



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Maidstone Grammar School Parents Association

On accounts for the year  
ended

31 August 2020

Charity no  
(if any) 290750

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

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Date: 24/5/2021

Name:

Beverley Evans

Relevant professional  
qualification(s) or body

CPFA

(if any):

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Address:

The White House
169 Tonbridge Road
Wateringbury, Kent ME18 5NU

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.**

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## MAIDSTONE GRAMMAR SCHOOL PARENTS' ASSOCIATION

### ANNUAL REPORT AND ACCOUNTS

Registered Charity Number: 290750

Principal address: Maidstone Grammar School  
Barton Road  
Maidstone  
Kent  
ME15 7BT

#### *Trustees*

The Trustees listed below have, unless noted, all served in office throughout 2019-2020

Chairman	Sarah Hudson	
Vice Chairman	Caroline May	
Secretary	Charlotte McClymont	
Treasurer	Stephen Batchelor	
Senior Staff Representative	Mark Tomkins (Headmaster)	
Members	Paul Tassell	
	Karen Shaw	(Resigned 14/10/19)
	Pauline Coppard	(Resigned 14/10/19)
	Jennie Creasy	(Resigned 14/10/19)

#### *Executive Committee Members*

All Trustees also sit on the Executive Committee. Additional members are:

Emma Foreman *	Michael Hall	Irene Santineer	Kelly Harwood
Julie Griggs	Heather Liveston *	Jacqueline Bell	Helen Kelly
Mary Grabham	Ben Grabham	Madeleine Jarvis	Marc Jarvis
Jo Jackson			

(\*resigned during 2019-2020)

Bankers: Lloyds Banking Group  
18 Week Street  
Maidstone  
Kent  
ME14 1RW

## *Governance and management*

### **Governing document**

The charity is regulated by the constitution and rules adopted at the Annual General Meeting on 12 October 2009 as amended at the Annual General Meeting on 14th October 2019.

### **Management of the charity**

The Board of Trustees is the governing body of the Maidstone Grammar School Parents' Association ("the Association") and consists of the appointed trustees of the charity. Trustees are elected annually at the Annual General Meeting. At the AGM on 14 October 2019 the nominations of new and existing trustees were accepted and duly elected.

The management of events and activities is overseen by members serving on the Executive Committee ("the Committee"), which comprises all trustees plus other members of the Association elected or co-opted by the Committee. A clear distinction is made between business that must be dealt with by trustees (such as compliance with statutory requirements) and the day-to-day management of the Association's activities.

The Committee met six times in 2019-2020. A Treasurer's Report was presented at each meeting, indicating the amount available to the Association to make grants to Maidstone Grammar School ("the School"), subject to forecast expenditure and the Association's reserves policy. The School Captain, Vice Captain, or an appointed deputy, representing the School Council and school prefects, also attended some meetings.

The Accounts are presented annually to the membership for approval at the Annual General Meeting. This year the level of income requires an independent audit and suitable arrangements will be made for this to be done by an Independent Examiner.

### *Activities of the charity*

The activities of the charity fall broadly into two types:

- those which are essentially fundraising (such as the Fireworks Display, Quiz Evening, Wreath making, Spring Fair, 100 Club, Tribute Nights, Golf Day, Clothes and ink cartridge recycling, Easy fundraising); and
- those aimed at building relationships between pupils, between parents, and with staff (such as the Theatre Trips, Cross-Channel Trips, Second Hand Uniform shop). These fall within the charitable objects of the Association.

Although some events do not have a fundraising focus, prudence requires the Association to weigh the benefits against the net costs that may be incurred. Consequently, such events often run at little or no net cost and may generate a surplus.

In line with many businesses and organisations the Association's activities have been significantly impacted by Covid19 with many planned events unfortunately needing to be cancelled."

## *Achievement and performance*

### **Chairman's Statement**

The 2019-2020 academic year has been a bit different, to say the least!

Our thanks go to Mark Tomkins, Headmaster, who has been fantastic in his support yet again this year, devoting personal out of hours time to Committee meetings and actively participating in events. We have had fantastic support from Sandy Smith, plus the Bursar, Heather Cook, bursary staff, teachers, students and prefects (especially the sound and light team), and the School caretakers. Thank you all - we cannot do it without you!

We have a surplus before grants of £13,368 and distributed an amount of £10,000 to the school.

With revenue cutbacks being felt by the School it is even more important that MGSPA continues to raise funds that can be distributed as valuable grants to the School. The grants can be used to purchase equipment and support activities that will benefit a significant number of students.

The Fireworks event was hampered by a storm, and torrential rain, causing hundreds of regular supporters to stay inside and keep dry. This had a significant effect on our fundraising efforts, and although profitable, nowhere near as good as previous years.

