

Trustees' Annual Report

For the period

From (start date)

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9	2	3
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 to end date

3	1	0	8	2	4
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Section A Reference and administration details

Charity name

Goudhurst and Kildown PTFA

Other names the charity is known by

N/A

Registered charity number (if any)

1	0	2	8	9	1	1
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Charity's principal address

Goudhurst & Kildown Church of England Primary School		
6 Beaman Close		
Goudhurst		
Kent	Postcode	T N 1 7 1 D Z

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mrs Beth Evans	Chairman	
2	Mrs Jayne Russell	Treasurer	
3	Mrs Claudia Burgos	Secretary	
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11			

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
Bankers	Natwest Bank	Tunbridge Wells, 89 Mount Pleasant Road, Tunbridge Wells TN1 1QJ
Independent Examiner	Henrietta Mason FCCA	Broad Oak Farm, Horden, TN17 2NJ

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Adherence to the ParentKind constitution
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(e.g. trust deed, constitution)

How the charity is constituted

Association

(e.g. trust, association, company)

Trustee selection methods

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(e.g. appointed by, elected by) Annual election at the AGM by the panel of class representatives

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the PTFA which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Policies and procedures adopted for:
 a) the induction and training of trustees;
 b) trustee' consideration of major risks and the systems and procedures to manage them

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Class representatives (x14) and meets most months depending on items necessary for the agenda except for August.

This Group Executive Committee exists to meet the responsibilities of the appointments and is responsible for:

The raising of funds and the administration of Group finance;

The insurance of persons, property and equipment;

Group public occasions;

Appointing any sub committees that may be required;

Appointing Group Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the buildings and equipment. The Group would request the use of buildings and equipment from the school and other local PTFA's. The Group has sufficient insurance in place to mitigate against loss and risk assesses each fundraising event.</p> <p>Injury to helpers and supporters. The Group through the capitation fees contributes to the ParentKind national accident insurance policy. Risk Assessments are undertaken before all activities. The Group is primarily reliant upon income from fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income.</p> <p>Reduction or loss of committee. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of committee to an unacceptable level the PTFA would simply have to cease supporting school projects. In the worst case scenario the complete closure of the Group.</p> <p>The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments on paperwork and a comprehensive insurance policies to ensure that insurable risks are covered.</p>



Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>The committee meets monthly throughout the school year on the first Monday of the month and welcomes everyone that wants to be involved, whether they are able to attend meetings or not. The PTFA is a friendly, pro-active group of parents who are supportive of the school's vision and want to make a difference to the children's experience of school. Getting involved with the PTFA is a great way to meet parents from across the school and learn more about the school.</p> <p>The PTFA raises money by running a number of events throughout the year for parents, children and the community including taking part in the Dragon Boat Race at Bewl Water, the Christmas Bazaar, the Village Fete and also social events for parents such as The Big Farm Bash and the infamous Quiz Night. Over the last few years the PTFA has raised over £18,000 which has all been spent to the benefit of the children and includes major investments such as new play equipment, including a huge traverse wall, a new school minibus and a shelter in our pond area. The PTFA also subsidises school trips, contributes to the annual Pantomime, contributes to the Power Maths and Accelerated Reader Programs and raises money for each teacher to spend on equipment for their class through regular cake sales in the playground. They also run/contribute to regular socials for the children such as the school discos and Christmas parties, which all add a little extra to their school experience.</p> <p>The Governors and Headteacher value greatly the work of the PTFA and recognise that the money the PTFA raises makes a real difference to your children's experience of our school. If you would like to get involved either by taking on an Officer role, being a Class Rep, committee member or regular helper for events please do get in touch via The School Office.</p>
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<p>Summary of the main activities in relation to these objects</p>	<p>The Group retained its usual wide variety of activities, including quiz nights, Village Fete, Dragon Boat Race, Christmas Market to name but a few as well as childrens socials, (discos, film nights etc).</p>
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Additional details of the objectives and activities (optional information but encouraged as best practice)

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>The Group relies heavily on volunteers to both support fundraising and concerted efforts have been, and are still being made to boost the general numbers of volunteers each year.</p>
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<p>Public benefit statement</p>	<p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.</p>
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Section D Achievements and performance

<p>Summary of the main achievements of the charity during the year</p>	<p>We have reached the end of yet another busy fundraising year for parents, teachers and friends of Goudhurst & Kilndown CEP School. We are very</p>
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privileged to have such a dedicated group of volunteers that readily give up so much time and invest so much effort to enhance the children's education in terms of experiences, equipment and resources and we can't thank our supporters enough.

The PTFA is set up so that each year group (seven in total) has two or three class reps that form the PTFA committee, in addition to the officers: a chair, treasurer and secretary. The role of our class reps is to inform their individual classes what help is needed and keep them informed of events for both parents and children. They are vital to the success of our fundraising year as they know their classes best and what can be done to promote successful fundraising and events within their own year group.

