



## Trustees' Annual Report for the period

From

04 September 2024

To

03 September 2025

### Section A Reference and administration details

Charity name

Friends of St Mary's School

Other names charity is known by

FoSMS

Registered charity number (if any)

277302

Charity's principal address

St Mary's CE Primary School

Felsham Road, Putney

London

Postcode

SW15 1BA

#### 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	Cheryl Payne	Chair		
2	Wing Yan Clara Lee	Trustee		
3				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Parent Teacher Association (PTA) - Unincorporated association

**Trustee selection methods**  
(eg. appointed by, elected by)

The PTA is run by a committee of elected volunteers who manage the association on behalf of its members. Committee members are elected annually at the Annual General Meeting (AGM) in accordance with the Constitution.

#### **Trustee Appointments**

Trustees are appointed separately from the committee election process and do not come up for re-election each year. Instead, trustees typically serve on a rolling multi-year basis, with appointments reviewed periodically to ensure the charity continues to benefit from appropriate oversight and experience.

### **Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

FoSMS's activities, events and fundraising are delivered by the elected Committee, while trustees provide separate oversight and ensure the charity continues to operate in line with its charitable objectives.

## **Section C**

## **Objectives and activities**

### **Summary of the objects of the charity set out in its governing document**

FoSMS exists to raise additional funds to support St Mary's School by providing educational enhancements not covered by the school budget.

FoSMS relies heavily on volunteers, including class representatives and event teams, whose contributions are essential to delivering the annual fundraising programme.

Together, these volunteer-led efforts enable FoSMS to deliver a broad programme of activities that support the school throughout the year.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Community events**

FoSMS delivers a wide and inclusive programme of community-focused fundraising events throughout the year, engaging pupils, parents, staff and the wider community.

Core activities include the Summer Fair, Disco, Quiz Night, Christmas events, and other social gatherings, all of which contribute to both fundraising and strengthening community cohesion.

#### **One-off fundraising campaigns**

In addition to its annual events, FoSMS runs one-off fundraising initiatives that provide supplementary income and help broaden community engagement.

#### **Donations**

Additional charitable income is generated through parent donations, Gift Aid, online fundraising platforms, and corporate or individual contributions.

#### **Financial support provided to St Mary's School**

FoSMS provides substantial financial support to the school, including:

##### **School capital expenditure**

Funding key infrastructure developments such as the playground redevelopment project, to enhance pupils' wellbeing, social development and learning opportunities.

##### **Curriculum enrichment**

Supporting supplementary activities such as dance workshops, Year 3 swimming lessons and the Annual Sports Day, and funding seasonal celebrations and milestone events, such as the Christmas pantomime and Year 6 Leaver's Bibles, to broaden pupils' experiences beyond the core curriculum.

##### **Teacher and classroom support**

Providing additional resources and materials to enhance teaching and learning across the school.

All funds raised must be used solely to further the objectives set out in its Constitution and must support educational purposes permitted for PTAs.

#### **Public Benefit Statement**

The trustees confirm they have complied with the duty under **section 17 of the Charities Act 2011** to have regard to Charity Commission guidance on public benefit.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The PTA is deeply grateful for the dedication of every volunteer who gives their time so generously. Their hard work, enthusiasm, and unwavering commitment are the driving force behind the PTA's success, and their efforts make a meaningful difference to the school and the wider community.

### Summary of the main achievements of the charity during the year

#### Total receipts for the year £37,524

This includes **£17,086** from events, **£9,205** from one-off fundraising campaigns, **£11,170** from donations and **£63** bank interest received. The PTA recorded outgoings totalling **£49,623** during the year.

#### Events

During the year, FoSMS delivered a range of fundraising and community activities to support the pupils of St Mary's School.

A diverse programme of events was held, offering families and supporters multiple ways to engage.

#### Total net contribution from events: £13,501

(Income **£17,086**; Expenses **£3,585**)

The main events held during the period, together with their net contributions, were:

- Christmas Events £6,827 (events included a Movie Night £4,629, Christmas Raffle £1,555 and Wreath-Making Workshop £643)
- Disco £2,346
- Summer Fair £2,187
- Quiz Night £2,110

#### One-off fundraising campaigns £9,205

This year's standout one-off campaign was the **Gladiator Challenge**, which proved to be an incredible success. Thanks to the energy, enthusiasm, and sheer determination of everyone who took part, the challenge raised a phenomenal **£9,205**.

