



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date 15th Aug 2023 **To Period end date** 14th Aug 2024

Charity name: *The Westgate School Parent Staff Association*

Charity registration number: 298873

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Developing effective relationships between the staff, parents and others associated with the school. Engaging in activities and providing facilities or equipment which support the school and advance the education of 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	Raising these funds are beneficial to the Westgate School community now and in the future through the advancement of education of current and future pupils. During the year the charity has run numerous events and sales which have funded much needed equipment, and also supported wellbeing activities within the school. The PSA are able to provide investment in areas that are impossible for the school to fund, and whilst the funds raised benefit the Westgate school community, the events held benefit the wider community with many events being open to them as well as the school community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Decisions are based on the trustees having regard to the guidance 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	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	All activities are organised and delivered by volunteers, mainly parents and carers of current pupils, staff at the school and also the pupils themselves.
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>This year the PSA held two main annual events, the Christmas fair and the Summer Fair - community wide events supported by parents, staff and pupils from across the whole school.</p> <p>Other events of the year included:</p> <ul style="list-style-type: none"> • Christmas raffle – tickets were sold online and the draw held at school and published online. • Christmas trees were sold and delivered to the families of pupils and the local community. • Christmas cards and gifts printed with the pupils' festive pictures. • Christmas wreath making. • Quiz nights • A disco for the pupils of the lower school. • School uniform sales. • Cake sales. <p>From funds raised in the year, the PSA have been able to support the school through the provision of:</p> <ul style="list-style-type: none"> • 4 gazebos in the upper school • Acoustic improvements to the lower school hall • Football goals • Contributions towards school visits eg. a visiting author/Macbeth play • Community challenge badges

		<ul style="list-style-type: none"> Other smaller items, such as a tug of war rope and the licence of the Year 6 play. <p>Other donations to the school include annual commitments to provide prefect ties for the upper school, postage for record of achievement letters for each pupil of the upper school, Bug Club - an online reading tool for the lower school, and payment for a Christmas carol service in the Cathedral.</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	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The PSA supports the school in those areas where support has been requested, in areas that are impossible for the school to fund with the existing budget. The PSA work closely with the school leadership team to agree priority areas for fundraising.</p> <p>Retained funds from the previous year were used to provide payment for projects as detailed above. Retained funds at the end of this financial year have been 'ring fenced' to support a building project in the upper school, along with the annual items that the PSA has agreed to fund year on year.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The PSA will hold reserves such that the following expenses can be met:</p> <ul style="list-style-type: none"> - Standing commitments to the school for example, Reward and Recognition vouchers, Cathedral service, prefect ties, prom. - Working capital to fund next events <p>Other funds may be held in reserve pending a large purchase where funds need to be accumulated in order to provide the agreed provisions.</p>
Amount of reserves held	Para 1.22	£30,190
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	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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
	Para 1.46	

A description of the principal risks facing the charity		
Other		

Structure, Governance and Management

Description of charity's trusts:		
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	Association
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	Elected members at the AGM

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	
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	The Westgate School Parent Staff Association
Other name the charity uses	
Registered charity number	298873
Charity's principal address	The Westgate School Cheriton Road Winchester SO22 5AZ

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	Charlie Damant	Chair		PSA Members
2	Aysha Day	Vice chair		PSA Members
3	Kate Brook	Treasurer		PSA Members
4	Jenny Harvie	Secretary		PSA Members
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17				
18				
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20				

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	
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)		
Full name(s)	Kate Brook	Charlie Damant
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	23-Jan-25	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
The Westgate School Parent Staff Association	298873

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	15/08/2023		14/08/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	6,601	-	-	6,601	7,768
Fundraising sales and events	36,466	-	-	36,466	34,307
Gift Aid	88	-	-	88	302
Interest	427	-	-	427	269
Sponsorships	-	-	-	-	1,400
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	43,582	-	-	43,582	44,046
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,582	-	-	43,582	44,046
A3 Payments					
Raising funds costs	9,277	-	-	9,277	13,343
Charitable activities	53,392	-	-	53,392	33,658
IT Software and consumables	217	-	-	217	1,187
Other	838	-	-	838	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	63,724	-	-	63,724	48,188
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	63,724	-	-	63,724	48,188
Net of receipts/(payments)	- 20,142	-	-	- 20,142	- 4,142
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	50,332	-	-	50,332	54,474
Cash funds this year end	30,190	-	-	30,190	50,332

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	14,197	-	-
	Deposit account	9	-	-
	32 days term deposit account	15,869	-	-
	Petty cash	115	-	-
	Total cash funds	30,190	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the trustees/
members of

Charity Name

THE WESTGATE SCHOOL PARENT STAFF ASSOCIATION

On accounts for the year
ended

14/08/24

Charity no
(if any)

298873

Set out on pages

1-2

(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 14/08/2024

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:

Date:

28/1/25

Name:

T.L. MCCATHIE

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

ACCA

Address:

2 BOSCOMBE ROAD

WINCHESTER

SO22 6RY

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.

NONE.