



Trustees' Annual Report for the period

From 01/01/2024 To 31/12/2024

Charity name: **BICKLEY PARK SCHOOL ASSOCIATION**

Charity registration number: **275589**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The purpose of the Bickley Park School Association ('BPSA') is to advance education of the pupils at Bickley Park School ('the School') by providing and assisting in the provision of facilities for education at the School.</p> <p>In furtherance of the purpose, the Association may:</p> <ul style="list-style-type: none">- Develop more extended relationships between staff, parents and others associated with the School.- Engage in activities which support the School and advance the education of the pupils attending it.- Provide further assistance in meeting the purpose of BPSA as the Committee in consultation with the Governing Body, or its representative, shall from time to time determine.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>BPSA organises a number of social fundraising events to bring the parents/teacher community together, such as:</p> <ul style="list-style-type: none">- Annual School Picnic- Christmas Fayre and Wreath making- Summer Ball <p>BPSA also co-ordinates provisioning of refreshments and support for School events including School Open Days and various school functions.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Confirmed

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Delivery of a series of successful events such as Summer Ball, Christmas Fayre and regular Uniform Sales.</p> <p>During 2024, BPSA granted a total amount of £43,208 to the School which contributed to the redevelopment of the School's playground, library and sports equipment enhancements.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Cash at bank at 31/12/2024 was £73,105, including monies placed in saving accounts and on fixed term deposit.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	BPSA holds its funds for disbursement for the assistance and advancement of education facilities for the pupils of the Bickley Park School.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Parent donations and income from fundraising events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The main risk to the charity is loss of donations / funding from parents, reduced volunteers' engagement and parents' participation at BPSA events.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution - Constitution and rules adopted 2nd March 1978 as amended on 15th March 2008.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed or re-appointed at the Annual General Meeting. If a vacancy shall occur in any office or in the remainder of the Committee during the year, the Committee may appoint any member to fill such vacancy. A person so appointed, if seeking re-election at the subsequent AGM, must be nominated accordingly.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Bickley Park School Association
Other name the charity uses	BPSA
Registered charity number	275589
Charity's principal address	Bickley Park Pre Prep School 14 Page Heath Lane BROMLEY BR1 2DS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	R Manyemba	Co-Chair	Appointed 26 Jun 2024	
2	D Collins	Co-Chair	Appointed 12 May 2025	
3	H Vyas	Treasurer	Appointed 7 th July 2025	
4	R Long	Co-Chair / Secretary	Appointed 22 nd March 2022 Resigned 4 th April 2025	
5	D Robinson	Co-Chair	Appointed 26 Jun 2024 Resigned 4 th April 2025	
6	E Moses	Treasurer	Appointed 11 th January 2023 Resigned 30 th June 2025	
7	D Taylor	Chair	Appointed 22 nd March 2022 Resigned 25 th June 2024	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved – **N/A**

Director name		

Name of trustees holding title to property belonging to the charity – **N/A**

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others – **n/a**

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional) – N/A

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Lloyds TSB Bank Plc	25 Gresham Street, London, EC2V 7HN

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


Other optional information

--

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)	DOROTA COLLINS	
Position (eg Secretary, Chair, etc)	Co-Chair	
Date	31/10/2025	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
BICKLEY PARK SCHOOL ASSOCIATION

On accounts for the year
ended

31st December 2024

Charity no
(if any) **275589**

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 / 12 / 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

~~[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; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

C. METCALF

Date: **31/10/2025**

Name:

CATHERINE JANE METCALF (BA, FCA)



BICKLEY PARK SCHOOL ASSOCIATION

ANNUAL REPORT AND ACCOUNTS

For the year ended 31 December 2024

For the Year Ended 31st December 2024

CONTENTS	PAGES
Charity information	3
Trustees' Report	4
Independent Examiner's Report	5
Balance Sheet	6
Receipts and Payment Account	7-8
Chairman's Report	9

CHARITY INFORMATION**For the Year Ended 31st December 2024**

TRUSTEES

Mrs R Manyamba	Co-Chair	Appointed 26 th June 2024
Mrs D Collins	Co-Chair	Appointed 12 th May 2025
Mrs H Vyas	Treasurer	Appointed 7 th July 2025
Mrs D Taylor	Chair	Appointed 22 nd March 2022 – Resigned 25 th June 2024
Mrs R Long	Co-Chair / Secretary	Appointed 22 nd March 2022 – Resigned 4 th April 2025
Mrs E Moses	Treasurer	Appointed 11 th January 2023 – Resigned 30 th June 2025
Mr D Robinson	Co-Chair	Appointed 26 th June 2024 – Resigned 4 th April 2025

