



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date 1 August 2021
To Period end date 31 July 2022

Charity name: **BEXLEY GRAMMAR SCHOOL PARENTS ASSOCIATION**

Charity registration number: **278843**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	BGSPA is committed to help provide equipment, facilities and services at Bexley Grammar School that are not available from statutory educational funds or grants. The main aim of BGSPA is to advance the education of students at BGS by: Engaging in activities that serve the interests and supports the school; Enhancing the education, community and pastoral care of all students; Fundraising and distributing those funds fairly throughout the school.
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	For the first time since the school year 2018-19 we were able to undertake most of our usual fundraising activities. The main activity not reinstated was the Year 7 Welcome barbecue as it was not felt advisable with the covid cases at the time. This was replaced by refreshments after the diploma evening at the end of the school year. Some tickets were sold before the cancellation of the original event so parents were given the option to get a refund or use the funds to take part in a raffle that we organised instead. The raffle and later event raised £440. Christmas Trees: this year we purchased and sold 75 christmas trees raising a total of £1,103 for the school. Christmas raffle: as in the previous

		<p>year, the Christmas raffle tickets were sold online in accordance with the relevant gaming rules. The draw was carried out before the end of term, winners notified and all prizes distributed before Christmas. The raffle raised £1,601.</p> <p>Christmas and Mothers Day shops: the PA runs a stall in the school for pupils to buy presents. Many of the items sold are donated goods and gives the pupils the opportunity to purchase items while supporting their school. The stall is usually open for 4 days in the run up to Christmas and Mothers Day. The 2 stalls together raised £852.</p> <p>Quiz Night: At the end of the first term a successful Quiz night was held in the school. The quizmaster is a parent who devises and runs the quiz. A total of £659 was raised.</p> <p>Musical events: the PA works closely with the various departments in the school and were delighted to help the music department by supplying refreshments at a music concert and at the year end musical. These events raised £412.</p> <p>Adventure Island: Each year the PA is able to obtain tickets for Adventure Island at a discount and offer them to parents for a reduced price. This year we purchased 100 tickets and raised £788 from their sale.</p> <p>Uniform sale: last year we did our first successful uniform sale with used uniform being donated by parents then sold on at a greatly reduced price. This not only raises money and helps parents out, but also means the uniform is recycled. This is something we hope to expand on in the future. This year £525 was raised in this way.</p> <p>PA lotto: the PA runs a monthly lotto. People buy a ticket which enters them into a monthly draw (with a bonus Christmas draw). People can join the lotto at any time in the year. This year we raised £330 in this way.</p> <p>Easyfundraising/Amazon Smile: we</p>
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		<p>encourage parents and families to sign up for easyfundraising/Amazon smile and choose us as their chosen charity. This way we get a small percentage of every purchase that people make using any retailers that are signed up for the schemes. We raised £2514 in this financial year.</p> <p>Matched giving: we received £3,260 in the year through matched giving where employers matched amounts for events that parents helped out at. We would encourage all parents to check whether their employers run these schemes which can double the amount that is raised from a fundraising event.</p> <p>Donations: we received £1,122 in donations in the year.</p> <p>Summer Fair: the largest fundraising event of the year is the summer fair which takes place on the same day as the school sports day. This year was the first time we have been able to hold the fair since 2019. On a beautiful summers day people turned out in force to support the event and we raised an amazing £10,309. This was the largest amount ever and is due to the hard work of all the volunteers and staff of Bexley Grammar School who give up so much of their time to help make events a success.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>Funding requests are encouraged from all staff (and occasionally students) to be submitted in writing via our School Liaison. The request should detail the cost, justification and benefits arising from the request. All requests are considered at the next monthly meeting having regard to the benefit to a particular student group or the whole school. The</p>

