



## **Trustees' Annual Report for the period**

**From        1 August 2023        to        31 July 2024**

**Charity name:        The Friends of Granville School ("FOG")**

**Charity registration number:    268910**

## **Objectives and Activities**

The constitution of FOG (last amended on 2<sup>nd</sup> May 2023) states that the object of FOG is to advance the education of pupils at The Granville School (the "School") by providing and assisting in the provision of facilities and equipment for education at the School (not normally provided by the Local Education Authority) and as ancillary thereto and in furtherance of these objects FOG may:

- (a) foster more extended relationships between staff, parents and others associated with the School; and
- (b) engage in activities which support the School and advance the education of the pupils of the School.

FOG meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the accounting policy notes.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

FOG has supported the local community and other charities through fundraising and volunteering activity, in addition to contributions made to the School.

## **Achievements and Performance**

FOG's fundraising efforts continued apace over this latest year, with record fundraising during the year under review. This is not least due to a phenomenally successful Founder's Day Fete for which FOG thank Joanna Hook and Tracey Taylor for all their enthusiasm and hard work.

FOG activity for the year began, with the annual Headmistress' Drinks, organised by Kirsty McLeod-Jones and Adam Funnell (expense of £675) which was well-attended. Autumn term fund-raising focused on the annual Junior School Movie Night, organised by Hannah Sander and Temi Lawal (profit of £93 (2023: £236)) and Christmas card sales (£230 (2023: £166)). Secret Santa had always been one of the most successful fundraising events of the FOG calendar and is always greatly enjoyed by the School's pupils. This year, we bought new materials and it raised £1,592 (2023: £2,076). The parent community were very generous in the gifts that they provided, which were collated by Louise French and Delaney Royle, helping make this a huge success.

The spring term's parent social event, the annual FOG Quiz, organised by Lihua Zhang, Yana Stunis, Chantelle Absalom, raised £483 (2023 £1,059). For a second year one of the School's parents, Rajvir Takhar ran a very popular Spring Festival Chaplet Making workshop, where parents created flower chaplets for their girls ahead of the Spring Festival. This year, the Year 6 girls were invited to make their own flower chaplets earlier in the evening. This raised £343 (2023: £383). FOG, spearheaded by Sarah MacKenzie, decorated the main hall out in the most stunning flowers as the girls sang about Easter Jubilation.

The annual Founder's Day Fete was held a couple of weeks later than is traditional for the School, to benefit from the warmer weather. This year, the Fete went cashless (save for the cake stall) and tokens could be bought before the event and on the day, as well as the use of card machines and QR codes. This was a great success and along with a fabulous raffle organised by Joanna Hook, likely contributed to the amazing profit of £8,257 (2023: £5,588).

The bi-annual FOG Ball was held at the end of June on the School field. Ticket sales were disappointing, but it was decided that it would be most cost effective for the Ball to take place rather than cancel the event and lose the deposits which had already been placed. Although smaller than anticipated, the event was enjoyed by all who attended. The loss was limited to £3,854.

Later in the summer term, Susan Heinrich, Kavitha Rajagopalan and Kirsten Thompson organised the Senior School Disco, complete with what has now become the customary photo booth. This generated a profit of £16.71 (2023:- £146) with some of the expenses to be included in next year's accounts.

Miscellaneous expenses over the year amounted to £841(2023:£2,204) and included the annual subscription to Parentkind, incorporating FOG's public liability insurance, the costs for the examination of the previous year's accounts and gifts for School staff who have supported FOG over the year.

Over the year the FOG Secondhand School Shop raised £3,955 (2023:£7,495) from the sale of second hand uniform and winter hats with a Granville logo on.

Over the year FOG subs of £1,360 (2023: £1,685) were contributed to the FOG account.

None of this would have happened, but for the generosity of the School's parent community and fabulous efforts of the Class Representatives, Paul Eversfield and Kate Brown running the School Shop, Joanna Hook and Tracey Taylor running the Founder's Day Fete and the School's staff, who collectively volunteer significant time to ensure that all of FOG's activities run successfully throughout the year. The Trustees would like to extend their thanks to all of these volunteers that make the objectives of the charity a reality.

