The Friends of Seal School PTFA

Annual Report 2024 - 2025

Reference and administrative details

Charity Name: The Friends of Seal School PTFA
Charity Number: 269131
Charity Address: Seal Church of England Primary School
Zambra Way, Seal, Sevenoaks, Kent. TN15 0DJ

Trustees:

- Penelope Regis (Chair)
- Nicola Christie (Secretary)
- Suzanne Miller (Treasurer)
- Elizabeth Mitchell (CEO of Inspire Academy Movement)
- Donna Fuller
- Leanne Nye
- Adam Peake
- Beth Peake
- Jade Roberts
- Sonia Willing

Structure, governance and management

The Friends of Seal School PTFA was registered in 1975 as the Seal C of E Primary School Parent Teacher Association. The constitution was amended on 30th November 2018 to change from a PTA to PTFA. AGMs are held in term one of the academic year, at which point, candidates are welcome to stand for election as trustee or to a committee position (i.e., Chair, Secretary or Treasurer). The governance rules of the PTFA were amended in November 2020 to allow the committee (comprising the charity trustees) to operate without a named chair, should no candidate stand for election in any given year.

After eight years of leadership and fundraising, the previous PTFA committee members stepped down at the 2024 AGM and welcomed a new committee to take over the charity's governance. Treasurer, Suzanne Miller volunteered to stay on for an additional year to support the handover. We would like to express our sincere gratitude to Sara Draper, Colette Beard and Annabel Clarke for all their years of dedication to the school community and for the tangible difference their work has made.

Objectives and activities

Objective: To advance the education of the pupils at the school, by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

To fulfil this objective, the committee run fundraising events throughout the academic year. These have included discos, cake sales, an annual fireworks display, Christmas activities and summer fete, as well as sundry other fundraisers such as using external schemes including Easy Fundraising. All funds raised are used to pay for facilities or activities identified by the senior leadership at the school, as being of benefit to the children and their education.

Achievements and performance

In addition to funding the minibus (cost £2861) and online maths programme (cost £143), the senior teachers asked the PTFA to raise money to improve the playground; to subsidise the whole-school trip to the Christmas pantomime so that as many children as possible could experience live theatre (cost £2000); purchase maths resources (cost £407); and to provide books for the library (amount available £1055). The PTFA committee also made sundry small investments to support future fundraising events, including a coffee machine to improve our refreshments offer and reusable advertising banners (total cost £247). The amount available for the playground improvements is the balance of the funds raised after these and other smaller purchases (i.e., leavers' gifts for year six pupils (cost £262); hire of air con unit when the hall became unusable during the June heatwave (cost £570); the annual Parentkind PTA events subscription (cost £162)), were made.

Terms 1 & 2
We began the year with a brand-new event, as the circus came to town when we welcomed Happy Circus to the school field. The event was an enormous success, which we look forward to repeating in 2027, as was our popular, annual fireworks display, held just before the half-term break. As the nights turned darker, we kicked off the Christmas festivities with our annual wreath making workshop, hosted by a local professional florist, and ran a range of seasonal activities events, including Christmas cards designed by the children and a 'Frost Fayre' mini fete, with visits from Father Christmas and his Elves. We were incredibly lucky this year to have the support and planning expertise of parents whose employers offered match funding for the circus, fireworks and Frost Fayre, providing almost £2700 in additional funding. Along with sales of pre-loved uniform and cakes, in total, the events of the autumn/winter term raised over £9700.

Terms 3 & 4
2025 began with another new event – an after-school 'pyjama party'. Throughout January to the end of March, we ran a raffle, a Valentine's themed pop-up shop, cake sales, pre-loved uniform sales and a breakfast in a bag sale, in honour of Mother's Day. We put a silent spin on our end of term discos, with headphones, making them more accessible for all our pupils and over the holidays, we invited the children to take part in sponsored Easter activities. Together these events raised £3650.