COMMITTEE MEMBERS

Mrs S Russell Small
Mrs J Farnall
Mrs P Ravula
Mrs R Maile
Mrs L Lipscomb
Mrs K Blakeman
Mrs C Patel
Mrs K Swan
Mrs J Fry
Mrs G Madir
Mrs D A Bayana
Mr T Quilter (Ex Officio)

REGISTERED ADDRESS

Bickley Park Pre Prep School
14 Page Heath Lane
Bromley
BR1 2DS

PRINCIPAL BANKERS

Lloyds TSB Bank Plc
25 Gresham Street
LONDON
EC2V 7HN

REGISTERED NUMBER

275589

REPORT OF THE TRUSTEES'**For the Year Ended 31st December 2024**

The trustees present their annual report together with the financial statements of the association for the year ended 31st December 2024.

PRINCIPAL ACTIVITIES

The principal activities of the association during the year were the organisation of activities and fundraising events for the school community and the funding of school projects and capital items.

REVIEW OF THE ASSOCIATION

Net movement in funds for the year amounted to (£13,125) (2023: £8,633).

The movement included Net income from donations and charity fundraising activities of £29,087 (2023: £13,799) and Grants made to the School for the purchase of capital items and funding projects amounted to £43,208 (2023: £4,606).

TRUSTEES

Names of the charity trustees who managed the charity during the year and those currently in office:

Mrs R Manyemba	Co-Chair	Appointed 26 th June 2024
Mrs D Collins	Co-Chair	Appointed 12 th May 2025
Mrs H Vyas	Treasurer	Appointed 7 th July 2025
Mrs D Taylor	Chair	Appointed 22 nd March 2022 – Resigned 25 th June 2024
Mrs R Long	Co-Chair / Secretary	Appointed 22 nd March 2022 – Resigned 4 th April 2025
Mrs E Moses	Treasurer	Appointed 11 th January 2023 – Resigned 30 th June 2025
Mr D Robinson	Co-Chair	Appointed 26 th June 2024 – Resigned 4 th April 2025

TRUSTEE RESPONSIBILITIES

The law requires the committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the association and the surplus or shortfall of the association for the period. In preparing those financial statements, the committee is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are prudent and reasonable;
- Prepare the financial statements of the going concern basis unless it is inappropriate to assume that the association will continue in business.

The committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the association and to enable them to ensure the financial statements comply with the Charities Act 2022. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Charities Act 2022.

Mrs D Collins
BSc (Hons), FCCA
Co-Chair



Date 31st October 2025

REPORT OF THE INDEPENDENT EXAMINER**For the Year Ended 31st December 2024**

I have examined the attached Income & Expenditure Account, Balance Sheet and Notes to the Accounts, together with the cash book and bank statements.

From the cash book and statements from Lloyds Bank, I have verified each transaction on the cash book and the closing cash balance with the bank statements for that period.

I have seen the Bickley Park School remittance advices listing parent donations made to BPSA. These in turn agree with the reported parent donations within the accounts.

I have reviewed the transactions of each event held over the period and again these agree with the bank statements and BPSA supporting workings.

Notes

1. Total Revenue for the year was £50,552, including £39,437 from events and £11,115 from donations. Total Expenses for the year were £21,465.
2. Grants for the year to Bickley Park School amounted to £43,208, including grants pledged but not yet paid over amounted to £3,145.
3. Profit / (loss) of (£13,125) was made in the year.

In my opinion, the said Accounts fairly state the transactions of the Association for the year ended 31st December 2024 and its assets and liabilities to date.