FOG has spent the year considering what to spend the current fundraising on and has decided that funds raised over the year under review will be contributed towards the extension of the forest school area, the renovation of the senior school playground, contribution to the School 80<sup>th</sup> year celebration and the purchase of the 2024/25 birthday books. Any remaining funds will be saved for a contribution to the redesign of the School cloisters open air space into a timetabled whole school leaning space, which will also act as a functional space for parent events and an entrance to the main hall. The amount for all of these endeavours is yet to be finalised.

## **Financial Review**

The accounts for the year ended 31 July 2024 accompany this Report. Net incoming resources for the year total £10,959 (2023: -£3,824).

At the end of the year FOG's funds amounted to £52,819 (2023: £41,860 note this was incorrectly reported in the report section as £41,630 but correct in the accounts section).

The Trustees aim to maintain reserves at a level they deem sufficient for the future operating needs of FOG's general expenditure, as well as for any activity that it is fundraising for. A proportion of the end 2024 reserves will be used for the extension of the forest school area, the renovation of the senior school playground and the purchase of the 2024/25 birthday books, whilst remaining end 2024 reserves will be saved for a contribution towards the upgrading of the cloisters at the School for the benefit of the children.

# Structure, Governance and Management

FOG is governed under its Constitution (last amended on 2<sup>nd</sup> May 2023), which is a trust deed.

FOG is an unincorporated association.

The elected members of the Committee are the Chair, Secretary and Treasurer; these members are appointed at the AGM and serve as the charity trustees (the “Trustees”).

## Reference and Administrative details

|                              |                                                                         |
|------------------------------|-------------------------------------------------------------------------|
| Charity name:                | Friends of Granville School                                             |
| Registered charity number:   | 268910                                                                  |
| Charity’s principal address: | The Granville School<br>2 Bradbourne Park Road<br>Sevenoaks<br>TN13 3LJ |

|   | Trustee name           | Office    | Dates acted if not for whole year |
|---|------------------------|-----------|-----------------------------------|
| 1 | Mrs Elizabeth Stopford | Chair     | All of the year                   |
| 2 | Mrs Catherine Carter   | Secretary | All of the year                   |
| 3 | Mrs Helen Louise Wood  | Treasurer | All of the year                   |

## Additional information



### Names and addresses of advisers

| Type of adviser      | Name                      | Address                                              |
|----------------------|---------------------------|------------------------------------------------------|
| Independent Examiner | Bimtex Accounting Limited | The Hive, 19 Stone Street, Cranbrook, Kent, TN17 3HF |

## Declarations

The Trustees declare that they have approved the Trustees' Report above.

### Signed on behalf of the charity's Trustees

|                                     |                                                                                    |                                                                                     |
|-------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Signature(s)                        |  |  |
| Full name(s)                        | Catherine Carter                                                                   | Helen Wood                                                                          |
| Position (eg Secretary, Chair, etc) | Secretary for year under review                                                    | Treasurer for year under review                                                     |
| Date                                | 11 November 2024                                                                   |                                                                                     |



## **Independent Examiner's report to the trustees of:**

### **Friends of Granville School {charity number 268910}**

I report to the trustees on my examination of the accounts of the Friends of Granville School (the Association) for the year ended 31<sup>st</sup> July 2024.

### **Responsibilities and basis of report**

As the trustees of the Association, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


### **Independent examiner's statement**

I report in respect of my examination of the Association'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.

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:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Abi Aiyegbayo **ACMA, CGMA**

Date: 14<sup>th</sup> May 2025

c/o The Hive, 19 Stone Street  
Cranbrook, Kent  
TN17 3HF



CHARITY COMMISSION  
FOR ENGLAND AND WALES

|                             |        |
|-----------------------------|--------|
| Friends of Granville School | 268910 |
|-----------------------------|--------|

## Receipts and payments accounts

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|                        |           |    |           |
|------------------------|-----------|----|-----------|
| For the period<br>from | 01-Aug-23 | To | 31-Jul-24 |
|------------------------|-----------|----|-----------|