Two coaches full of parents, relatives, and staff went to Bruges, to visit the Christmas markets, as well as the many restaurants. A dry, but cool day – but full of mulled wine, and the sound of Christmas carols, made the December trip the start of our Christmas celebrations.

The wreath making event, under new guidance, continues to be successful and is as popular as ever.

Our Quiz evening remains a very popular event – we managed to hold it just before lockdown - and generates a consistent amount of revenue. Thanks again to Mark Tomkins for acting as our Quiz Master.

Our Spring Fair was the first casualty of Covid19, and all the other events in our calendar were also cancelled. This included the decision not to hold any fireworks event in the Autumn of 2020 as well. The impact of these cancellations on our ability to fundraise, is visible in the figures.

It is very rewarding to be involved in the MGSPA and to give so much value to the students at the School. All parents of all students at the School are automatically members of the MGSPA and I would urge all of you to turn that membership into active participation. I know that not everyone can be a Committee member or lead a PA event, but I am sure that literally hundreds of our parents would be prepared to be a helper from time to time.



Our other fundraising activities now include the Second hand uniform shop, which is proving a godsend to so many families with the high quality used clothes available, at huge discounts to new prices. We have Easyfundraising – a free to use shopping portal that donates money to the school, when you shop online – this could raise so much more money, if more parents signed up and remembered to use it, each time they go online. The recycling of used ink and toner cartridges generating a small but steady income, as well as our recycling of unwanted clothes, shoes and household textiles. Our 100 Club – please join if you haven't already. Monthly draws of £50, with a super draw in December of £1000, just in time for Christmas. We rely on your support for all of these, so thank you.

I am keen that we expand our group and make sure that we are open and welcoming towards all members who want to get involved.

**Mrs Sarah Hudson**  
**Chairman**

# MAIDSTONE GRAMMAR SCHOOL PARENTS' ASSOCIATION

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2020

### ASSETS

The Association holds the funds as shown in the Balance Sheet below.  
The Associations assets have been fully depreciated.

### LIABILITIES

The Association has no liabilities.

### BALANCE SHEET AS AT 31 AUGUST 2020

Accumulated Fund as at 1 September 2019	£32,897
Add surplus for year	£3,368
Accumulated Fund as at 31 August 2020	<u>£36,265</u>
Represented by:	
Lloyds Banking Group Treasurers Account	£4,849
Lloyds Banking Group Business Instant 1 Account	£30,413
Lloyds Banking Group Business Instant 2 Account	£2
Cash float	£1,000
	<u>£36,265</u>

*Note: All receipts and payments go through the Lloyds Treasurers Account, which pays no interest, and the balance is kept low with funds transferred as necessary to and from the Lloyds Business Instant Account, which pays a low rate of interest. When sums allow monies are placed on term deposits at higher interest. The Business Bank Instant 2 Account is a hypothecated reserve for the Pavilion Project loan interest.*

Accounts prepared from the books, papers and statements of the Maidstone Grammar School  
Parents' Association for the twelve months to 31 August 2020

Signed: S. Hudson  
Chair Date 12 October 2020

**MAIDSTONE GRAMMAR SCHOOL PARENTS' ASSOCIATION**  
**Income & Expenditure 1 September 2019 to 31 August 2020**

	<u>2019-20</u>			<u>2018-19</u>		
	<u>Income</u>	<u>Expenditure</u>	<u>Net</u>	<u>Income</u>	<u>Expenditure</u>	<u>Net</u>
	£	£	£	£	£	£
<b>Events</b>						
Fireworks Display	8743	3721	5022	17944	6259	11685
Quiz Evening	2660	766	1894	2064	536	1528
Wreath making	775	262	513	915	210	705
Spring Fair	949	1758	-809	4059	1775	2284
Bruges Trip	3800	3085	715	3780	3195	585
Barn Dance	0	0	0	2159	1890	268
Theatre Trips	800	609	191	3529	3483	46
Golf Day	0	0	0	1600	121	1479
Miscellaneous Events	0	200	-200	0	150	-150
<b>Total Events</b>	<b>17727</b>	<b>10400</b>	<b>7326</b>	<b>36050</b>	<b>17620</b>	<b>18429</b>
<b>Other Fund Raising</b>						
100 Club / PATH Lottery	1710	1200	510	1830	1400	430
2nd Hand Uniform Shop	3134	0	3134	3680	0	3680
Hamper Prize Draw	805	111	694	0	0	0
Easyfundraising	898	0	898	1088	0	1088
Toner Recycling	299	0	299	288	0	288
Miscellaneous fund raising	515	423	92	2010	1164	846
<b>Total Other Fund Raising</b>	<b>7360</b>	<b>1733</b>	<b>5627</b>	<b>8897</b>	<b>2564</b>	<b>6332</b>
<b>Other Income/Expenditure</b>						
Bank Interest	16	0	16	15	0	15
Speechday Prizes	0	800	-800	0	560	-560
Scout Jamboree	0	0	0	0	450	-450
Parentkind Membership	0	122	-122	0	117	-117
Donations	600	0	600	0	0	0
Own Clothes day	933	0	933	0	0	0
AGM Catering	0	212	-212	0	100	-100
<b>Total Other Income/Expenditure</b>	<b>1549</b>	<b>1134</b>	<b>415</b>	<b>15</b>	<b>1227</b>	<b>-1212</b>
<b>Total before settled bids</b>	<b>26636</b>	<b>13268</b>	<b>13368</b>	<b>44961</b>	<b>21411</b>	<b>23550</b>
Settled Bids	0	10000	-10000	0	13728	-13728
<b>Total After settled bids</b>	<b>26636</b>	<b>23268</b>	<b>3368</b>	<b>44961</b>	<b>35139</b>	<b>9822</b>



