

## The Bishop's Stortford High School Parent, Teacher & Friends Association AGM

Registered Charity - 293966

Held on Monday 29th September 2025 at 7pm in the School Hall Library

Present: Mr Reeve, Laura Kirby, Colette Holland, Kirsten Radford(1), Rachel Engel, Kirsty Rogers(2), Despina Vittori, Louise Webb, Anderson Munhoz, Jo Hume, Kamila Winkworth, Carly Wood, Helen Badcock, Ros Fraser, Sue Cooper, Natalie Miles, Mukesh Sinha, Claire Nelson.

Apologies: Zuzana Standish, Amy Thompson, Vanessa James, Abbi Blakey, Alex Tredgett, Julia Wilkie.

1.	<p>LK welcomed all and thanked DR.</p> <p>DR thanked everyone for the commitment and efforts to bring parents together at the school and raise funds highlighting how important it is for new parents and carers to see what a community the school is and events that bring everyone together, such as the Candlelit Supper.</p>
2.	<p>LK read the previous minutes. CN to file signed copy and send copy to HB.</p>
3.	<p><b>Chair's Report</b></p> <p>LK reflected on the year and thanked everyone for their continued support this year especially as this was the year that we moved into the new school.</p> <p>LK highlighted the seamless transition to the new school site thanks to TBSHS staff and that the PTFA now had a new and much larger designated cupboard.</p> <p>LK called out the successes of the year - prospective parents evening, new year 7s evening, sixth form opening evening for refreshments and thanked CH for her organising of these events.</p> <p>The Candlelit Supper had some changes in 2024 - premium wines, after dinner drinks, hired furniture, a new ticket sales site and a DJ. These along with the support from sixth formers, the baubles and raffle ensured it had a record number of attendees in the new larger hall.</p> <p>The quiz evening again had a record number of attendees and a professional quiz master was used.</p> <p>The One Stop Eco Shop in partnership with the Green Team, Interact Team and Mr Etheridge was a massive success, selling out of stock within 45 minutes and will be repeated this coming year.</p> <p>A copy of the report will be filed with these minutes.</p>

4.	<p><b>Treasurer's Report</b></p> <p>HB gave an overview of last year's accounts. Detailed paper copy of the overview to be filed with these minutes.</p> <table> <tr> <td>Net income for year 2024/25</td><td>£17431.12</td></tr> <tr> <td>PTFA donations to school</td><td>£44442.54</td></tr> <tr> <td>Surplus income over expenditure</td><td>-£32345.26</td></tr> </table> <p>Unallocated funds stand at £36126.09</p> <p>Just over £14000 is still locked in for the next minibus replacement.</p> <p>£19442.54 was transferred for new school furniture and a further £25,000 which RE had requested for the library and new IT equipment in classrooms.</p> <p>HB highlighted that we ringfence £1000 for pupil hardship and RE said that pupil premium is always used first.</p> <p>300 Club income has increased now that we have received back the members that Nat West lost in 2023.</p> <p>Since the income for the year is over £25000 there will need to be an independent audit this year. RE and HB to investigate who can do this.</p> <p>All the umbrellas have now been sold and there is an agreement with the PSA to donate any leftover alcohol stock, that will go out of date before the next event, to each other.</p>	Net income for year 2024/25	£17431.12	PTFA donations to school	£44442.54	Surplus income over expenditure	-£32345.26
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5.	<p><b>Election of Officers</b></p> <p>LK to remain as Chair - all in favour  CN to remain as Secretary - all in favour  HB to remain as Treasurer - all in favour  DR to remain as President ex-officio - all in favour</p>						
6.	<p><b>Appointment of Charity Trustees.</b></p> <p>Trustees proposed and agreed are now LK, HB, CN, JH, NM and CH. NM to sort access to the Charities Commission to ensure the changes can be made as this was not done last year due to access not being provided.</p>						
7.	<p><b>AOB</b></p> <p>None - see minutes of the general meeting that was straight after.</p>						
	<p>Meeting closed at 7.30pm</p>						



THE BISHOP'S STORTFORD HIGH SCHOOL PARENT TEACHER & FRIENDS ASSOCIATION

Registered Charity No: 293966

Statement of Accounts for the Period Ended 31st July 2025

<u>2023/24</u>			<u>2024/25</u>			CY v PY Fav/ (Unfav)	
<u>Income</u>	<u>Expenditure</u>	<u>Net</u>		<u>Income</u>	<u>Expenditure</u>	<u>Net</u>	
9,650.35	4,941.67	4,708.68	Candlelit supper	14,635.31	8,923.45	5,711.86	1,003.18
3,794.34	674.11	3,120.23	Annual quiz night	5,126.95	1,822.85	3,304.10	183.87
0.00	0.00	0.00	Stikens Labels	188.57	0.00	188.57	188.57
2,398.00	1,300.00	1,098.00	300 Club Income	3,124.00	0.00	3,124.00	2,026.00
21.40	0.00	21.40	Giving machine	0.00	0.00	0.00	(21.40)
601.33	0.00	601.33	2nd Hand uniform	2,424.90	0.00	2,424.90	1,823.57
195.04	0.00	195.04	Minibus Supporters Club	311.83	0.00	311.83	116.79
1,102.98	65.01	1,037.97	Teas & Other	708.00	230.40	477.60	(560.37)
197.50	0.00	197.50	Charities Trust	1,461.02	0.00	1,461.02	1,263.52
25.00	0.00	25.00	Donations to PTFA (Matched Funding)	75.00	0.00	75.00	50.00
0.00	153.00	-153.00	PSA Insurance	0.00	162.00	-162.00	(9.00)
0.00	0.00	0.00	Table tennis equipment	0.00	0.00	0.00	0.00
2,896.04	2,956.04	-60.00	Misc.	0.00	0.00	0.00	60.00
0.00	0.00	0.00	Deeds of Covenant	220.00	0.00	220.00	220.00
352.20	0.00	352.20	Interest	472.34	0.00	472.34	120.14
0.00	774.02	-774.02	Inventory	0.00	0.00	0.00	774.02
0.00	198.45	-198.45	Ticket/izettle Commissions	0.00	178.10	-178.10	20.35
0.00	4,378.79	-4,378.79	Equipment for School	459.25	44,442.54	-43,983.29	(39,604.50)
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21,234.18	15,441.09	5,793.09	Total Income	29,207.17	55,759.34	(26,552.17)	(32,345.26)
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	2023/24
Deficit of Expenditure over Income	5,793.09
Net Income excluding Equipment for School	10,171.88

