



**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
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	15,842
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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
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	16,233
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Claygate Primary School Parents' Association

Balance Sheet

As at 31st July 2023

Assets

Stock

School Uniform Stock	-
Total Stock	-

Cash at bank and in hand

Savings account	4,000
Current account	12,203
Cash at bank	16,203

Floats

2nd hand uniform float	20
Cake stall float	10
Pool float	-

Floats	30
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Total cash at hand and in bank	16,233
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Total Assets	16,233
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 Blakeden Drive, Claygate, Surrey KT10 0JR

Give here brief details of
any items that the
examiner wishes to
disclose.