

The Charity Registration Number is :- 1055324

Wood End School Parent Teacher Association
Report of the Trustees and Unaudited Financial Statements
31 August 2025

Wood End School Parent Teacher Association
Report and accounts for the year ended 31 August 2025
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Wood End School Parent Teacher Association Trustees' annual report for the year ended 31 August 2025

Structure, Governance and Management

Governing Document

The Association is governed by its Constitution as adopted on 24 September 1992.

Committee

The Committee is sought and appointed from the parents or carers of children attending the school, for a period of two years, at which point they are eligible to seek re-appointment, with the exception of the treasurer who is not re-electable for one year thereafter. The officers include:

Chairpersons Hollie Fisher (appointed 09 November 2023)
Chairpersons Katrina Copsey (appointed 09 November 2023)
Natalie Moore (appointed 09 November 2023)
Mark Watkins (appointed 09 November 2023)
Victoria Felgate (appointed 09 November 2023)
Anna Frost (appointed 09 November 2023)
Kate Garrod (appointed 09 November 2023)

No payment for any services were made to any member of the Committee.

Objectives and Activities

Objects

The object of the association is to advance the education of the children at the school through the improvement of their educational environment. The school being Wood End School, Yeoman's Avenue, Harpenden, Hertfordshire, AL5 3EF.

Activities for the Public Benefit

The Committee confirms that it complied with its duty to have regard to the guidance on public benefit as published by the Charities Act 2011 and published by the Charity Commission in exercising its powers and duties.

The fundraising activities undertaken included:

- Christmas Cards
- Christmas Fair
- Christmas Raffle
- School Lottery
- Disco
- Summer Fair
- Quiz Night
- Second Hand Uniform Sales
- Fun Run
- 60th Anniversary Ball

Achievements and Performance

2024-25 was another fantastic year with over £59k additional funds raised for the school, these funds will be released to the school in support of the outdoor transformation project.

Money was also provided for each class to enrich their learning. This included the provision of history workshops, an author visit and a mobile farm visit.

Financial Review

Reserves

The Committee has considered the level of reserves required by the charity. As the overheads and contractual liabilities at any one time are minimal, it is the Committee's opinion that the charity should hold unrestricted reserves of £5,000. As the Association has no certainty of income, but relies entirely on income from events held during the year and donations, the Committee will only commit the Association to expenditure if sufficient funds are held. Year end reserves of £64,100, less £6,798 committed funds (2024: £20,008) were not considered excessive, as the Committee anticipates supporting expenditure in the coming school year.

Fund Allocation

No funds held have been designated by the Committee, and neither was any funds held in deficit either during the year, nor at the Balance Sheet Date.

Approved by the Committee on 11th November 2025 and signed on their behalf by

DocuSigned by:

Natalie Moore

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Natalie Moore
Trustee

Wood End School Parent Teacher Association

Statement of Financial Activities for the year ended 31 August 2025

	Notes	2025 £	2024 £
<u>Incoming resources</u>			
Activities to generate funds			
Fundraising activities	1	76,416	50,032
Other income		-	-
Total incoming resources		76,416	50,032
<u>Resources expended</u>			
Costs of generating funds			
Fundraising and publicity costs	1	16,768	18,283
Other Expenses		-	-
		16,768	18,283
Charitable activities			
Donations to school		40,556	62,316
Total resources expended		57,324	80,599
Net (outgoing)/incoming resources		19,092	(30,567)
Opening net assets		45,008	75,580
Petty Cash balance written off			(4)
Closing net assets		64,100	45,008

Wood End School Parent Teacher Association

Balance Sheet

for the year ended 31 August 2025

	Notes	2025 £	2024 £
Current Assets			
Cash		64,100	45,344
Liabilities			
Accruals & Deferred Income	2	-	-
Arbor Error Payment			(336)
Net Assets		<u>64,100</u>	<u>45,008</u>
Reserves		64,100	45,008
		<u>64,100</u>	<u>45,008</u>