### Section A Receipts and payments

|                                                        | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                     |                                              |                                         |                                        |                                 |                               |
| Fundraising Events                                     | 29,273                                       | -                                       | -                                      | 29,273                          | 22,172                        |
| Uniform and FOG Merchandise Sales                      | 3,955                                        | -                                       | -                                      | 3,955                           | 7,495                         |
| FOG subs                                               | 1,360                                        | -                                       | -                                      | 1,360                           | 1,685                         |
|                                                        | -                                            | -                                       | -                                      | -                               | -                             |
|                                                        | -                                            | -                                       | -                                      | -                               | -                             |
|                                                        | -                                            | -                                       | -                                      | -                               | -                             |
|                                                        | -                                            | -                                       | -                                      | -                               | -                             |
|                                                        | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b> (Gross income for AR)                 | 34,587                                       | -                                       | -                                      | 34,587                          | 31,352                        |
| <b>A2 Asset and investment sales,<br/>(see table).</b> |                                              |                                         |                                        |                                 |                               |
|                                                        | -                                            | -                                       | -                                      | -                               |                               |

|                       |               |   |   |               |               |
|-----------------------|---------------|---|---|---------------|---------------|
|                       | -             | - | - | -             | -             |
| <b>Sub total</b>      | -             | - | - | -             | -             |
| <b>Total receipts</b> | <b>34,587</b> | - | - | <b>34,587</b> | <b>31,352</b> |

### A3 Payments

|                                 |               |   |   |               |               |
|---------------------------------|---------------|---|---|---------------|---------------|
| Fundraising Event Costs         | 22,787        | - | - | 22,787        | 12,842        |
| Miscellaneous                   | 841           | - | - | 841           | 2,204         |
| Uniform & FOG Merchandise Sales | -             | - | - | -             | -             |
| Charitable donations            | -             | - | - | -             | 20,130        |
|                                 | -             | - | - | -             | -             |
|                                 | -             | - | - | -             | -             |
|                                 | -             | - | - | -             | -             |
|                                 | -             | - | - | -             | -             |
|                                 | -             | - | - | -             | -             |
| <b>Sub total</b>                | <b>23,629</b> | - | - | <b>23,629</b> | <b>35,176</b> |

|                                                       |   |   |   |   |   |
|-------------------------------------------------------|---|---|---|---|---|
| <b>A4 Asset and investment purchases, (see table)</b> |   |   |   |   |   |
|                                                       | - | - | - | - |   |
|                                                       | - | - | - | - |   |
| <b>Sub total</b>                                      | - | - | - | - | - |



|                                   |        |   |   |        |        |
|-----------------------------------|--------|---|---|--------|--------|
| <b>Total payments</b>             | 23,629 | - | - | 23,629 | 35,176 |
| <b>Net of receipts/(payments)</b> | 10,959 | - | - | 10,959 | -      |
| A5 Transfers between funds        | -      | - | - | -      | -      |
| A6 Cash funds last year end       | -      | - | - | -      | -      |
| <b>Cash funds this year end</b>   | 10,959 | - | - | 10,959 | 3,824  |

## Section B Statement of assets and liabilities at the end of the period

| Categories                      | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>            | NatWest account                                        | 52818.73                           | -                                | -                               |
|                                 |                                                        | -                                  | -                                | -                               |
|                                 |                                                        | -                                  | -                                | -                               |
|                                 | <b>Total cash funds</b>                                | 52,819                             | -                                | -                               |
|                                 | (agree balances with receipts and payments account(s)) | Agreement Error                    | OK                               | OK                              |
|                                 |                                                        | <b>Unrestricted funds</b>          | <b>Restricted funds</b>          | <b>Endowment funds</b>          |
|                                 |                                                        | to nearest £                       | to nearest £                     | to nearest £                    |
| <b>B2 Other monetary assets</b> |                                                        | -                                  | -                                | -                               |
|                                 |                                                        | -                                  | -                                | -                               |
|                                 |                                                        | -                                  | -                                | -                               |

|  |   |   |   |
|--|---|---|---|
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |

### B3 Investment assets

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

### B4 Assets retained for the charity's own use


[illegible]

**B5 Liabilities**

**Details**

|                                                                                                                                              |                                                         |                            |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------|---------------------|
| An undetermined amount of the year end balance will be provided to the school to fund a number of activities which are set out in the report | Fund to which liability relates<br>NatWest bank account | Amount due (optional)<br>- | When due (optional) |
|                                                                                                                                              |                                                         | -                          |                     |
|                                                                                                                                              |                                                         | -                          |                     |
|                                                                                                                                              |                                                         | -                          |                     |
|                                                                                                                                              |                                                         | -                          |                     |

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

|                                                                                   |            |                  |
|-----------------------------------------------------------------------------------|------------|------------------|
| Signature                                                                         | Print Name | Date of approval |
|  | Helen Wood | 11 November 2024 |
|                                                                                   |            |                  |