



**CLAYGATE PRIMARY SCHOOL
PARENTS' ASSOCIATION**

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

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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	-	-
CCXX R1 accounts (SS)		OK	OK	OK
(agree balances with receipts and payments ¹ account(s))				

		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

31st July 2025

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 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:

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.