		committee strives to ensure funds are allocated appropriately and fairly.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Everyone involved in the PA is a volunteer including parents and school staff without whom no events could take place. Without the contribution of each of the volunteers, from trustees to volunteers at events, then the PA would not exist. The contribution by each of these people is invaluable.
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>Requests for funding can be submitted by any staff or student in the school. They are considered at our monthly meeting and a vote taken to decide whether to grant the request or not. In the year the charity donated £17,874 to the school, for a wide range of projects and initiatives. These included:</p> <p>Chrome books to be used across a wide range of the departments. 20 chrome books were purchased at a cost of £2,500.</p> <p>The science department requested an LED vacuum exposure unit for use by students in experiments. This cost £3,266.</p> <p>The music department requested helping purchasing timpani drums to be used at concerts and musical performances. The department had already done a sponsored event to raise money and we contributed £2,000 to help fund the item.</p> <p>£1,200 was given towards getting "Operating Live" in the school.</p>

		<p>This gives students who are considering medicine etc. an opportunity to experience how an operating theatre works. £1,200 was also contributed for new playground markings to encourage more outside play amongst the students.</p> <p>The year 7 student council together with the school business manager put forward a proposal to “wrap” the pillars in the canteen as part of a wider refurbishment of the area, improving it as a space for students to meet. The charity contributed £900 towards this.</p> <p>As well as these larger items we contribute to many smaller projects across the school, aiming to ensure that the monies we raised help the maximum number of students. Other items we funded in the year include: the Wonderstruck Rocket Show, Scientific balances, drying racks for the art department, new lighting for the hall, more keyboards for the music department, a camera for the PE department and data harvest PH probes for the science department.</p> <p>Outside of more curriculum driven items we also funded: mindfulness training for staff to be able to deliver to the students, equipment for the gardening club and origami club, story cubes for the creative writing club, wood for the year end musical to build a man-eating plant, food for the Power Day and refreshments for concerts.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We donated almost £18,000 to the school, over double the amounts we were able to contribute in the last few years due to the impact of covid.
Performance of fundraising activities against objectives set	Para 1.41	Our largest fundraising, the summer fair, raised more than ever before and other fundraising activities were similarly successful.
		N/A

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	At the end of the year the charity had funds of £8,384 with no outstanding commitments.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity usually attempts to keep at least £2,000 in reserves. This enables the charity to provide floats for events without volunteers having to contribute and covers any expenses incurred before events take place.
Amount of reserves held	Para 1.22	Circa £2,000.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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	The PA gets its funds from a variety of fundraising opportunities and is always looking for new ideas on how to raise funds.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not hold any investments
A description of the principal risks facing the charity	Para 1.46	The main risk to the charity is that events cannot take place due to a lack of volunteers. We encourage all parents from the school to become a part of the PA and get involved to whatever extent they are able.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Written constitution held by the Secretary and available to all members.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	BGSPA is made up of all parents/guardians who have a child attending Bexley Grammar School. All parents, guardians or carers of a child at the school are automatically members of BGSPA and eligible for nomination as a trustee. Decisions are made by attendees at our monthly ordinary meetings.
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 annually at our AGM by proposal, seconding and vote of the members present. We actively encourage new parents to get involved at the earliest opportunity and our constitution aims for at least 2 new parents to be part of our regular committee meetings. Our constitution does not allow any Trustee to serve for more than 3 consecutive years unless by full committee agreement where there are no other volunteers for the role. This is an accepted amendment to our original constitution.