Our expenditure is agreed with the Headteacher, Mrs Roberts and teaching staff in line with the school improvement plan (SIP). We are careful and mindful to only invest in those things that enhance the children's school experience. Our aim is to support the school where Kent County Council funding stops.

We ran many of our usual events during the year, including the Village Fete, raising £6,443. This year we were in Chair of the Committee. For those of you that don't know, four village charities form the fete committee and profits from the main stalls and the day are split four ways. (the raffle, gates, sponsorship and advertising). The role of 'Chair' passes from charity to charity each year and the charity whose year it is to Chair the event gets to run and keep the profits from the BBQ, which this year was us, raising £1,362. The school also ran fifteen of their own stalls, including the 'Auction of Promises' which alone raised £1,458. We would like to thank all the local businesses and individuals that donated 'lots' for this stall. All profit from our school run stalls is 100% our own.

The ever-popular Christmas Market was held on the 30th November, an event all the children love as the school is transformed, with its very own spectacular grotto and a visit from Father Christmas. This event is run in collaboration with the whole village as we fit around the whole village Christmas events, so the community can enjoy a very festive day from start to finish. The Christmas Market raised a very impressive £5,319.

Other events included the quiz (£1,327), Refreshments at the Arts Festival, Sports Day and Pantastic Production (£1,291), and Sponsored Dance A Thon (£3,220).

Again, as a school and parent community we are incredibly grateful to have such support. The work and effort of these events is shared by many, and we are very lucky our class reps have been fabulous in communicating to their classes and summoning/encouraging support for events.

Throughout the year we ran cake and ice-cream sales after school. These are run respectively by every year group (two cake sales and one ice cream sale). The cake sale profits are allocated specifically to the year groups that organised them and are spent by the teacher on something for the class. Many classes this year used their funds for books or for a whole class trip. The ice cream sale income is used collectively to pay for the end of year party. It is worth noting that cake and ice-cream sales raised a very impressive £2,389 over the year and shows how popular and worthwhile these are for the school.

We were very fortunate during the year to be given funding from The Johnson Family which was put towards the new school minibus. We were very grateful for this donation and to all those that support the PTFA and the children who attend.

We continue to focus and encourage people to use the clothing bin with the emphasis being on recycling. We also recycle various other items including batteries, phones, print cartridges but these aren't always for money but because we should save them from landfill and promote that within our school. During the year we invested in school resources including the Power Maths Program (£1,500) and the Accelerated Reader program (£1,738). We also funded new welly racks for the whole school (£1,365), and invested in new netball posts (£422), as well as outdoor coats (£625). We annually also contributed £1,400 to class trips and this year paid £1,500 for the Christmas Pantomime visit to Tonbridge which the children thoroughly enjoyed.

As well as the usual SIP plan tagged items, part of the responsibility of the PTFA is to provide the children with social and extra-curricular activities. These included the Christmas party where we purchase food and prizes; the whole school Christmas lunch where we buy the table coverings and crackers; Easter chocolate that is given out after the Easter Service; school discos; film nights and the end of year party which is heavily subsidised by the ice-cream sales. Additionally, we pay for the upkeep of the minibus, including fuel. We also support the children by providing gifts for Mother's and Father's Day. All this goes on in the background and supports all the children that attend the school

We have had a very busy year and are incredibly grateful to the parents and children of the school for supporting us on the journey, to the school for working with us to give funds to where they are best utilised. We hope that the next fundraising year is as fun, and we continue to receive the same level of support so that we can continue to enhance the education of the children at Goudhurst & Kildown Primary School.

A big thank you to our fabulous committee and dedicated Officers. What a fabulous team and another fabulous year!! The PTFA have had an incredible year with the support of the whole school community and beyond and have raised an amazing amount. We would like to thank each and every class rep and parent for their help in achieving this. Without the support the PTFA would simply not be able to operate.

A massive thank you to all involved for such a successful year

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>	<p>Reserves Policy</p> <p>The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the Group should hold a sum equivalent to 12 months running costs, circa £5,000, in its current account with excess funds held also for major projects whilst the funds are not immediately required and we are still fundraising for big projects.</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	

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Section E Financial Review (continued)

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

<p>Investment Policy</p> <p>Our expenditure is agreed with the Headteacher, Mrs Roberts and teaching staff in line with the school improvement plan (SIP). We are careful and mindful to only invest in those things that enhance the children's school experience. Our aim is to support the school where Kent County Council funding stops. As well as the usual SIP plan tagged items, part of the responsibility of the PTFA is to provide the children with social and extra-curricular activities. These included the Christmas party where we purchase food and prizes; the whole school Christmas lunch where we buy the table coverings and crackers; Easter chocolate that is given out after the Easter Service; school discos; film nights and the end of year party which is heavily subsidised by the ice-cream sales. Additionally, we pay for the upkeep of the minibus, including fuel. We also support the children by providing gifts for Mother's and Father's Day. All this goes on in the background and supports all the children that attend the school</p>
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Section F Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

<p>We are currently raising funds for a new outdoor classroom through our various events and plan to keep working on that in the next academic year and beyond. We also plan to add a local sponsored adult challenge to our annual events.</p>

