



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	Day 1	Month April	Year 2020		Day 31	Month March

Charity name	Sevenoaks Primary School Association		
Other names charity is known by	None		
Registered charity number (if any)	283688		
Charity's principal address	Sevenoaks Primary School		
	Bradbourne Park Road, Sevenoaks,		
	Kent		
	Postcode	TN13 3LB	

#### 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 any)
C Malone	President		
Leanne Terry	Treasurer		
Kelly Jepp	Co-chair		
Corrie Kevan	Co-chair		
Jane Durkin			
Arina Jones			
Sally Crooks			
Victoria Carr			
Andrea Garner			
Fiona Dennis			
Fiona Wade	Secretary		
Johanne Tyrrell-Clark			
Kate Holman			

Names of the trustees for the charity, if any, (for example, any custodian trustees) NONE

Names and addresses of advisers (Optional information) NONE

Name of chief executive or names of senior staff members (Optional information) NONE

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The Committee has adopted in full the PTA-UK (Formerly NCPTA) Model Constitution for Parent Teacher Associations.
How the charity is constituted (eg. trust, association, company)	Unincorporated Association of Parents, Carers, Staff and Friends of the School.
Trustee selection methods (eg. appointed by, elected by)	Trustee vacancies are communicated to all members via the School Newsletter. Members who wish to become Trustees are co-opted at a Committee meeting, until they can be formally elected at the next AGM.

## 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.

The management of Sevenoaks Primary School Association (SPSA) is undertaken by the Trustees Committee, all of which give their time voluntarily and receive no remuneration. The Headteacher of Sevenoaks Primary School is the President of the Association. The organisation has no paid staff. The organisation has no related parties.

SPSA is a member of PTA-UK which provides advice and help to Parent Teacher organisations.

The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Headmaster of the Sevenoaks Primary School and the Chair of SPSA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the NCPTA and the Health and Safety Executive. In addition, training is provided to members when appropriate, e.g. for handling fireworks at the Fireworks Night event.

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

The object of the Association (the Objects) is to advance the education of pupils in the School in particular by:

- 2.1 Developing effective relationships between the staff, parents and others associated with the school;
- 2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

When organising SPSA activities the Trustees kept in mind the Charity Commission's guidance on public benefit. The Trustees understood that in order to act for the public benefit, all activities must be undertaken within the main aims (objects) of the SPSA, as detailed in Section C above.

The Trustees took care to ensure that the Association's activities (taken as a whole) fulfilled all these aims and that these were at the heart of everything that the SPSA undertook in the year.

The main activities were the running of events to raise funds and the receipt of donations from local businesses, parents, carers and friends. These were used for the purchase of equipment and facilities to enhance the education of the children at the School.

The Committee focused on providing a varied range of activities that in addition to raising funds, also fostered more effective relationships between the staff, parents and others associated with the School. The majority of events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.

The Committee assisted directly (where possible and appropriate) in providing educational opportunities to the children. For example, the Trustees were pleased to assist the School children to design their own Christmas Cards, which their families could then purchase.

The SPSA also runs a second-hand school uniform shop, the main aim being to promote recycling and good relationships between the School and Parents or Carers. This is done by encouraging donations of good quality second hand school clothing and making it available to the parents at a reasonable price, for the benefit of the children attending the School.

**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)**

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

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

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

The only grants are those made directly to the School to fund facilities and educational activities. All such expenditure is discussed and approved in advance at Trustee Committee meetings.

The Committee cannot stress enough the great contribution made by volunteers to the work of the SPSA. These include committee members, parents, carers, staff and not least the pupils themselves. It is through the continued support of all these people that the SPSA can achieve its objectives and we would like to thank everyone involved in organising and running the fundraising and other activities for their time and effort.



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

The Trustees are pleased to announce that, even despite covid lockdowns and restrictions, the committee were able to continue fundraising for the school. This was down to the continued passion and commitment of the SPSA committee, all the school staff and teachers and our supportive parents and carers.