Mrs Catherine Jane Metcalf (BA, FCA)

Independent Examiner

Date: 31 October 2025

Address: 119 Ravensbury Road, London SW18 4RY

BALANCE SHEET**For the Year Ended 31st December 2024**

	2024	2023 (Restated)
	£	£
Inventory	2,475	-
Debtors	5,507	5,194
Cash at bank and in hand	73,105	87,593
Total current assets	81,087	92,787
Creditors: amounts falling due within one year	(3,873)	(2,447)
Net current assets / (liabilities)	77,214	90,339
Total net assets / (liabilities)	77,214	90,339

RECEIPTS AND PAYMENTS ACCOUNT

For the Year Ended 31st December 2024

	Total 2024 £	Total 2023 (Restated) £
INCOME FROM:		
Donations		
Parent donations	11,065	10,470
Gifts and other donations	50	-
	11,115	10,470
Fundraising activities		
Summer Ball	29,327	-
Father's Day	-	-
Mother's Day	-	356
Bingo Night	140	380
School Picnic	741	538
Uniform Sales	3,478	1,590
Coffee morning	-	124
Disco	-	224
Fun with Friends	-	968
Pop up sales	253	471
Christmas Wreath Workshop	820	210
Christmas Fayre	4,137	3,105
Christmas Cards, Tea Towels and Mugs	541	637
	39,437	8,603
Total income	50,552	19,073
EXPENDITURE ON:		
Cost of fundraising activities	(20,276)	(4,685)
Gifts (staff / parents / students)	(671)	(260)
Equipment / Other expenditure	(518)	(329)
Total expenditure	(21,465)	(5,274)
NET INCOME / (EXPENDITURE)	29,087	13,799

RECEIPTS AND PAYMENTS ACCOUNT

For the Year Ended 31st December 2024

	Total 2024 £	Total 2023 (Restated) £
NET INCOME / (EXPENDITURE)	29,087	13,799
Grants and Purchases to the School		
Grant - Playground	(30,000)	-
Grant - Sports	(7,000)	-
Grant - Library	(2,000)	(2,000)
Grant - Equipment	(1,500)	-
Grant - Picnic Tables	(1,000)	-
Grant - Drama Costumes	(1,500)	-
Grant - Chess Club	(208)	-
Grant - Garden Bench	-	(110)
Grant - Prep Entertainment	-	(90)
Grant - Pre Prep Entertainment	-	(120)
Grant - Basketball Hoop x 2	-	(268)
Grant - Brandram Gate	-	(50)
Grant - Benches x 2	-	(1,968)
	(43,208)	(4,606)
Charitable donations made		
Christopher's Hospice (on behalf of Prep)	-	(1,125)
52 Lives	-	(125)
	-	(1,250)
Bank interest	996	690
NET MOVEMENT IN FUNDS	(13,125)	8,633
Funds brought forward at 1 January	90,339	81,706
FUNDS CARRIED FORWARD AT 31 DECEMBER	77,214	90,339
<u>Represented by:</u>		
Prepayments and accrued income	1,634	2,747
Cash at bank and in hand	73,105	87,593
Inventory	2,475	-
	77,214	90,339

REPORT OF THE CHAIRMAN**For the Year Ended 31st December 2024**

The Bickley Park School Association (BPSA) is run by a core group of Bickley Park School (BPS) parent volunteers, who represent year groups across both Prep and Pre-Prep. The BPSA supports and enriches the BPS pupils' school experience and the wider community through both raising funds and arranging a variety of events that take place during the year.

The school community and the BPSA committee members have this annum achieved an impressive net profit of £29,087 raised from parent donations and charity events.

In addition to fundraising, the BPSA also seeks to bring together parents, teachers, and students alike with community engagement at the heart of our planning. Events such as the Summer Ball, Christmas Fayre, Wreath-making Workshop, and Summer Picnic have provided wonderful opportunities for all at BPS to connect and forge lasting bonds.

I would personally like to express my sincere gratitude to all the teaching, school, and office staff at BPS. Their unwavering support and enthusiasm, despite busy schedules, have been instrumental in assisting me and the BPSA core team whenever needed.

Our heartfelt appreciation also goes out to the other BPSA committee members and parent volunteers whose time, donations, and efforts form the backbone of what we do. Without their support, none of our endeavours would be possible. A huge thank you to everyone who has generously contributed throughout the year.

The fundraising along with the cash reserves from prior years has enabled the BPSA to grant a total amount of £43,208 to the School during the last year, which has contributed to the redevelopment of the School's playground, library and sports equipment enhancements. All very worthy initiatives that I know the boys and girls have enjoyed and benefitted from immensely.

Together, we shall continue making a positive impact on the lives of the BPS students and the wider community and there are a several exciting projects already in the pipeline.

Mrs D Collins
BSc (Hons), FCCA
Co-Chair



Date 31st October 2025