



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: Period start date 1st August 2024

To: Period end date 31st July 2025

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>We were able to undertake most of our usual fundraising activities after the covid. However, we couldn't carry few activities like quiz night and bingo night due to unavailability of premises of school.</p> <p>Year 7 Welcome Evening: After receiving overwhelming appreciation and responses from parents and carers for organising year 7 welcome evening, we continued to organise this event in September 2024, our first activity, for the financial year. In this event, we made £1,660.52 in profit.</p> <p>Christmas Trees: Like previous years, we purchased and sold christmas trees. This generated a profit of £781.00 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 £1,152.00</p>

		<p>Christmas Concert and Christmas shop: 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. 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, PA raised an income of £2,507.21.</p> <p>Mother's Day shops: Like Christmas shop, PA runs a stall in the school for pupils to buy presents. The stall generated a profit of £1,053.46.</p> <p>Quiz Night: Due to unavailability of school's premises team, we were unable to carry out this 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 £476.69.</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. Due to less demand for tickets from parents and communities, PA discontinued purchasing of the tickets. Unsold tickets from previous year generated an income of £349.00.</p> <p>Uniform sale: Parents and carers of pupils of Bexley Grammar School donate their children's unwanted school uniforms. These were sold by PA at a greatly reduced price. This not only raises money and helps parents out, but also means the uniform is recycled. We intend to expand this in the coming years. This year £358.81 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 an income of £785.00.</p> <p>Easy fundraising: We encourage parents and families to sign up for easy fundraising and choose us as their chosen charity. This way</p>
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		<p>we get a small percentage of every purchase that people make using any retailers that are signed up for the schemes. We raised £1,005.42 in this financial year.</p> <p>Matched giving: We received £895.57 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 £4,993.45 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. . On a beautiful summers day people turned out in force to support the event. However, due to poor weather, the summer fair had to be rescheduled to a weekday. This has resulted in generating less income than we anticipated. This event generated a profit of £7,910.59. This was only possible from dedicated volunteers' time and staff of Bexley Grammar School who give up so much of their time to help make events a success. Also, a parent of a student ran a stall and continued to donate 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 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.
	Para 1.38	N/A

Policy on social investment including program related investment		
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 £12,748.46 to the school, for a wide range of projects and initiatives. These included:</p> <p>PE Department requested donation of £1,800.00 for netball courts. The Department also funding for installing VEO sports video camera to capture footages of PE students. A sum of £1,099.00 was donated by the charity. £100.00 was donated to buy basket balls.</p> <p>£2,000.00 was donated to repair instruments to the Music Department. They also requested to buy handheld microphone to use in the musical events. A sum of £637.98 was donated by the charity. £299.17 was donated to invest in wireless communication systems.</p> <p>Science Department requested £1,000.00 to see a live operation theatre. £895.96 was donated to buy trolleys for Science Department.</p> <p>A broken students' fridge was replaced. This cost £990.</p> <p>The library requested funding for new books for running two of TSA book clubs. This cost £458.35. £418.00 was donated to TSBA book groups of years 7-11. A Sum of £255 was</p>

		<p>donated to five sets of the 8 books for the Carnegie Reading Group. Library also requested funding of £468.00 to install new biometric systems. This was also funded by the charity.</p> <p>DT department requested for funding of £450.00 for food room equipment. This was donated by the charity.</p> <p>The charity was pleased to donate £220.00 for year 9 students to attend the Magistrates Court Mock Trial Competition again.</p> <p>MFL department requested for an active hub subscription. This cost £861.00.</p> <p>Other donations were made to the following: £85.00 – for buying visualisers by Economics Department. £100.00 – speech day prize for Business Department. £90.00 – Badge maker for Geography Department A Christmas tree was donated to the school - £78.00 £80.00 – for the Craft Club £63.00 – Pride Celebration supplies to the History Department.</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 £13,000.00 to the school. We aim to donate more the schools' activities by generating more income.
Performance of fundraising activities against objectives set	Para 1.41	Our largest fundraising, the summer fair, raised less than what we anticipated due to a poor weather and change in day. Other fundraising activities raised money for the charity.
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 £26,573.78 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 £3,000 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 £3,000.
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 Evening for Year 7.</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 DANSON LANE WELLING KENT 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 Person		
2		Vice Chair		
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

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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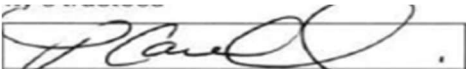
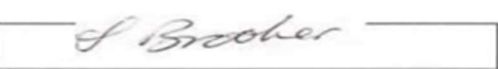
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

		
Full name(s)	Pamela Campbell	Saika Brooker
Position (eg Secretary, Chair, etc)	Chairperson	Secretary
Date	12/11/2025	

BEXLEY GRAMMAR SCHOOL PARENTS ASSOCIATION
FINANCIAL YEAR: 01 August 2024 - 31 July 2025

	2024-25	2023-24
Opening current account balances	£21,205.75	15608.76
Business Reserve Account	£1,621.55	1599.61
Petty Cash	£491.51	219.49
Uncleared cheques		
	£23,318.81	£17,427.86
<u>Income</u>		
Events	28729.07	34,865.14
CAF Donations	1534.41	200.00
BGSPA lotto	785.00	630.00
Easyfundraising	1005.42	1,613.22
Matched Funding	895.57	3,992.00
Just Giving	3459.04	0.00
Interest	23.38	21.94
<u>Total Income</u>	£36,431.89	41,322.30
<u>Expenditure</u>		
Events	-14498.77	-£14,890.56
PTA Expenses	-773.94	-£591.47
BGSPA lotto	-305.00	-£295.00
Just Giving & Parents Donations	-4850.75	£0.00
PA Donations	-12748.46	-£19,654.32
<u>Total Expenditure</u>	-£33,176.92	-£35,431.35
<u>CLOSING BALANCE</u>	£26,573.78	£23,313.22
Closing current account balance	£24,670.48	£21,205.75
Business Reserve	£1,644.93	£1,621.55
Petty Cash at 31/07/25	£258.37	£491.51
CLOSING BALANCE	£26,573.78	£23,318.81
TOTAL INCOME LESS EXPENDITURE	£3,254.97	5890.95
Difference	£0.00	



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

Charity Name
Bexley Grammar School Parents Association

On accounts for the year ended

31/07/25

Charity no (if any)

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 **DD / MM / YYYY**.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect.

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

KVirk

Date:

06/11/25

Name:

Kerpal Virk

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

ACCA

Address:

13 Hamilton Road Bexleyheath, Kent, DA7 4PX

Section B

Disclosure

Only complete if the examiner needs to highlight 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.