**MAIDSTONE GRAMMAR SCHOOL PARENTS' ASSOCIATION**  
**Income & Expenditure 1 September 2019 to 31 August 2020**

	<u>2019-20</u>		<u>2018-19</u>		
	<u>Income</u>	<u>Expenditure</u>	<u>Income</u>	<u>Expenditure</u>	<u>Net</u>
	£	£	£	£	£
<b>Theatre Trips</b>					
Theatre (Show) - School of Rock	0	0	199	0	199
Theatre-Only Fools and Horses	600	562	0	0	0
Theatre-Everyone's talking about Jamie	0	0	1125	1125	0
Theatre-Come from Away	0	0	370	450	-80
Theatre-Bitter Wheat	0	0	0	2	-2
Theatre 9 to 5	0	0	1035	1005	30
Theatre - Tina Turner	200	47	800	901	-101
	800	609	3529	3483	46
<b>Miscellaneous Events</b>					
ABBA tribute	0	200	0	0	0
Bon Jovi tribute	0	0	0	150	-150
	0	200	0	150	-150
<b>Miscellaneous Fundraising</b>					
Salvation Army	99	0	96	0	96
Sporting Predictions	56	0	0	0	0
ASDA Charity Collection	0	0	200	0	200
Aviva Communities Fund Grant	0	0	500	500	0
School production - Refreshments	123	201	643	391	252
Year 11 Parents Evening	0	0	25	2	24
Year 10 Parents Evening	0	0	45	0	45
Year 6 Induction Day	0	0	0	15	-15
Year 6 Open Evening	11	23	0	0	0
Year 7 Welcome	0	0	151	20	131
Year 8 Parents Evening	0	0	110	0	110
Year 9 Parents Evening	0	0	65	0	65
WH Smith Charitable trust	0	0	100	0	100
Other miscellaneous & Previous Year Adjustments	225	199	76	237	-160
	515	423	2010	1164	846

### **NOTES to accompany 2019-2020 Report & Accounts**

- 1 2019/20 Net Income from "Events" at £7,326 was down by £11,103 (-60.25%) largely explained by lower Fireworks gate takings income and the impact of Covid19 on other planned events.
- 2 Under "Other fundraising", 100 Club net income was up slightly in 2019/20 at £510 (18.6%) while the second hand uniform shop income was down slightly with sales of £3134 (-14.8%) but still provides a good source of income. Easyfundrasing, while below 2018/19, generated £898 of income (-17.5%)
- 3 "Grants to the school" were at a lower level in 2019/20 with £10,000 being distributed. The settled bids were as follows:

Pavilion project	10,000
	<hr/>
	10,000

- 4 During 2019/20 lower and upper school prizes were donated totalling £800 while £600 was kindly donated by parents.

## **MGSPA DIARY DATES 2020-2021 ACADEMIC YEAR**

The following diary dates are to be discussed and agreed at a meeting of the Executive Committee to be held via Zoom on Monday 12 October 2020.

The dates may be subject to subsequent change as agreed by the Committee but, at present, will all involved please update your diaries accordingly. Should any Committee member be unable to attend any given PA Meeting it would be greatly appreciated if apologies for absence could be communicated by email to the Secretary as soon as possible to avoid potential delays to proceedings on the night.

### **PA MEETINGS (7.30-8.30pm)**

14 September 2020

12 October 2020 (immediately following the AGM)

16 November 2020

11 January 2021

01 March 2021

10 May 2021

21 June 2021

### **PA EVENTS**

TBA