	2024/25
Surplus of Income over expenditure	(26,552.17)
Net Income excluding Equipment for School	17,431.12

## THE BISHOP'S STORTFORD HIGH SCHOOL PARENT TEACHER & FRIENDS ASSOCIATION

2023/24		BALANCE SHEET AS AT 31st July 2023	2024/25
72,179.26		Opening Reserves at 1st Aug (prior year)	77,972.35
5,793.09		Plus Surplus/Shortfall for year	(26,552.17)
<b>77,972.35</b>		Closing reserve at 31st July 2024	<b>51,420.18</b>
Represented by:			
58,513.47		Nat West Current Accounts	31,438.33
9,412.26		Nat West Minibus Account	9,848.10
2,926.40		Charity Deed of Covenant	3,146.40
5,808.62		Charities Official Investment Fund	6,156.95
0.00		Petty Cash	348.40
1,311.60		Inventory	482.00
<b>77,972.35</b>			<b>51,420.18</b>
			0.00
<b>ALLOCATION OF RESERVES</b>			
Locked from 2019/2020 onwards	14,294.09	Minibus Supporters Club	14,294.09
New 40% allocation from 2019/2020	19,442.54	New School Furniture Allocation	0.00
New School Allocation	25,000.00	New School Allocation	0.00
	1,000.00	Pupil Hardship Fund	1,000.00
	18,235.72	Unallocated Funds	36,126.09
	<b>77,972.35</b>		<b>51,420.18</b>

## THE BISHOP'S STORTFORD HIGH SCHOOL PARENT TEACHER & FRIENDS ASSOCIATION

## Notes for year ending 31st July 2025

Candlelit Supper and the Quiz night continue to be successful money making events

300 Club has seen increased membership and is generating good income

The second hand uniform big event in July was a great success taking over £1000 in a single afternoon

There was also a single £1000 donation via the Charities Trust

Alcohol inventory decreased over the year and the expense split between Candlelit supper and the Quiz night.

Going forwards I propose to simplify the accounting. I believe we should adopt a policy of expensing all purchases in the year of purchase so that we will not report closing alcohol inventory in future years

During the year there were donations to school totalling £44,442.54 ( the New School Furniture Allocation and the New School Allocation from 2023/24

Just over £14k is still locked for the next minibus.

Unallocated funds now stand at £36k

This year has seen an income greater than £25k and therefore we are required by the Charities Commission to have an independent examination of the accounts.

The purpose of this is to provide some independent assurance that the charity's money has been properly accounted for and accounting records kept.



The Bishop's Stortford High School PTA  
Beaumont Avenue South  
Bishop's Stortford  
CM23 4SH

Dear Trustees

**Independent Examiner's Report to the Trustees of The Bishop's Stortford High School  
Parent Teacher & Friends Association**

I report on the accounts of the charity for the year ended 31<sup>st</sup> July 2025.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the **Charities Act 2011**.

The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees about such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:



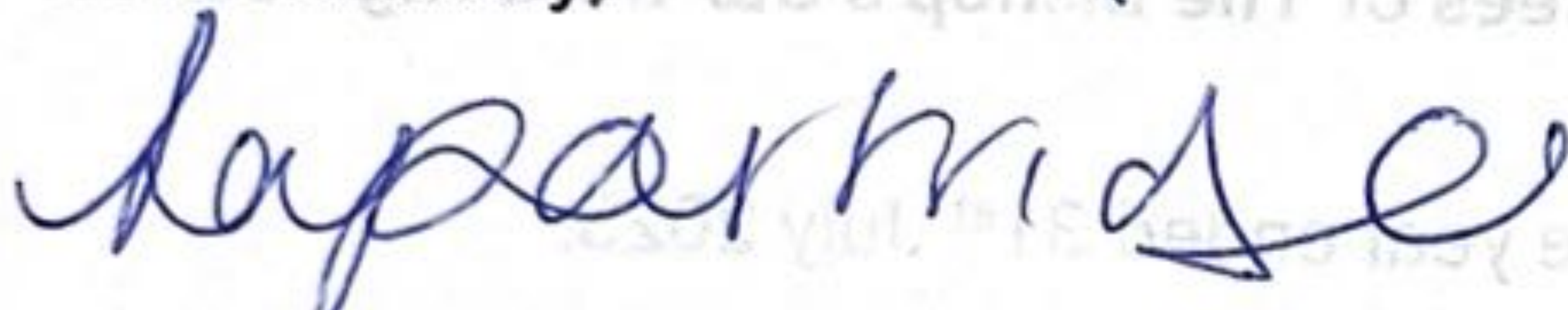
1. which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours faithfully,



Harriet Partridge FCCA

Fieldview, Cricketfield Lane, Bishop's Stortford, CM23 2SR

29/05/2026