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# Friends of St Peter's School Cowfold (FoSPS)

**Potters Green, Cowfold, Horsham, RH13 8QZ**

Registered Charity no. 1114825

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**For the year ended 31st August 2025**

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# **Friends of St Peter's School Cowfold (FoSPS)**

## **Trustees Annual Report**

### **for Year Ended 31<sup>st</sup> August 2025**

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#### **Structure, governance and management of the charity**

FoSPS is a parent teacher association registered with the Charity Commission. Its governing document is the Constitution adopted 21<sup>st</sup> October 2024. Members of FoSPS are the parents, guardians or carers of a pupil currently attending St Peter's Church of England (Aided) Primary School in Cowfold ("St Peter's School" or "the School"). The "Committee" is the governing body of FoSPS, with members of the Committee having control of FoSPS, its property and funds.

Members of the Committee and trustees of FoSPS at the date this report was approved:

Kirsty Charlton	Chairperson
Julia Huson	Treasurer
Caron Anderson	Secretary

The Committee also benefitted from the extensive support of Alex Raynos, Alison Wooller, Asta Tiskinas, Claire Brookes, Isabel Jackson, Laura Carter and Ruth Skilton.

Members of the Committee are elected at the Annual General Meeting. Parents, guardians or carers of a pupil currently attending the School are warmly encouraged to stand for election to the Committee.

#### **Objectives and Activities**

The objective of FoSPS is to advance the education of pupils in St Peter's School in particular by: (1) developing effective relationships between the staff, parents and others associated with the School; (2) engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils.

To support those objectives, FoSPS undertakes a number of fundraising events each year, which are designed to be fun and enjoyable for the pupils and their families, whilst also raising much needed funds to enhance the pupil's experience at St Peter's School.

When planning our activities for the year, the Committee has considered the Charity Commission's guidance on public benefit, ensuring at all times that the activities undertaken by FoSPS are for the benefit of pupils at the School.

## Achievements and Performance

FoSPS has had a very busy and successful year, holding a number of events that served to bring the school community together, whilst also raising much needed funds.

Throughout the year we've continued to run the cake raffle and are very grateful to all our parent, carer and extended family bakers who provide us with such delicious prizes each week. We've also been able to operate a tuck shop after school on a Friday, switching to ice cream sales in the summer months. All of which have provided a regular source of income.

At Christmas we ran a Christmas Hamper Raffle, with prizes being donated by local businesses, and by parents in return for a non-uniform day. We also participated with a stall at the Country Mice Christmas Fair.

We held two discos during the year, at Christmas and Easter which were thoroughly enjoyed by all.

In March, much fun was had by all at a very successful quiz night, where teams made up of staff, governors, parents, carers and friends put their knowledge to the test. Also in March, on World Book Day, we sold 'Kolter Bars' in which the children purchased specially themed chocolate bars in the hope of finding a golden ticket!

A summer fete, in partnership with Country Mice Nursery, was initially planned in June, with multiple games, stalls and trade stands, and performances by local dance groups. Unfortunately, due to the weather, this had to be postponed until September 2025. Because certain funds had already been raised in advance, in particular from sponsorship and the sale of raffle tickets (which will both be carried forward to the new date), amounts raised by the fete will be split between this report and the report for the year ended 31<sup>st</sup> August 2026.

Throughout the year, we've also continued to promote the use of EasyFundraising within the school community, which continues to generate some welcome additional funds.

Further funds were raised from stalls at the Cowfold Village Fete, Country Mice Nursery Christmas fete, the school open afternoon and St Peters' Church fete and also from the sale of second hand school uniform and a clothes recycling back at the school. We were also very grateful to a staff member, Caroline King, for completing a sponsored ultra-marathon in the Lake District on behalf of FOSPS and to a pupil, Bradley Charlton, who held a second hand sale and very kindly donated the proceeds to FoSPS.

With cumulative funds raised, we've been able to support the following:

### **Year 5/6 Residential Trip (Sep'24)**

Paid for return coach travel from Cowfold to Shoreham-by-Sea for the Year 5 and 6 residential trip. This lowers the cost for parents and ensures more children are able to go on the trip.

### **Christingle (Dec'24)**

Paid for sweets and cocktail sticks to make Christingles for the annual Childrens' Society church service.

### **Christmas Lunch (Dec'24)**

Provided the Christmas crackers for the Christmas lunch as a treat for the children.

### **Year 6 Leavers BBQ and Post-Exams Treat (May'25 and Jun'25)**

Paid for the food at a celebration BBQ for Year 6 after SATS had finished and a silent disco to mark the end of their time at primary school.

## Achievements and Performance (Continued)

### Gazebo (Jun'25)

A new gazebo was purchased for the school for use in many outdoor school events throughout the year, including sports day.

### Courtyard Furniture (Jul'25)

Purchased furniture for the newly created outdoor learning and wellness space for all pupils at the school.

We're incredibly grateful for all of the support and generosity from parents, carers, staff and pupils at the school, who help to make everything that we do so successful.

### Early Years Play Area

Funded outdoor resources and equipment for the Class 1 Play Area, which was paid for using the funds received from the Co-op Local Community Fund.