Terms 5 & 6
Throughout the summer term, we held a series of cake and ice cream sales, supported the school's fundraising events (a musicals evening and the farm's Country Show), held a pop-up shop for Father's Day, an online silent auction and a raffle. We continued our year of original events by switching our summer fete to a festival, incorporating music and games. Finally, we closed an exciting year with the messy and joyous Colour Run, turning the school field into a rainbow. The summer events raised £7000.

Across the whole of the 2024-25 financial year, we also raised funds through membership of the Easy Fundraising and ASDA's 'Cash Pot for Schools' schemes, as well as clothing collections, direct donations and interest earned. These additional activities raised just over £1700.

We are delighted to have raised a NET total of £22,100.

Public benefit statement

The trustees confirm that we have complied with the duty in Section 4 of the Charities Act 2006 Act, to have due regard to guidance on public benefit, published by the Charity Commission.

A financial review

The charity holds a current bank account and, in October 2024, opened an instant access savings account, into which the majority of the funds held in the current account were transferred. At the start of the financial year on 1st August 2024, the bank account held a balance of £32,634.35. At the end of the year, on 31st July 2025, there was a closing balance of £770.69 in the current account and £20,177.94 in the instant access savings account. In November 2024, we also opened a high-interest account requiring a 35-day notice period and transferred an initial £10 opening balance. This account requires multiple signatories to access, so no further funds have been transferred at this time, until the bank has actioned the necessary changes; as of 31st July 2025, the balance was £10.19. A further £470 is held as cash in hand and used to support the PTFA's fundraising activities, i.e., providing cash floats for events.

All money raised by the PTFA is to pay for facilities and activities chosen by the senior leadership of the primary school; we do not hold funds in reserve, as nothing is paid for or committed to until after the money is raised. The money remains in the charity's bank accounts until the school request payment, at which point it is immediately transferred, subject to the PTFA's payment approval processes.

For large purchases, the payment typically takes place during the following financial year, once the amount raised is confirmed to the school. The invoice for £22,350 for laptops, tablets and ancillary items was received in January 2025 and settled from the funds raised over the previous two years, as detailed in our 2023-24 annual report, submitted in May 2025.

The amount raised in 2024/25 available to the school to improve the playground is £15,800.

Approved by the PTFA Committee on 12th September 2025 and signed on their behalf by Penelope Regis (Chair)

CHARITY COMMISSION FOR ENGLAND AND WALES

The Friends of Seal School PTFA	269131

Receipts and payments accounts

CC16a

For the period from	01/08/2024	To	31/07/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Income from Events	33,414	-	-	33,414	30,777
Income from Donations (inc Match Funding)	3,506	-	-	3,506	3,877
Interest	207	-	-	207	-
	-	-	-	-	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
***Sub total** (Gross income for AR)*	37,127	-	-	37,127	34,654
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,127	-	-	37,127	34,654
A3 Payments					
Funded Projects to Seal School	30,741	-	-	30,741	20,797
PTFA Administration Costs	314	-	-	314	153
Event Expenses	17,983	-	-	17,983	13,948
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	49,038	-	-	49,038	34,898
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	49,038	-	-	49,038	34,898
Net of receipts/(payments)	- 11,911	-	-	- 11,911	- 244
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,343	-	-	33,343	33,587
Cash funds this year end	21,432	-	-	21,432	33,343

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Natwest Current Account	771	-	-
	Natwest instant access savings account	20,178	-	-
	Natwest 35-day notice savings account	10		
	Cash in Hand	473	-	-

	Unrestricted funds	Restricted funds	Endowment funds
Total cash funds	21,432	-	-
(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which	Amount due	When due
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
S Miller	Suzanne Miller	

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	Charity Name The Friends of Seal School PTFA		
On accounts for the year ended	31st July 2025	**Charity no (if any)**	269131
Set out on pages	1 and 2 (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 31/07/2025.

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:	W Tarrant	**Date:**	20/10/2026
Name:	William Tarrant		
Relevant professional qualification(s) or body (if any):	BaHons Accountancy (Sheffield Hallam)		
Address:	49 Castle Drive, Kemsing, Sevenoaks, Kent, TN15 6RW		

Section B	Disclosure
	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.	