#### Donations

- **£11,170** was raised through donations from parents, corporate supporters and other individual contributors.

#### Outgoings for the benefit of the school

Supported a broad range of school initiatives, with **£46,038** donated directly to enhance pupils' educational experience, wellbeing and enrichment opportunities. Key funded areas included:

- Playground improvements **£39,597**, a major contribution supporting outdoor play and physical development.
- Curriculum enrichment **£4,695** – comprising the Learning Resources annual subscription (£2,750), Sports Day (£1,053), Y3 swimming (£467), Urban Strides Dance Workshop (£250), Easter items (£125) and the sponsorship of the school's Christmas Trees (£50).
- Teaching staff resources **£1,364**, helping the school meet essential needs.
- Administrative expenses of **£382**.

Throughout the year, FoSMS demonstrated strong community engagement across multiple fundraising channels, reinforcing the charity's role as a central partner in enriching the school environment.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

FoSMS aims to maintain a prudent level of free reserves to ensure it can meet upcoming commitments and run planned events smoothly.

The trustees confirm that FoSMS held no funds materially in deficit during the period, and the reserves level remains appropriate for a small volunteer-led charity with predictable fundraising patterns.

The closing bank balance at the end of this year was **£58,912** (prior year: **£71,011**).

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

None

## Section F

## Other optional information

None

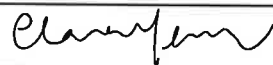
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Wing Yan Clara Lee

Position (eg Secretary, Chair, etc)

Trustee

Date

04/03/2026



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

FRIENDS OF ST MARY'S SCHOOL

No (if any)

277302

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
4th September 2024

To

Period end date  
3rd September 2025

### 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 £
<b>A1 Receipts</b>					
Community events	17,086	-	-	17,086	18,490
One-off fundraising campaigns	9,205	-	-	9,205	33,259
Donations and online giving	11,170	-	-	11,170	17,420
Gift aid recovery	-	-	-	-	-
Bank interest received	63	-	-	63	110
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>37,524</b>	<b>-</b>	<b>-</b>	<b>37,524</b>	<b>69,279</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,524</b>	<b>-</b>	<b>-</b>	<b>37,524</b>	<b>69,279</b>
<b>A3 Payments</b>					
School capital funding	39,597	-	-	39,597	10,000
Event costs	3,585	-	-	3,585	8,735
Curriculum enrichment	4,695	-	-	4,695	5,966
Administrative expenses	382	-	-	382	263
Teaching staff resources	1,364	-	-	1,364	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>49,623</b>	<b>-</b>	<b>-</b>	<b>49,623</b>	<b>25,964</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>49,623</b>	<b>-</b>	<b>-</b>	<b>49,623</b>	<b>25,964</b>
<b>Net of receipts/(payments)</b>	<b>- 12,099</b>	<b>-</b>	<b>-</b>	<b>- 12,099</b>	<b>43,315</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>71,011</b>	<b>-</b>	<b>-</b>	<b>71,011</b>	<b>27,696</b>
<b>Cash funds this year end</b>	<b>58,912</b>	<b>-</b>	<b>-</b>	<b>58,912</b>	<b>71,011</b>

## 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	Community account	52,938	-	-
	Savings account	5,974	-	-
		-	-	-
	<b>Total cash funds</b> <small>(signify which bank accounts are the primary or sole account(s))</small>	<b>58,912</b>	-	-

### B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

### 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 asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

### B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Cheryl Payne	
	Wing Yan Clara Lee	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

FRIENDS OF ST MARY'S SCHOOL

On accounts for the year  
ended

3 SEPTEMBER 2025

Charity no  
(if any)

277302

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 03/09/2025.

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

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; 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.

Signed:

Date:

05/03/2026

Name:

ALASTAIR TAYLOR

Relevant professional  
qualification(s) or body  
(if any):

FCA (ICAEW)

Address:

CHICKSAND GORDON AVIS LTD

12 NORTHFIELDS PROSPECT, PUTNEY BRIDGE ROAD

LONDON SW18 1PE

**Section B****Disclosure**

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.**