reps to parents and carers alongside ParentMail. PA meetings have continued to take place termly on Zoom, these are open to all parents and carers.

Links with Local Business

We are always very well supported by both residents and businesses and this year has been no exception. Many of our local shops are very generous in their donations of raffle prizes and gifts for auctions, and many a lined up to support in our Christmas and summer events. We are very pleased to announce from 2022 the partnership with local Estate Agent, Newton Huxley. As mentioned above, we received a sizeable donation from the Co-op and other businesses have provided goods and services at discounted rates.

The Future

The PA benefits from excellent relations with the school, including staff and governors. This, and the tremendous support from parents and friends, contributes to a very positive and happy learning environment for the children.

I would like to thank Katie Holmes for her services to the PA, she will be stepping down from the Co-Chair role. We would also like to thank our core team of volunteers, with special mention to Emily Tye, who has had some amazing ideas (and executed on them!) to help fundraise for the PA. We are eternally grateful to Ruth Box who remains our Treasurer and Jen Cunningham, our esteemed Secretary, without whom none of this would be possible.

Finally, I would like to thank Debbie Cooke and Alex Smith for tirelessly running the uniform shop. A transition to Price & Buckland will commence in 2022, reducing the impact on our volunteers and making it simpler for parents to purchase uniform. There will continue to be the need volunteers to support our ability to provide second-hand uniform.

Our aim is to continue to organise successful events for the enjoyment of both children and adults, and to explore new ways of fundraising. We seek to also ensure regular and effective communication and provide information to new parents on the activities and involvement of the Parents' Association.

Emma Miles
PA Chair

Claygate Primary School Parents' Association

Balance Sheet

As at 31st July 2020

	£
Assets	
Stock	
School Uniform Stock	7,390
Total Stock	<u>7,390</u>
Cash at bank and in hand	
Savings account	7,648
Current account	18,052
Cash at bank	<u>25,700</u>
Floats	
2nd hand uniform float	30
Cake stall float	10
Pool float	70
Total floats	<u>110</u>
Total cash at bank and in hand	25,810
Total assets	<u>33,200</u>

Claygate Primary School Parents' Association

Receipts & Expenses Summary

1st August 2020 to 31st July 2021

Receipts	£
Santa Fun Run	722
Summer Fun Run	193
Christmas cards	853
Hamper Auction	1,405
Smarties fundraiser	881
Donations to the PA	12,751
Mufti days	1,188
Cake stalls (2019/20)	293
Cake stalls (2020/21)	705
Sale of school uniform	3,780
Second hand uniform	771
Quiz night 2020 (refunds)	- 540
Quiz night 2021	- 80
Easter egg hunt 2020	- 28
Easter egg hunt/trail	6
Ice lolly sales	111
Summer stalls	617
Ball ticket sales	3,165
Golf Day	1,570
Year 6 Leavers book	3
Bank interest	2
Total Funds raised	<u>28,368</u>
Expenditure	
Donations to school	3,277
Donations to the pool	55,289
Other incidental expenditure	637
Total expenditure and donations to school	<u>59,204</u>
Net receipts/payments	<u>- 30,836</u>

Claygate Primary School Parents' Association

Donations to the School and Pool Project

1st August 2020 to 31st July 2021

Donations to school	£
Woodland zone, library and food for animals	3,100.66
Staff meal	151.00
Sports Day biscuits	25.15
Total donations	<u>3,276.81</u>
Donations for pool	
Donation - Feb 2021	11,000.00
Donation - June 2021	33,673.00
Donation - July 2021	10,616.49
Total donations	<u>55,289.49</u>

Claygate Primary School Parents' Association

Summary Fund Account

1st August 2020 to 31st July 2021

PA cash fund balance at 1 August 2019

Savings	7,634
Current	55,227
Floats	170
	<hr/>
	63,031

Funds raised during the year 25,613

PA donations and expenses - 31,101

PA cash fund balance at 31 July 2020

Savings	7,646
Current	49,786
Floats	110
	<hr/>
	57,542



CLAYGATE
PRIMARY SCHOOL

**CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION**

**ANNUAL REPORT
1st August 2020 – 31st July 2021**

CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION

ANNUAL REPORT
1st August 2020 – 31st July 2021

Introduction

The Claygate Primary School Parents' Association (PA) was originally set up in the 1970's to fund and manage the running of the swimming pool. Since then, the role of the PA and scope of its fundraising has broadened significantly. The PA continues to make a valuable contribution to the school, both financially and through the support it provides to the school community as a whole.

Last year, we managed to raise a brilliant £28,368! This really is a huge achievement. We would like to thank everyone involved for their support, help and contributions. It was achieved through some new and innovative fundraising ideas as well as substantial donations from partners, such as the Co-op community fund. This report sets out how we achieved our aims. It outlines fundraising activities and events, and also provides details on how the money was spent.

