



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date 1 August 2022
To Period end date 31 July 2023

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	It has been another very active year for the PA with activities happening almost every month of the school year. We started in September with the YEAR 7 WELCOME EVENING, an activity we haven't been able to hold since 2019. It was incredibly well supported by the new starters and their parents, was a great evening for people to socialise and get to know the school. At the end of the year we provided refreshments after the YEAR 8 DIPLOMA EVENING as we had been unable to do a welcome evening for them due to Covid. Altogether we raised £2,164 for the PA. This event was followed by a QUIZ NIGHT in November with a parent acting as quiz master. Always a fun and competitive event, it raised £378 for the PA. At Christmas we had several events happen. The SALE OF CHRISTMAS TREES raised £542 for the PA. At the same time the CHRISTMAS RAFFLE raised £1,294. The CHRISTMAS SHOP is run by the PA in school for several days leading up to

		<p>Christmas. It is a chance for the pupils (and staff) to buy gifts as greatly reduced prices to the shops while at the same time helping to raise funds. A lot of the items sold are donated to us and increasingly more items are coming from the PA CRAFT CLUB. This is a recent initiative of a group of parents who meet regularly to take part in craft activities, usually using recycled or donated materials. We do buy in some items for sale, usually in sales where they have been massively reduced in price. The shop this year raised £676. The MOTHERS DAY SHOP is held in March and raised another £520. Also before Christmas we provided refreshments at the music department CHRISTMAS CONCERT. We also did the same for the SPRING CONCERT and MUSICAL GALA EVENING raising a total of £843.</p> <p>For the first time we held a GAMES NIGHT this year at the suggestion of, and organised by, a new parent to the school. It was a really fun evening that we are hoping to do again and raised £258.</p> <p>Our biggest fundraiser of the year is always the SUMMER FAYRE which takes place alongside the sports day. This takes a lot of organising and we have to give a huge thank you to all the BGS staff, particularly the facilities team who work so hard to make this work. The Fayre includes stalls from each of the school forms together with stalls manned by a large number of parent volunteers. The PA stalls include BBQ, Raffle, Craft stall, Plants, Tea Shop, Refreshments and Uniform. The weather was perfect this year and we raised an incredible £11,346, the largest amount ever. We cannot thank everyone enough for all their support, whether helping out or coming along to support the event.</p> <p>Alongside these events we have some regular events that take place. Each year we manage to get ADVENTURE ISLAND tickets we are able to sell on at reduced prices. This year we raised £225 from this.</p> <p>We also have a monthly PA LOTTO which people can join at any time. You pay in for a year and a monthly draw is done for a first prize of £15 and second prize of £10. There is also an extra Christmas draw. This raised £370 this year.</p>
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		<p>After a successful start last year, we have had several UNIFORM SALES this year. This is preloved uniform donated by pupils and their families and then sold on at small prices. As well as helping parents and meaning the items are recycled it also raised £1,015 for the PA.</p> <p>The PA is signed up for EASYFUNDRAISING. People sign up with Easyfundraising, choosing us as their chosen charity, and we get a small percentage of whatever they spend with any retailers that are signed up to the scheme. We raised £1,750 this way the at no cost to us or the customers. AMAZON had a similar scheme which they have unfortunately now closed but which did raise £485 this year.</p> <p>Some parents work for companies that do MATCHED GIVING which means when they help us raise funds, their companies match the amount raised. We would encourage all parents to see if their companies do this and they can help us out at all. We raised £500 from this in the school year.</p> <p>None of this would have been possible without the help of our volunteers, whether it be at one event or on a regular basis and as mentioned above, the staff of BGS who work so hard to help us raise funds for the school.</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 committee strives to ensure funds are allocated appropriately and fairly.</p>
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 £10,319 to the school, for a wide range of projects and initiatives. These included:</p> <p>The Languages department requested money for a "This is Language" subscription which can be used by all pupils to improve their skills. This cost £2,077</p> <p>Chrome books to be used across a wide range of the departments. 22 chrome books were purchased at a cost of £2,239.</p> <p>£900 was donated to the PE department for new graphics on the walls of the fitness suite.</p> <p>£700 was donated for 70 new headphone sets for the language department to help with reading and listening skills.</p> <p>£600 was donated for an engineering team to be brought for the year 10 power day to help them imagine a career in STEM.</p> <p>£530 was donated for the Young Enterprise competition entry fee.</p> <p>£500 was donated for new library books.</p> <p>£400 was donated for new photography equipment for the Art department.</p> <p>£324 was donated for ExamPro programme for the languages department.</p> <p>£304 was donated for 8 Hue HD camera visualisers.</p> <p>£300 was donated for the Carnegie Reading Group books.</p> <p>£260 was donated for ingredients for</p>

		<p>use during the year 7 power day. £230 was donated for a mock bar trail for students considering the law as a profession. £200 was donated for a magistrates mock trial. £200 was donated for the language department displays. £115 was donated for items for the sensory room. £100 was donated for pool table and equipment for the after school club. £75 was donated for new plates and openers for the DT department. £65 was donated for 10 new chess sets for the chess club.</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 over £10,000 to the school for a wide variety of items. The balance we have left will also be donated once suitable requests are received and approved.
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.
Investment performance against objectives	Para 1.41	N/A
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 £17,428 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 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

		<p>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.</p> <p>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. 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	1/8/22 – 12/10/22	
2	Beverly Bailey	Vice Chair	1/8/22 – 12/10/22	
3	Clare Henderson	Treasurer		
4	Fiona Ragg	Vice Treasurer		
5	Bnar Salar-Mecaj	Secretary		
6	Stephen Elphick	Honorary Trustee	1/8/22 – 31/3/23	
7	Pamela Campbell	Chair	12/10/22 onwards	
8	Marianne Chan	Vice Chair	12/10/22 onwards	
9	Saika Brooker	Vice Secretary	12/10/22 onwards	
10	Hugh Gilmore	Honorary Trustee	1/4/23 onwards	
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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)

Pamela Campbell	
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Position (eg Secretary,
Chair, etc)

Chair	
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Date

27.03.24