Whilst the SPSA had to cancel many of our really successful events, we were able to hold some virtual events, like an online quiz night and when the children returned to school, a well received break the rules day, as well as continuing with our ever popular SPSA Christmas Cards sale.

We also turned our attention to supporting families through the tough times that came with covid lockdowns by starting our own Food Bank and later developing that into a Hardship Fund. That fund will continue to support families in need at any time of the year to ensure that all children get the same access to school opportunities and experiences.

With home schooling a reality for many in lockdown, we certainly felt more appreciation for our school team and the SPSA were delighted to be able to show just how grateful we all were with our Staff Welfare Packs, delivered to all 100 Sevenoaks Primary staff.

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

The SPSA aims to hold a reserve of £5,000, being the amount the Treasurer has estimated is required to maintain adequate cash flow on a day to day basis. Time lags may occur between the SPSA raising funds and the School being able to spend them but the aim of the Committee is to pass funds to the School as soon as practicable.

*At the end of the year, £5,000 was held in reserve.*

**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.

*Net receipts raised from the activities of the Association continue to be used to support the key objective of benefitting children of Sevenoaks Primary School.*

*Due to the extremely poor interest rates available in the year, surplus funds have not been placed on Deposit. This situation is constantly under review.*

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

**Signed on behalf of the charity's trustees**

Signature(s)



Full name(s)

**Kelly Jepp**

**Corrie Kevan**

Position (eg Secretary, Chair, etc)

**Co-Chair**

**Co-Chair**

Date

**31.01.2022**




## Sevenoaks Primary School Association

**Charity number 283688**

### Statement of assets and liabilities as at 31 March 2021

Details		Unrestricted funds £
<b>Cash funds</b>	Current account	18,269
	Deposit account	7,605
	Top Draw	999
	Petty Cash	80
	<i>Total cash funds</i>	<i>26,953</i>
<b>Other monetary assets</b>	Stock of uniform	0
	Gift Aid to be reclaimed	0
	Stock of alcohol for events	353
	Catering	0
	Glow Toys for events	0
	Event expenses paid in advance	0
<b>Assets for own use</b>	Equipment and lighting for events	0
	Gazebos	0
	New Misc Assets	739
	Coin sorter	0
<b>Liabilities</b>	Events income received in advance	0
	Invoices unpaid at year-end	0
	Other expenditure	0

					
	<b>Sevenoaks Primary School Association</b>				
	<b>Charity number 283688</b>				
		<b>For the year from 1 April 2020 to 31 March 2021</b>			
<b>Receipts and payments</b>					
				2021	2020
<b>Receipts</b>				£	£
Donations				24,153	1,830
Fundraising events				9,275	25,856
Sales of school uniform				326	1011
Sale of Christmas cards and hoodies				3,933	4,033
Bank interest				3	75
		<b>Total receipts</b>		37,690	32,805
<b>Payments</b>					
Costs of fundraising events				760	5,686
Costs of Christmas cards and hoodies				3,127	2,400
School uniform costs				175	811
Governance costs				1084	1022
		<b>Sub total</b>		5,146	9,919
<b>Purchase of equipment</b>				0	739
		<b>Total payments</b>		5,146	10,658
		<b>Net receipts before donations to School</b>		32,544	22,147
<b>Donations to Sevenoaks Primary School</b>				-22,759	-24,677
	<b>Net (payments) /receipts</b>			<b>9,785</b>	<b>-2,530</b>
<b>Cash funds last year end</b>				17,165	19,695
	<b>Cash funds this year end</b>			26,950	17,165



Report to the trustees/  
members of

Charity Name  
Sevenoaks Primary School Association

On accounts for the year  
ended

31 March 2021

Charity no  
(if any)

283688

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2019.

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 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.

Signed:

Date:

1/2/2022

Name:

Pui Lai To

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

Chartered Tax Adviser

Address:

4 Camden Road

Sevenoaks

Kent TN13 3LY

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.