Event Fundraising

The Christmas Bazaar, Ball and Summer Fete are usually the largest events of the year and always require the most planning and organisation. Unfortunately, due to continuing Covid19 restrictions we were limited with the events that we could run and these three did not go ahead. However, thanks to the dedication of the committees and the support and enthusiasm from everyone involved (including the children), we were able to plan and run some great alternatives. For example, the Smarties fundraiser, which made £881, and summer and winter fun runs which raised £915 collectively. Additionally, we made £2,258 from Christmas things we could do such as the hamper auction and the Christmas card project.

We also started to plan and sell tickets for both the Claygate Community Golf Day and the Ball, which have happened in the next school year. Both of these events have been a great success.

Ongoing Regular Income

As well as profits raised at these special events, we also have a regular income from the sale of school uniform, mufti days and weekly cake stalls. In addition to this, we receive donations through fundraising partners such as the Co-op, PayPal, The Giving Machine, Elmbridge Lottery and Amazon Smile. Thanks to

the dedication of those involved, these activities continue to provide significant contributions to PA funds. This year we took £12,751 from these donations.

Much work goes on behind the scenes making sure the uniform shop provides a great service for parents - taking and processing orders, contacting stockists, and checking stock, to name but a few. Great efforts are also taken to ensure that prices can be kept at the same level and that items are of consistently good quality and value for parents who wish to buy them. £3,780 was raised from the sale of new school uniform. We also run regular second hand uniform sales, the takings from which help to bolster the above.

The cake stalls organised by class reps and stocked by parents (and staff) made £998 this year. Thanks to everyone who baked, bought, wrapped and served. Half of the money from the cake stalls go directly to the classes to buy equipment that they need.

Spending in 2020/21

In the main, the PA funds are for the 'extras' not provided by the school budget. It is very rewarding to see children enjoying the new resources and equipment that we have been able to fund. Through regular discussions with Sandra Cunningham, we endeavour to spend funds in ways that will benefit *all* children across all areas of the school and curriculum.

During the year the PA donated £4,191 to the school for the following:

- Woodland learning zone £1,968
- Library £1,000
- Food for school animals £133
- Staff meals £266
- Sports day biscuits £25
- Cake stall money to classes £499
- Donation to Year 6 leavers £300

The majority of our efforts in terms of donations were, however, aimed at pushing towards completion of the school swimming pool. During the year we gave £55,289 to the pool project.

A full report of the PA Accounts is attached.

Communication

Tish Schoeler has been doing a wonderful job of producing the PA Newsletters for our parents and carers. An addition for this year has also included the use of WhatsApp groups to provide appropriate and timely content via the Class Reps to parents and carers alongside ParentMail. PA meetings have continued to take place termly on Zoom, these are open to all parents and carers.

Links with Local Business

We are always very well supported by both residents and businesses and this year has been no exception. Many of our local shops are very generous in their donations of raffle prizes and gifts for auctions, and many a lined up to support in our Christmas and summer events. We are very pleased to announce from 2022 the partnership with local Estate Agent, Newton Huxley. As mentioned above, we received a sizeable donation from the Co-op and other businesses have provided goods and services at discounted rates.

The Future

The PA benefits from excellent relations with the school, including staff and governors. This, and the tremendous support from parents and friends, contributes to a very positive and happy learning environment for the children.

I would like to thank Katie Holmes for her services to the PA, she will be stepping down from the Co-Chair role. We would also like to thank our core team of volunteers, with special mention to Emily Tye, who has had some amazing ideas (and executed on them!) to help fundraise for the PA. We are eternally grateful to Ruth Box who remains our Treasurer and Jen Cunningham, our esteemed Secretary, without whom none of this would be possible.

Finally, I would like to thank Debbie Cooke and Alex Smith for tirelessly running the uniform shop. A transition to Price & Buckland will commence in 2022, reducing the impact on our volunteers and making it simpler for parents to purchase uniform. There will continue to be the need volunteers to support our ability to provide second-hand uniform.

Our aim is to continue to organise successful events for the enjoyment of both children and adults, and to explore new ways of fundraising. We seek to also ensure regular and effective communication and provide information to new parents on the activities and involvement of the Parents' Association.

Emma Miles
PA Chair

Claygate Primary School Parents' Association

Balance Sheet

As at 31st July 2020

	£
Assets	
Stock	
School Uniform Stock	7,390
Total Stock	<u>7,390</u>
Cash at bank and in hand	
Savings account	7,648
Current account	18,052
Cash at bank	<u>25,700</u>
Floats	
2nd hand uniform float	30
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Claygate Primary School Parents' Association

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	<hr/>
	57,542



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Claygate Primary School Parents Association

**On accounts for the year
ended**

31 July 2021

**Charity no
(if any)**

268885

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 / 07 / 2020**

**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 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.

Signed:

Janet Millerd

Date:

20/7/22

Name:

Janet Millerd

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

South African Institute of Chartered Accountants

Address:

7 Woodlands Close

Claygate

KT10 0JF

Section B

Disclosure

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.

A large, empty rectangular box with a thin black border, occupying the majority of the page's width and height. It is intended for the user to provide details as requested in the text to its left.