Approved by the Committee on 11th November 2025 and signed on their behalf by

DocuSigned by:

Natalie Moore

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Natalie Moore
Trustee

Wood End School Parent Teacher Association

Notes to the accounts

for the year ended 31 August 2025

Note 1

Income and expenditure relating to fundraising activities

	2025			2024		
	£	£	£	£	£	£
Reception Wine Tasting Event	909	(427)	482	-	-	-
5 a-side Football Tournament	226	(48)	178	-	-	-
Christmas Fair	3,793	(313)	3,480	2,271	(138)	2,133
Christmas Jumper Day	-	-	-	292	-	292
Christmas Trees	130	-	130	190	-	190
Christmas Raffle	1,592	(88)	1,505	502	-	502
Christmas Cards	1,102	(13)	1,088	1,364	-	1,364
Ball	16,532	(4,888)	11,644	5,865	(10,119)	(4,254)
M & G Donation	-	-	-	-	-	-
Disco	2,495	(690)	1,805	1,964	(506)	1,459
Quiz Night	4,359	(1,975)	2,384	2,878	(1,526)	1,352
World Book Day	334	(125)	209	159	(55)	104
Fun Run	4,914	(1,910)	3,003	4,966	(2,356)	2,611
2nd Hand Uniform sales	2,028	-	2,028	1,001	-	1,001
Year 6 contribution	2,369	-	2,369	1,221	-	1,221
Donations	489	-	489	929	-	929
School Lottery	1,281	-	1,281	1,085	(40)	1,045
Break the rules	797	-	797	880	-	880
Easy fundraising	577	-	577	810	-	810
Easy2Name Fundraising	8	-	8	-	-	-
Asda Cashpot	68	-	68	-	-	-
Scoot To School Day	262	-	262	1,046	-	1,046
Sports Day refreshments	589	(104)	484	471	-	471
Summer Fair	10,761	(2,895)	7,865	10,478	(1,706)	8,772
Summer Fair sponsorship	750	-	750	-	-	-
Festival on the Field	-	-	-	163	-	163
Amazon	-	-	-	-	-	-
Printer cartridges	-	-	-	-	-	-
Ice lollies	-	-	-	29	-	29
Hair Braiding	-	-	-	566	(289)	277
Pebble Painting	-	(183)	(183)	-	-	-
PTA expenses	-	(719)	(719)	-	(759)	(759)
Match Funding	19,962	-	19,962	10,885	-	10,885
Other	90	(646)	(556)	19	-	19
Sum Up Fees	-	(295)	(295)	-	(329)	(329)
Stripe Fees	-	(1,448)	(1,448)	-	(461)	(461)
TOTAL	76,416	(16,768)	59,648	50,034	(18,284)	31,749



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A Independent Examiner's Report

**Report to the trustees/
members of**

Wood End School Parent Teacher Association

**On accounts for the year
ended**

31 Aug 2025

**Charity no
(if any)**

Set out on pages

(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 / 2025**.

**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:

Amanda Marshall

Date:

7/11/25

Name:

Amanda Marshall

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

Address:

25 Heath Royal

20 Putney Heath Lane

London SW15 3LD



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Minutes of AGM Meeting held at Wood End School on 11th November 2025 at 7pm

Present:	Richard Boulton (RB), Gill Bird (GB), Mark Watkins (MW), Kat Copsey (KC), Kate Garrod (KG), Vix Felgate (VF), Anna Frost (AF), Hollie Fisher (HF)
Apologies:	Natalie Moore (NM)
Minutes taken by:	Anna Frost (AF)