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

		
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Full name(s)

MRS BETH EVANS	Mrs Henrietta Mason FCCA
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Position (eg Secretary, Chair)

Chairman	Treasurer
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Date

20	June	2	0	2	5
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Goudhurst & Kilndown PTFA

Summary Accounts for the year ended 30 August 2024

Opening Balance				£15,060.83
Income:				
Annual Events:	Net Raised	Fundraising Expenses	Total income	
Christmas Market	£4,996.15	£1,365.82	£6,361.97	
Christmas Trees	£323.25	£1,002.75	£1,326.00	
London to Brighton Challenge	£0.00		£0.00	
Dance-a-Thon	£3,220.06	£0.00	£3,220.06	
Dragon Boat Racing & fundraiser for play equipment from Paypal	£0.00		£0.00	
Refreshments at Fantastic – KS2 Production	£0.00		£0.00	
* JOINT FETE *	£1,308.72	£5,938.13	£7,246.85	
Big Farm Fest – donation from parent	£85.00	£430.00	£515.00	
Grow your £1	£0.00		£0.00	
Quiz Night	£1,326.68	£548.85	£1,875.53	
Sports Day	£709.15	£295.30	£1,004.45	
KS2 Production	£436.36	£306.88	£743.24	
Arts Festival	£145.15	£137.95	£283.10	
Village Fete June 2023 (more came in from joint committee than provided for!)	£527.29	£22.10	£549.39	
Village Fete June 2024	£5,134.72	£1,193.36	£6,328.08	£29,453.67
Ongoing Events:				
Eco Kidz / Recycling Initiatives/ Easy Fundraising / Waitrose	£13.31	0	£13.31	
Amazon Smile	£0.00		£0.00	
Cake/Ice Cream Sales	£2,388.75		£2,388.75	
Year 6 Leavers Fund – Donut Sale	£223.20		£223.20	
Xmas Jumper / coat swap	£0.00		£0.00	
Uniform Sales	£16.00	0	£16.00	
				£2,641.26
One off Events:				
Donation from Interquest Group (UK) Limited – From Mrs Evans Work & Johnson Family Trust	£10,250.00		£10,250.00	
School Disco	£199.22	0	£199.22	
Class Photo donation from Ali Tuson	£0.00		£0.00	
Grant from the Johnson Family for play equipment	£0.00		£0.00	
				£10,449.22
Total Income this year	£31,303.01	£11,241.14	£42,544.15	£42,544.15

EXPENDITURE:

Contribution towards minibus	£10,000.00			
Y6 Leavers Party – inflatables / legcy gift / sundries – funded by dragons den / stall at fete / donut sale and match funding	£1,842.92			
Accelerated Reader – 50% contribution	£1,738.00			
Pantomime Contribution & ice creams	£1,500.00			
Contribution to Power Maths	£1,500.00			
Trip Contributions 2024	£1,400.00			
Welly Racks	£1,365.00			
Cake Sale All years – Trip contribution	£883.34			
Mothers Day Flowers / Fathers Day Chocolate	£877.52			
Staff coats (funded from teachers tombola)	£625.00			
Netball Posts	£422.00			
Books for the library	£364.13			
Whole School Christmas party, plus chocolate & ginger bread men for whole school	£346.25			
Glockenspiels	£334.66			
Minibus (fuel and maintenance)	£271.01			
End of year party (donuts, entertainer & bubbles)	£236.96			
Tile Painting	£235.00			
Accounts Audit 2022–23	£180.00			
Prizes and gifts (Christmas and end of school year)	£170.00			
Parentkind subscription & PTFA insurance	£153.00			
Whole school christmas lunch (crackers & table covering)	£131.71			
PTFA Supplies (BBQ Gas)	£128.25			
Buddy Magician	£120.00			
Cake Sale Year R – Maths Resources	£107.00			
Easter Chocolate	£104.40			
Y5 Cake Sale – York Trust virtual session	£85.00			
Cake Sale Year 5 – Books	£79.66			
Boothfair expenses (event cancelled)	£78.00			
Y5 Cake Sale – Books	£35.11			
Hangers for clothing sales	£30.68			
Total Expenditure	£25,344.60			£36,585.74

RECONCILIATION

Bank Balance	£28,199.34			£21,019.24
Uncleared Cheques (1048 & 1052)	£8,920.79			
Uncleared Bankings	£1,740.69			
Cash				
Balance Check				£21,019.24
Check	£0.00			



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Goudhurst & Kilndown PTFA

On accounts for the year ended

31st August 2024

Charity no (if any)

1028911

Set out on pages

1-7

(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 31/08/2024

Responsibilities and basis of report

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.

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.

Signed:

Date:

20th June 2025

Name:

Henrietta Mason FCCA

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

Association of Chartered Certified Accountants

Address:

Grey Cube Accounting Limited

Broad Oak Farm, Horden, Cranbrook

Kent, TN17 2NJ

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.