



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From** 1<sup>st</sup> September 2020

**To** 31<sup>st</sup> August 2021

### **Reference and Administration details**

Charity name BURHILL COUNTY FIRST SCHOOL PARENT TEACHER ASSOCIATION

Other name used FRIENDS OF BURHILL SCHOOL (hereafter referred to as FoBS)

Address: Burhill Primary School, New Berry Lane, Hersham, Surrey, KT12 4HQ

**Charity registration number:** 285685

### **Names of Trustees as at 31<sup>st</sup> August 2021**

<i>Trustee Name</i>	<i>Office</i>
Fiona Wishaw	Chair
Jamie Ewan	Vice Chair
Katherine Lister	Co-Treasurer
Richard Leavey-Bell	Co-Treasurer
Sarah Bax	Secretary
Jennifer Dady	Trustee
James Johnson	Trustee
Candice Dolby	Trustee

### **Structure, Governance, Management**

*Type of Governing Document* – Parentkind Model Constitution Adopted 13<sup>th</sup> October 2020

*How the charity is constituted* – All parents/ primary carers of pupils at Burhill Primary School are automatically members of the PTA although they are not all active members. This also applies to staff at the school.

Members of the board of trustees are elected at the AGM by those present.

#### *Additional Governance issues*

All trustees undergo a DBS check which is kept up to date regularly. We are members of Parentkind UK.

## **Objectives and Activities**

Our objectives reflect the ethos of the school.

FoBS aims to raise money during the school year to fund projects to enhance the learning experience of both the children in attendance at the school as a whole and also to meet the specific needs of individual pupils.

We consider the Charity Commission's general guidance on public benefit when setting our own objectives and planning our activities.

We typically have a regular fundraiser in the year, notably, a fireworks night open to the public. During this financial year the COVID-19 pandemic prevented large events from taking place and we instead held remote fundraising activities.

These events and activities aim to raise money and also provide a memorable experience for the children who attend. We aim to provide a supportive community for all the families at Burhill Primary School and our local community.

The trustees co-ordinate many of the fundraisers themselves but they also rely largely on volunteers made up of parents and carers of children at the school to support the fundraising events.

## **Achievements and Performance**

This year was an exceptional year due to the Covid-19 pandemic. We were not able to proceed with large, in-person fundraising events and instead held smaller, remote fundraising activities.

FoBS incurred additional expenses as a result of the pandemic to provide financial and pastoral support to the school community. This included funding the autumn term academic activities contribution which would normally be covered by parents, and holding remotely accessed activities during school closure times. FoBS also funded a variety of Christmas activities to bring joy to the children during a time when most out-of-school Christmas activities were not able to proceed due to the pandemic. This included a Christmas present for each child, reindeer visits for Key Stage 1 pupils, a virtual panto and a virtual Santa visit.

Teachers seek to provide special learning opportunities for the children. FoBS funded new books for both the school library and also every classroom. Outdoor learning opportunities were enhanced following FoBS funding of a new forest school area and a new shed to allow pupils greater access to the Burhill bees.

FoBS also set up a separate pool of funds to provide staff appreciation gifts, ringfenced from all other fundraising. Parents are able to donate specifically to this fund and these monies alone are used to fund gifts and treats in appreciation of the hard work of the staff at Burhill Primary School.

## Financial Review

From September 2020 - August 2021, FoBS made a loss of £9,765. This loss has arisen due to the absence of any major fundraising events during the financial year as a result of the Covid-19 pandemic, as well as an increase in costs to support the school community during this challenging time.

The closing cash balance is £26,562.

Net assets stand at £27,100– this will allow FoBS to cover deposits to be paid for future events. We anticipate that selected fundraising events will still be unable to go ahead in the following year and this balance allows us to cover the usual projects and resource purchases we would wish to support.

## Declaration

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

Signed on behalf of the charity's trustees.

Signature

*Fiona Wishaw*

*Katie Lister*

Full Name

Fiona Wishaw

Katherine Lister

Positions

Chair

Co-Treasurer

Date

6th October 2021





## **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

**Report to the trustees/ members of :** BURHILL COUNTY FIRST SCHOOL PARENT  
TEACHER ASSOCIATION

**On accounts for the year ended:** 31<sup>st</sup> August 2021

**Charity No:** 285685

**Set out on page:** 4

### **Respective responsibilities of trustees and examiner:**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees do not consider an audit to be required for this reporting year, under section 144 of the Charities Act 2011 and that an independent examination is sufficient.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the Charities Act
- To 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 from 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. Explanations concerning such matters were sought from the trustees.

The procedures undertaken do not provide all the evidence that would be required in an audit. Consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement:**

In connection with my examination, no matter has come to my attention which either;

1. 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 and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met
2. Or, in my opinion, that attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed: 

Date: 6th October 2021

Name: Silje Ross

Address: 1 Avondale Close, Hersham KT12 4HS