Item No.	Item
1.	<p>Apologies for Absence</p> <p>Please see list above.</p>
2.	<p>Review of Minutes of previous AGM held on 12th November 2024</p> <p>Reviewed and approved.</p>
3.	<p>Chairperson’s Report for the year</p> <p>Introduction</p> <p>This past year has seen the Committee truly settle into the groove. We’ve learned a lot, listened more, reflected more, and worked to strike the right balance between our activities, fundraising efforts, and how we influence the use of the funds raised. It’s been a year of growth, learning, and a real sense of momentum across the FoWE community.</p> <p>Autumn Term Highlights</p> <p>November was as busy as ever, with a flurry of FoWE and school activity. While each event was successful in its own right, we also recognised signs of community fatigue, a learning we’ve carried into this year to help keep engagement high without overloading families.</p> <ul style="list-style-type: none"> • Year 4 Disco: Another fantastic event, last year’s new allergy management system was a great trial but hard work, meaning we tested a new way this year, that whilst it worked, can be refined further; proof of how we’re learning and improving with every event. • Festive Friday: Year 1 kicked off the Christmas season in record-breaking style. Increased games, reduced queues, and a brilliant selection of treats and handmade crafts drove incredible turnout and fundraising. Elfridges: While smaller, remains a much-loved tradition for the children. • Christmas Cards, Mugs & Tea Towels (Year 6): Still a meaningful event. We’ve tweaked timelines this year to make it easier on volunteers and ensure smoother delivery. • Christmas Jumper Day: This was purposefully non-fundraising, focusing instead on school spirit and festive fun—a decision we’ll continue this year. <p>Spring Term Activities</p>



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	<ul style="list-style-type: none"> • Parents’ Pub Quiz: A sell-out once again, hosted brilliantly by Mr. Matteus and his team. It’s become a firm favourite on the calendar. • World Book Day: Now in its second year, it brought great excitement especially for KS1. However, given the heavy workload and modest returns, we’ve agreed not to repeat it this year. • Break the Rules Day: A lively and well-loved close to the term, as always! <p>Summer Term Events</p> <ul style="list-style-type: none"> • Fun Run (Year 2): A brave and successful refresh swapping colour for foam! Despite cooler weather, the children loved the new twist, and it’s great to see events getting a fresh feel. • Scoot to School: Once again led by Kate, this event remains a fun and easy way to promote active travel. We noticed that without a specific fundraising goal this year, donations dropped, a helpful insight for future planning. • Summer Fair: The showstopper of the year! Despite clashing with the rescheduled Harpenden Carnival, Year 3’s team delivered another brilliant event, with new attractions like live music, drums, and the ever-popular slushie machine adding a real festival feel. • New Starter Meetings: FoWE, represented by Vix and supported by Hollie, provided refreshments and a warm welcome to new families, an important touchpoint for encouraging involvement early on. <p>Ongoing and New Initiatives</p> <ul style="list-style-type: none"> • Sensory Garden: Despite Hollie’s passion and best efforts we have acknowledged the difficulty in renovating this space purely on the power of volunteers. It’s agreed that school will support the renovation of the space using FoWE funds, with FoWE hoping to then take on the finishing, personal touches and maintenance. The new Paint a Pebble event was a beautiful, free, inclusive way to bring families together. • Second-Hand Uniform Sales: Strong as ever, now including costumes for themed school events, a sustainable and inclusive addition. • Sports Day Refreshments: Once again, we balanced volunteering and spectating perfectly, ensuring all parents could enjoy the day. <p>Tools, Systems and Learnings</p> <ul style="list-style-type: none"> • Silicone FoWE: Now well established, with high engagement across the school. It’s proving invaluable for communication and reminders, and we’re exploring ways to extend its use, potentially beyond Wood End. • SignUpGenie & PTA Events Platform: Both systems serve us well but have limitations. We’ll continue exploring ways to streamline and integrate these, possibly through Silicone FoWE. <p>Team Reflections and Thanks</p> <p>This year, we truly hit our stride as a team. It’s been a genuine pleasure to work alongside such dedicated, thoughtful, and collaborative people. On behalf of all of us, and to all of us, a heartfelt thank you for your commitment, creativity, and community spirit.</p> <p>A special note of thanks to Hollie, who steps down tonight. Your energy, warmth, and contributions, especially to the sensory garden and the fabulous October ball, have left a lasting mark. You’ll be greatly missed.</p>
4	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> – Year-end accounts have been to sent to the auditor for review – approved. – Total profit for the 24-25 year was £59,648. (see below for breakdown). – Added to - cash balance as at YE 23-24 - £45,344.



