

# Trustees' annual report for the period



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Period start date 

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 Period end date 

3	1	1	2	2	2
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Charity name 

Friends of Warden Park Primary																			
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Charity No  
(if any) 

2	9	8	8	1	6
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## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the association is to advance the education of pupils in the school in particular by: Developing effective relationships between the staff, parents and others associated with the school. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
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	A summer and Christmas fair and two pupil discos each year, workshop and social events for parents and carers, 2nd hand uniform shop.  During the 2022 year the school invested in its Outdoor Play and Learning scheme. The charity donated over 24k to purchase improved fencing, hard and soft landscaping, sheds and play equipment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
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	Supported the school in adopting the Outdoor Play and Learning Primary Program. The OPaL program helps pupils develop skills and behaviours during playtime. Secured a grant of over £13k from a local trust which will be used to build an outdoor classroom. This will enable the children to continue forest school lessons in poor weather. Events aimed at adults allow parents and carers an opportunity to meet and promote a sense of school community.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	The final balance at year end was £27,460, this is £1,473 higher than at year end 2021. Alongside the secured grant of £13k we have agreed to donate at least £10k to the school in 2023 for the outdoor classroom.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A small reserve is held in case of unexpected costs.
Amount of reserves held	Para 1.22	Bank account balance not to go below £5,000
Reasons for holding zero reserves	Para 1.22	N/A
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	None

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Registered charity
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 elected during the AGM. Vacant positions are advertised in advance of the meeting.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		



## Reference and Administrative details

Charity name	Friends of Warden Park Primary Academy
Other name the charity uses	
Registered charity number	298816
Charity's principal address	Warden Park Primary Academy New England Road Haywards Heath West Sussex RH16 3JR

### 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	Katherine Shepherd	Chair	01/01/2021 - 28/02/2022	
2	Angela Wright	Secretary		
3	Emma Callcott	Treasurer	01/01/2021 - 28/02/2022	
4	Hazel Batchelar	Communications	01/01/2021 - 28/02/2022	
5	Laren Doe	Events		
6	Helen Thompson	Vice Treasurer	01/01/2021 - 28/02/2022	
7	Grace Downes			
8	Sharon Grayson			
9	Sally Williams		01/01/2021 - 28/02/2022	
10	Bettina Horne-Huller			
11	Jo Little			
12	Katie Back			
13	Sharon Teague		01/01/2021 - 28/02/2022	
14	Emma Callcott	Co-Chair	01/03/2022-31/12/2022	
15	Sally Williams	Co-Chair	01/03/2022-31/12/2022	
16	Katherine Shepherd	Treasurer	01/03/2022-31/12/2022	
17	Philippa Sanniez	Co-Secretary	01/03/2022-31/12/2022	
18	Louise Edwards		01/03/2022-31/12/2022	
19	Hannah Dedman		01/03/2022-31/12/2022	
20	Steve Davis	President		

## Reference and Administrative details

Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	none
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### 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)	S. Bridger	Emma Callcott
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Full name(s)	SUZANNE BRIDGER	Emma Callcott
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Position (eg Secretary, Chair, etc)	TREASURER.	<del>School Business</del> Chair.
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Date	20.04.24
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**Friends of Warden Park Primary  
Receipts and Payments Account  
for the year ended 31 December 2022**

	2022
	£
Receipts	
Grant	13,311
School discos	2,636
Fund Raising Events	9,043
Xmas Fair (signage)	250
Xmas Wreaths	1,300
Uniform shop	475
School Lottery	2,573
Bag2School	668
Easy Fundraising	409
Amazon	91
Donations (reach for the coins)	123
Stikins	36
	<hr/> 30,914
Payments	
Expenses (Autumn Social, Xmas Disco & Xmas Fair 2021)	415
School discos	988
Equipment (SumUps)	60
Fund Raising Events Expenses	2,405
Parentkind Membership	128
Fees (PTA Events)	24
Donation to WPPA for resources	24,491
Xmas wreaths	759
Uniform shop	150
School Lottery	20

	<u>29,440</u>
Profit or Loss for the year	1,474
Balance at 1 January 2022	25,741
Balance at 31 December 2022	27,215
Held as	
current account	27,215
petty cash	245
PTA YEAR END BALANCE	<u>27,460</u>
Variance	0



Friends of Warden Park Primary



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

On accounts for the year  
ended Set out on  
pages

31<sup>st</sup> December 2022

Charity no  
(if any)

298816

1-2

#### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2022**

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

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

Emma Chambers

Date:

1/3/2024

Name:

EMMA CHAMBERS

Relevant professional  
qualification(s) or body

IER

1

Oct 2018

(if any):

Deputy Finance Manager

Address:

Warden Park Secondary Academy,

Broad Street, Cuckfield,

RH17 5DP

## 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).