



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2019		Day 31	Month March	Year 2020

### Section A Reference and administration details

**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 (if any)
Cassandra Malone	President		
Leanne Terry	Secretary		
Kelly Jepp	Co-chair		
Corrie Kevan	Co-chair		
Alice Andreas	Co-treasurer		
Leanne Terry	Co-treasurer		
Sam French			
Jane Durkin			
Ginny Al-Rais			
Arina Jones			
Anita Brown			
Anna Dark			
Sally Crooks			
Andrea Garner			
Fiona Dennis			

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

## Section B Structure, governance and management

### 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, online portal (ClassList) and the association's Facebook page. 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 Headteacher and Deputy Headteacher of the Sevenoaks Primary School and the Co-Chairs 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 and fire evacuation procedures.

**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.

**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)**

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 re-cycling 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.

**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.

Section D

Achievements and performance

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

*The Trustees are pleased to announce that 2019/20 has been another successful year in terms of raising funds for the new school. This has been achieved largely through SPSA fund raising events, but also from a donations and sponsorship from parents and local businesses.*

*Net receipts were raised of £32,805 (last year £52,510)*

*The Committee organised 9 fund-raising events in the year, raising receipts of £25,856 (last year £46,368). The two most successful events for the year were the Summer Fair and the Christmas Bazaar. The Summer Fair raised net receipts of £5,813 and the Christmas Bazaar raised £7,992.*

*As well as fun and games, the Committee continued to give the children chances to undertake directly educational activities such as making their own decorations and decorating biscuits at the Christmas Bazaar. The sale of Christmas Cards made by the children again proved popular and raised net receipts of £564 (last year £559).*

*The SPSA is committed to making available good quality second hand uniform at very affordable prices in support of our charitable objectives.*

*The Committee also run a popular fundraising initiative. Top Draw is a monthly lottery. During the year this was dedicated to raising funds for the purchase of new books and during the 2019/2020 year £1,602 was donated to the school for this purpose. During the year there were an average of 34 members contributing £150 per month. After prize money (£75 per month), this provides a net profit of £65 per month. It is hoped this will continue to grow and, in December 2020, Top Draw has been re-launched with an initiative to attract new members.*

*As a result of the fund-raising events, the SPSA donated £24,676 (last year £239,345) The focus of the funds raised from events this year was towards the improvement of the outdoor equipment including outdoor gym equipment, permanent sun shades and picnic benches with games. £2,080 was also donated for new iPads for foundation stage.*

**Future plans of the Committee:**

*The Committee will continue to raise funds through events and sponsorship for new equipment, as well as ensuring funds are spent on providing for clubs and activities to support the children.*

*One particular focus for the coming year will be to raise funds for a new playground including multi-use sports court. This is a significant challenge for the committee particularly given the restrictions on events as a result of the COVID19 pandemic.*

## Section E

## Financial review

### 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, £7,602 (last 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.

*The majority of SPSA's receipts for the year were donated by parents and raised by parents through fundraising events. A small percentage (approx. 8%) of receipts came from the sale of school uniform, the sale of the children's Christmas Cards and other charitable activities.*

*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.*

## Section F

## Other optional information

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s) Corrie Kevan Kelny Jepp

Full name(s) CORRIE KEVAN KELNY JEPPI

Position (eg Secretary, Chair, etc) CO-CHAIR CO-CHAIR

Date 29/01/2021




## Sevenoaks Primary School Association

**Charity number 283688**

### Statement of assets and liabilities as at 31 March 2020

Details		Unrestricted funds £
<b>Cash funds</b>	Current account	8,181
	Deposit account	7,602
	Top Draw	1302
	Petty Cash	80
	<i>Total cash funds</i>	<b>17,165</b>
<b>Other monetary assets</b>	Stock of uniform	0
	Gift Aid to be reclaimed	0
	Stock of alcohol for events	100
	Catering	0
	Glow Toys for events	0
	Event expenses paid in advance	0
<b>Assets for own use</b>	Equipment and lighting for events	
	Gazebos	
	New Misc Assets	739
	Coin sorter	0
<b>Liabilities</b>	Events income received in advance	0
	Uniform invoices unpaid at year-end	0
	Other expenditure	0



		<b>Sevenoaks Primary School Association</b>			
		<b>Charity number 283688</b>			
		<b>Receipts and payments</b>			
		<b>For the year from 1 April 2019 to 31 March 2020</b>			
				Total unrestricted funds	2019
<b>Receipts</b>				£	£
Donations				1,830	3,310
Fundraising events				25,856	46,368
Sales of school uniform				1011	740
Sale of Christmas cards and other charitable activities				4,033	2,077
Bank interest				75	15
		<b>Total receipts</b>		32,805	52,510
<b>Payments</b>					
Costs of fundraising events				5,686	18,018
Costs of Christmas cards and other charitable activities				2,400	1,505
School uniform costs				811	479
Governance costs				1022	553
		<b>Sub total</b>		9,919	20,555
<b>Purchase of equipment</b>				739	0
		<b>Total payments</b>		10,658	20,555
<b>Net receipts before donations to School</b>				22,147	31,955
<b>Donations to Sevenoaks Primary School</b>				-24,677	-239,345
	<b>Net (payments) /receipts</b>			<b>-2,530</b>	<b>-207,390</b>
<b>Cash funds last year end</b>				19,695	236,248
	<b>Cash funds this year end</b>			17,165	19,695



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Sevenoaks Primary School Association

**On accounts for the year  
ended**

31/03/2020

**Charity no  
(if any)**

283688

**Set out on pages**

3-4

**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 31/03/2020.

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:

Aelena Robertson  
FCCA

Date:

28/1/2021

Name: HELENA ROBERTON

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

Address: 4 The Patch  
Sevenoakes  
TN13 2DH

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.

The accounts were prepared in a true and accurate way.