



# Trustees' Annual Report for the period

|      |                                 |  |  |
|------|---------------------------------|--|--|
|      | Period start date               | Period end date                          |  |
| From | 1 <sup>st</sup> October    2022 | To    30 <sup>th</sup> September    2023 |  |

## Section A                      Reference and administration details

**Charity name** St. Mark's School Association

**Other names charity is known by** -

**Registered charity number (if any)** 1044625

**Charity's principal address** St. Mark's C.E. Primary School

Hermitage Road  
 Cold Ash, Thatcham, Berkshire  
**Postcode** RG18 9PT

### 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  | Amy Cooper (nee Swallow)  | Chair           | September 2022 to May 2023        |   |
| 2  | Katie Cameron             | Chair           | May 2023 on                       |   |
| 4  | Megan Highland            | Vice Chair      | September 2022 to March 2023      |   |
| 5  | Laurence Grew             | Treasurer       |                                   |   |
| 6  | Shannon Coleman-Slaughter | Secretary       |                                   |   |
| 7  | Leanne Young              |                 |                                   |   |
| 8  | Rebecca Richardson        |                 |                                   |   |
| 9  | Jess Paisley              |                 |                                   |   |
| 10 | Victoria Reeve            |                 |                                   |   |
| 11 | Naomi Price               |                 |                                   |   |
| 12 | Lynne Stafford            |                 |                                   |   |
| 13 | Rebecca Bye               |                 | September 2022 to November 2022   |   |
| 14 | Christine Bravery         |                 |                                   |   |
| 15 |                           |                 |                                   |   |
| 26 |                           |                 |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**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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**Section B Structure, governance and management**

**Description of the charity's trusts**

|   |              |
|---|--------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution |
| How the charity is constituted<br>(eg. trust, association, company) | Association  |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Election     |

**Additional governance issues (Optional information)**

|  |   |
|--|---|
| <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul> | <p>Members of the association are the parents, guardians or carers of any pupil currently attending the school.</p> <p>All members are entitled to attend any general meeting of the association.</p> <p>Officers of the School Association are the Chair, Treasurer and Secretary, elected at an AGM.</p> <p>One member of The Association shall be a representative of the Board of Governors.</p> <p>The School Association shall attend link meetings with the Board of Governors twice a year.</p> |
|--|---|

**Section C Objectives and activities**

|   |  |
|---|--|
| <p><b>Summary of the objects of the charity set out in its governing document</b></p> | <p>The property and funds of the association must only be used to fulfil the objects:</p> <p>To advance the education of pupils in the school in particular by:</p> <ul style="list-style-type: none"> <li>• Developing effective relationships between the staff, parents and others associated with the school</li> <li>• Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li> </ul> <p>And beyond that, to enhance the fabric of school life and leave memories that the children will hold with them into adulthood.</p> |
|---|--|

**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)**

Fundraising activities for the financial year consisted of:  
Christmas Fayre  
Donations from parents  
Applied for Grants to benefit the school  
Ice cream and cake sales  
Uniform Sales  
Bags to school  
Wreath Making evening  
West Berkshire Lottery  
Quiz night  
Summer Fete  
Fun Run  
Easter Raffle  
Christmas Cards  
Match funding applications made  
Tea towel sales  
School disco  
Food and drink sales and school events

These raised £26,005 for the school.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Empty box for additional details of objectives and activities.

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

EYFS refurb of outside space  
New chromebooks for childrens use  
New CCTV system for school security  
School Crossing Patroller wages  
Coach transport for school trips  
Contribution to Swimming  
IT system licenses  
New library books for pupils  
Contribution to theatre performances  
New sports equipment  
Replacement batteries for school IT equipment  
New furniture for school classrooms  
Repairs on outdoor play equipment  
First aid courses for pupils  
New cookery equipment for pupil use

These projects were funded with £19,766.21 from School Association grants.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The School Association shall hold a sum of £2,000 in reserves.

**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.

## Section F

## Other optional information

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|  |
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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Laurence Grew

Katie Cameron

Position (eg Secretary, Chair, etc)

Treasurer

Chair

Date

29/07/24



CHARITY COMMISSION  
FOR ENGLAND AND WALES

St Marks School Association

1044625

## Receipts and payments accounts

CC16a

|                     |            |    |            |
|---------------------|------------|----|------------|
| For the period from | 01/10/2022 | To | 30/09/2023 |
|---------------------|------------|----|------------|

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |                                      |                                     |                                 |                               |
| Fundraising Events                                    | 25,055                                    | -                                    | -                                   | 25,055                          | -                             |
| Donations and grants                                  | -   | 4,700                                | -                                   | 4,700                           | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>25,055</b>                             | <b>4,700</b>                         | <b>-</b>                            | <b>29,755</b>                   | <b>-</b>                      |
| <b>A2 Asset and investment sales, (see table).</b>    |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>25,055</b>                             | <b>4,700</b>                         | <b>-</b>                            | <b>29,755</b>                   | <b>-</b>                      |
| <b>A3 Payments</b>                                    |   |                                      |                                     |                                 |                               |
| Cost of fundraising events                            | 3,749                                     | -                                    | -                                   | 3,749                           | -                             |
| Grants and donations paid                             | 14,465                                    | 5,302                                | -                                   | 19,766                          | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>18,214</b>                             | <b>5,302</b>                         | <b>-</b>                            | <b>23,515</b>                   | <b>-</b>                      |
| <b>A4 Asset and investment purchases, (see table)</b> |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>18,214</b>                             | <b>5,302</b>                         | <b>-</b>                            | <b>23,515</b>                   | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>                     | <b>6,841</b>                              | <b>602</b>                           | <b>-</b>                            | <b>6,239</b>                    | <b>-</b>                      |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>14,771</b>                             | <b>3,053</b>                         | <b>-</b>                            | <b>17,824</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>21,612</b>                             | <b>2,452</b>                         | <b>-</b>                            | <b>24,063</b>                   | <b>-</b>                      |

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

| Categories           | Details                 | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Current Account         | 21,612                             | 2,452                            | -                               |
|                      |                         | -                                  | -                                | -                               |
|                      |                         | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b> | <b>21,612</b>                      | <b>2,452</b>                     | <b>-</b>                        |

(agree balances with receipts and payments account(s))

|  |  |   |
|--|--|---|
| OK   | OK                                       | OK                                      |
| <b>Unrestricted funds<br/>to nearest £</b> | <b>Restricted funds<br/>to nearest £</b> | <b>Endowment funds<br/>to nearest £</b> |


| Categories                      | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |

| Categories                  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

| Categories  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |

| Categories            | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

|  |                             |                                |
|--|-----------------------------|--------------------------------|
| Signature<br> | Print Name<br>Laurence Grew | Date of approval<br>29/07/2024 |
|--|-----------------------------|--------------------------------|



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name St Marks School Association

On accounts for the year ended

30 September 2023 Charity no (if any) 1044625

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 / 09/ 2023.

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: [Signature]

Date: 30.07.2024

Name: Mrs Natalie Powell

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

ICEAW

Address:

21 Conway Drive
Thatcham
RG18 3AT

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.**