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	Following the AGM, all trustees are informed of their roles and responsibilities and issued with information pertinent to their roles. No specific training is required and new trustees are assisted by former trustees and the general committee.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	BGSPA is managed by a general committee of the trustees, other parents and a senior member of the school staff and meet monthly throughout the school year. Financial accounts are presented and formal minutes taken which are distributed on "Classlist" before the next meeting. BGSPA meets the General Data Protection Regulations 2018 by using "Classlist", a parent based, secure app as our main platform

		<p>to communicate with members and send out information on our meetings and events to the school community. "Classlist" is registered with the Information Commissioners Office (ICO). BGSPA regularly contributes to the weekly school newsletter giving updates of forthcoming events, requesting volunteers, help and donations, and informing of our fundraising throughout the year. We post relevant information on screens around the school to publicise events.</p> <p>We aim to attend the welcome meeting for year 7 parents and pupils, provide them with information about BGSPA and invite them to our meetings AGM and Welcome Year 7 Barbecue. BGSPA works closely with the interests of the school and staff and pupils are encouraged to submit written requests for funding presented at our monthly meetings when the decision whether to fund them is made.</p>
Relationship with any related parties	Para 1.51	<p>BGSPA is a member of the Parent Teacher Associations UK and hold Public Liability Insurance with them.</p> <p>BGSPA is run by volunteers and the Trustees aim to carry out risk assessments prior to all major events and provide instruction and guidance on food hygiene, health and safety, environmental protection and waste management to volunteers. BGSPA is registered with LB Bexley under food safety law to enable us to provide food and refreshments at our or school events and we obtain Temporary Event Notices when we intend to sell alcohol and display this notice at the relevant event.</p>
Other		

Reference and Administrative details

Charity name	BEXLEY GRAMMAR SCHOOL PARENTS ASSOCIATION
Other name the charity uses	
Registered charity number	278843

Charity's principal address	BEXLEY GRAMMAR SCHOOL DANSON LANE WELLING KENT DA16 2BL

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	Deann Peetoom	Chair		
2	Beverly Bailey	Vice Chair		
3	Clare Henderson	Treasurer		
4	Fiona Ragg	Vice Treasurer		
5	Bnar Salar-Mecaj	Secretary		
6	Stephen Elphick	Honorary Trustee		
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Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity’s trustees

Signature(s)

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Full name(s)

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**Position (eg
Secretary, Chair, etc)**

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Date

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BEXLEY GRAMMAR SCHOOL PARENTS ASSOCIATION			
FINANCIAL YEAR: 01 August 2021 - 31 July 2022			
	2021-22		2020-21
Opening current account balances	£1,498.09		£1,178.32
Business Reserve Account	£1,242.71		£1,242.37
Petty Cash	£305.00		
Uncleared cheques	-65	-£	35.00
Outstanding lotto payments		-£	125.00
	£2,980.80		£2,260.69
Income			
Events	22,802.15		7,762.70
Donations	4,381.55		343.35
BGSPA lotto	605.00		415.00
Easyfundraising/CAF/Amazon	2,154.17		2,598.37
Interest	0.21		0.34
Total Income	29,943.08		11,119.76
Expenditure			
Events	-£6,130.91		-£2,785.21
PTA Expenses	-£260.75		-£163.00
Donations	-£17,873.65		-£7,201.44
BGSPA lotto	-£275.00		-£275.00
Total Expenditure	-£24,540.31		-£10,424.65
CLOSING BALANCE	£8,383.57		£2,955.80
Closing current account balance	£6,453.75		£1,498.09
Business Reserve	£1,592.92		£1,242.71
Petty Cash at 31/07/22	£336.90		£305.00
Uncleared cheques			-65
CLOSING BALANCE	£8,383.57		£2,980.80
TOTAL INCOME LESS EXPENDITURE	5402.77		695.11

**Independent Examiner's Report to the Trustees/Members of Bexley
Grammar School Parents Association – Charity No. 278843**

I report on the accounts of the charity for the year ended 31st July 2022, pages 1&2 hereby attached.

Respective responsibilities of members and examiner

The charity trustees are responsible for the preparing of the accounts. The charity trustees consider that an audit is not required for this year (under Section 144 of the Charities Act 2011(the 2011Act)) and that an independent examination is required.

Basis of independent examiner's statement

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act
- To state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with section 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

Have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Dawn Sims MAAT
202 Bedonwell Road
Bexleyheath, Kent, DA7 5PX

Dated 20th January 2023