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- Less - funds paid to the school - (£40,892) - (see below for breakdown).
- Means we closed the year with £64,100 in the bank.
- Of this £5,000 is being held as a reserve and £6,798 relates to commitments for the Sensory.
- Garden and costs for the Ball.
- Amount available for new projects as at the end of August 2025 - £52,302.
- Opportunities for more match funding next year.
- Accounts to be submitted to the charity commission - very organised compared to previous years.
- All accounts to be saved on the trustee drive once ready.
- YE accounts for 2024-2025 approved by the Trustees during the meeting.

Profit Breakdown - £59,648

- Reception Wine Tasting Event £482
 - 5 a side Football Tournament £178
 - Christmas Fair £3,480
 - Christmas Trees £130
 - Christmas Raffle £1,505
 - Christmas Cards £1,088
 - 60th Ball £11,644
 - (expenses paid in current accounts bring this total to £6,500)
 - Disco £1,805
 - Quiz Night £2,384
 - World Book Day £209
 - Fun Run £3,003
 - 2nd Hand Uniform Sales £2,028
 - Donations £489
 - School Lottery £1,281
 - Break the Rules Day £797
 - Easy Fundraising / Asda Cashpot £653
 - Scoot to School Day £262
 - Sports Day Refreshments £484
 - Summer Fair £8,615
 - Pebble Painting (£183)
 - PTA Expenses (£719)
 - Match Funding £19,962
 - Other (£556)
 - Fees (£1,743)
 - Year 6 Contribution £2,369
- School Payments Breakdown - £40,892
- KS 1 Trim Trail £26,730.00
 - Cycle Rack Refurbishment £869.00
 - Reception Playhouse £525.83
 - Outdoor Pond Area Refurbishment £2,095.83
 - Outside Benches x 6 £3,768.43
 - Nursery Enrichment £290.00
 - Duckling Hatching Kit
 - Reception Enrichment £600.00
 - Ark Farm / Ashridge Estate



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	<ul style="list-style-type: none"> ● Year 1 Enrichment £600.00 ○ Seaside Workshop / Great Fire of London Workshop ● Year 2 Enrichment £565.00 ○ Florence Workshop / Stempoint Materials Workshop ● Year 3 Enrichment £600.00 ○ Celtic Harmony Trip / Marvellous History Viking Workshop ● Year 4 Enrichment £600.00 ○ Woburn Trip ● Year 5 Enrichment £600.00 ○ Lee Valley Trip / Space Centre Trip ● Year 6 Enrichment £545.00 ○ Mexiclore Workshop ● Author Workshop (James Carter) £548.00 ● Playground Equipment £704.62 ● Online Training Session £850.00 ● Storytelling Workshop (Emily Grazebrook) £400.00
<p>5.</p>	<p>Headteacher's report</p> <ul style="list-style-type: none"> - Agreed with Kat's Chair report. - Huge thank you to the team for such a fantastic year, delighted that the same committee will remain in place for the next two years. - FoWE received very positive feedback on the playground. - Key highlights for Mr Boulton are the Christmas and Summer fairs.
<p>6.</p>	<p>Amendment of FoWE constitution Amendment to the FoWE constitution for Natalie and Mark to continue as Treasurers – approved to be amended to four years as accounts are approved by the Treasurer – approved by all of the committee including the Head Teacher.</p> <p>Appointment/ Amendment of Officers</p> <ul style="list-style-type: none"> - Treasurers – Natalie and Mark – approved to continue - Comms – Vix and Natalie – approved to continue - Secretary – Anna – approved to continue - Co-Chair – Hollie stepping down - Chair – full responsibility will be passed to Kat Copey
<p>7.</p>	<p>AOB</p> <ul style="list-style-type: none"> - N/A - The regular FoWE meeting follows the AGM.