



**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**

<b>Receipts</b>	<b>£</b>	<b>Notes</b>
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	
<b>Total Funds raised</b>	<b>29,424</b>	
<b>Expenditure</b>		
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	
<b>Total expenditure and donations to school</b>	<b>39,392</b>	
Net receipts/payments	<b>- 9,968</b>	

**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

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

**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
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	25,810

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
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	15,842



# 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
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<b>Total Assets</b>	<b><u>19,511</u></b>
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**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.**