



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: Period start date 1st August 2023

To: Period end date 31st July 2024

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	<p>For the second consecutive year after the pandemic, we were able to undertake most of our usual fundraising activities.</p> <p>Our first activity of the financial year, Year 7 Welcome Evening, was reinstated again last year. We received overwhelming appreciation from parents and carers for organising this event. In this event, we made £1,415.13 in profit.</p> <p>Christmas Trees: Like previous years, we purchased and sold Nordmann Fir Christmas trees generating an income of £746.50 for the school.</p> <p>Christmas Raffle: As in the previous 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 £1,267.00.</p>

		<p>Christmas Concert and Christmas Shop: The PA runs a Christmas Shop stall in the school for pupils to buy presents. Many of the items sold are donated goods and give pupils the opportunity to purchase items while supporting their school. The stall is usually open for 4 days in the run up to Christmas. Also, when pupils do concerts, the school asks PA to set up refreshments and sell them to pupils, parents and carers. Together on both events, we raised an income of £2,638.60.</p> <p>Mother's Day Shop: Like our Christmas Shop, the PA runs a stall in the school for pupils to buy presents for their mums. The stall generated a record profit of £1891.67.</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 £366.00 was raised from the event.</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 £363.71.</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 25 more tickets than previous years. We didn't generate any profit in the financial year, as we didn't sell all the tickets before the end of academic year.</p> <p>Pre-Loved Uniform Sales: We've had record-breaking uniform sales this year with used BGS uniforms 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 £1,069.91 was raised in this way.</p> <p>PA Library Lotto: The PA runs a monthly lotto. People buy a ticket which enters them into a monthly draw (with a bonus Christmas draw).</p>
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		<p>People can join the lotto at any time in the year. This year we raised £335 in this way.</p> <p>Easyfundraising: We encourage parents and families to sign up for easyfundraising and choose us as their chosen charity. This way we receive a small percentage of every online purchase that people make using any retailers that are signed up for the schemes. We raised £1,613.22 in this financial year.</p> <p>Matched Giving: We received £1,858 in the year through matched giving where employers matched amounts for events or stalls that parents volunteer for. We 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 £2,334 in donations in the year.</p> <p>Summer Fayre: The largest fundraising event of the year is the Summer Fayre which takes place on the same day as the school sports day. This year was the third time we have been able to hold the fair since 2019. On a beautiful summer day people turned out in force to support the event and we raised an amazing £12,996.47. 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 the annual event a success. Also, a parent of an incoming student ran a stall and donated all the proceeds from the stall.</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	Funding requests are encouraged from all staff (and occasionally students) to be submitted in writing via our School Liaison. The request details 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.
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 £19,654 to Bexley Grammar School, for a wide range of projects and initiatives. These included:</p> <p>New fridge was bought for Food Technology classes. This cost £1,115.</p> <p>The music department requested for three guitar amps. This cost £500.00. The department also requested £600.00 for bass drums. Through out the year, the Music department wanted to better advertise their events, groups and concerts to all students. As such, they have requested for funding of £727.48 for an external noticeboard. This was also funded through the charity.</p> <p>The school requested and was approved funding of £10,000 for the installation of new tennis court fencing.</p> <p>The library requested funding for new books of TSBA and TSBA+. This cost £514.15</p> <p>The English department requested funds for two wall mounted units. The display board</p>

		<p>showcases the senior book club and guest speaker photos. This cost £686.00</p> <p>MFL department requested for replacement of stalls and items for an annual event called Europa Town. This cost £1,000.00</p> <p>The music department wanted to purchase a mirror ball and lights for school productions. The charity donated £550.00.</p> <p>Year 10 staff requested a contribution of funding towards a year 10 activity day in July 2024. Charity donated £350.00 for this cause.</p> <p>£300 was donated to MFL department to buy seven visualisers to enhance teaching.</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.</p> <p>Other items we funded in the year include: Fiction books for Year 10(£100.00), materials for students to enter the UKROC rocket competition, wall mounted magazine rack for the library(£186.90), subscription of Exampro for GCSE students(£378.00), book vouchers for art competition(30.00), magistrate mock trial competition(210.00), cost of coach trip for bar mock trial(£250.00), 'Moneyball' books for sixth form book club(£131.79), Maths masterclass(£200.00), entrance ticket for cheerleading competitions(£300.00), five recycling bins(£150.00), Carnegie Book group books(£250.00), portable mini golf hire for Sports Day (£350) etc.</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 £20,000 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 fundraiser, the Summer Fayre, raised more than ever before and other fundraising activities BGSPA undertook 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 £23,318 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 of forthcoming events, requesting volunteers, help and donations, and informing of our fundraising throughout the year. We post

		<p>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.</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	<p>BEXLEY GRAMMAR SCHOOL</p> <p>DANSON LANE</p> <p>WELLING</p> <p>KENT</p> <p>DA16 2BL</p>

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	Pamela Campbell	Chair		
2	Marianne Chan	Vice Chair	07/11/2023 -	
3	Thurkka Manisegaran	Treasurer		
4	Fiona Ragg	Vice Treasurer		
5	Saika Brooker	Secretary		
6	Hugh Gilmore	Honorary Trustee		
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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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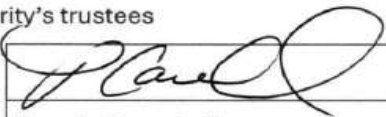

Other optional information

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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)		
Full name(s)	Pamela Campbell	Saika Brooker
Position (eg Secretary, Chair, etc)	Chairperson	Secretary
Date	07/05/2025	