## Financial Review

### Income

Total fundraising income for the year amounted to £7,748, down £305 from the previous year although the postponement of the summer fete until September 2025 meant that some of the income from this significant fundraising opportunity was delayed and will be included in the next financial year.

Included in this annual report is income of £2,145, predominantly from sponsorship, and expenses of £501, predominantly for drinks and prizes, relating to the Summer Fete which was subsequently postponed.

A number of fundraising events were held during the year, including two discos raising £601, and a Christmas Hamper Raffle raising £671. We also ran stalls at the Country Mice Christmas Fair, St Peters' Church Fete and Cowfest events in the village which promoted the school and raised a total of £408. Refreshments and games were provided as part of the school open afternoon raising £173 and plants were sold at the same event raising £152.

The Quiz Night, held in March raised a fantastic £937, and the sale of 'Kolter Bars' for World Book Day generated a further £300.

In addition, throughout the year we were able to raise funds of £772 through a weekly cake raffle and £1,080 through the tuck shop and sale of ice creams. All of the amounts referenced above have been quoted net of associated costs.

A total of £245 was also received through supporters' use of the 'Easy Fundraising' website and £107 from Asda's Cashpot scheme which rewards shoppers with donations to their chosen charity.

FoSPS has also benefitted from a sponsored ultra-marathon in the Lake District by staff member Caroline King which raised £210 and a second-hand sale by pupil Bradley Charlton which raised £52. In addition, £75 was raised from the sale of second-hand school uniform throughout the year and £16 was received from the clothes recycling bank located on school premises.

## Financial Review (Continued)

### Expenditure

Total expenditure for the year amounted to £5,498 compared with £5,909 for the prior year.

The largest item of expenditure was £2,114 for the purchase of furniture for the newly created outdoor courtyard wellness and learning area. This is a great addition to the outdoor space available at the school which will benefit every child.

£2,103 was also spent on re-developing the Class 1 outdoor learning and play area. This was paid from funds specifically designated for this cause which were received from the Co-op Local Community Fund during the previous financial year.

This year we've also been able to benefit the children at the school by funding the coach for the Year 5/6 residential trip (£590), purchasing crackers for the Christmas lunch (£36) and materials to make Christingles (£65). We also funded the year 6 leavers' treat and BBQ (£265) and the purchase of a gazebo (£44) for use at a number of outdoor school events. A deposit of £119 was also paid in advance for a visit from a TV personality in October 2025 to talk to the children about nutrition and the benefits of a healthy active lifestyle.

We look forward to keeping up the fundraising momentum in 2025/26 and continuing to support all of the children at St Peter's School.

### Reserves Policy

It is the policy of FoSPS to maintain a balance on general unrestricted funds sufficient to cover any known liabilities and future commitments, together with an allowance for unexpected requests for which the School may require funding at short notice.

This Trustees' Annual Report was **approved** by the Committee and signed on their behalf by Kirsty Charlton, FoSPS Chairperson

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Date.....

**FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)**

**RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2025**

<b>Receipts</b>	<b>Unrestricted General Fund</b>	<b>Restricted Funds</b>	<b>Year Ended 31<sup>st</sup> August 2025</b>	<b>Year Ended 31<sup>st</sup> August 2024</b>
			<b>Total Funds</b>	<b>Total Funds</b>
<b>Receipts</b>	£	£	£	£
<b>Donations and Legacies</b>				
Co-op Local Community Fund	-	-	-	2,432
Other Donations	-	-	-	36
	-	-	-	<b>2,468</b>
<b>Charitable Activities - Fundraising</b>				
Summer Fete	2,145		2,145	4,569
Tuck Shop and Ice Creams	1,092		1,092	970
Quiz night	1,931		1,931	-
Cake Raffle	772		772	732
School Discos	735		735	760
Christmas Hamper Raffle	705		705	599
World Book Day 'Kolter Bars'	540		540	-
Christmas Fair	439		439	53
Easy Fundraising	245		245	65
Sponsored Run	210		210	-
School Open Afternoon	173		173	-
Plant Sale	152		152	-
Asda Cashpot	107		107	-
Cowfest	75		75	-
School Uniform Sale	75		75	-
Second Hand Stall	52		52	-
Church Fete	20		20	-
Clothes Bank	16		16	-
	<b>9,484</b>	-	<b>9,484</b>	<b>7,748</b>
<b>Total Receipts</b>	<b>9,484</b>	-	<b>9,484</b>	<b>10,216</b>

**FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)**

**RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2025**

<b>Payments</b>	<b>Unrestricted General Fund</b>	<b>Restricted Funds</b>	<b>Year Ended 31<sup>st</sup> August 2025</b>	<b>Year Ended 31<sup>st</sup> August 2024</b>
			<b>Total Funds</b>	<b>Total Funds</b>
<b>Cost of Raising Funds</b>				
PTA Membership incl. Insurance	162		162	153
Summer Fete	501		501	569
Discos	134		134	6
Tuck Shop and Ice Cream	12		12	127
World Book Day "Kolter Bars"	240		240	-
Christmas Hamper Raffle	34		34	-
Quiz Night	994		994	-
Christmas Fair	126		127	-
	<b>2,203</b>	-	<b>2,203</b>	<b>1,000</b>
<b>Charitable Costs</b>				
Class 1 Play Area	-	2,103	2,103	-
Courtyard Furniture	2,114		2,114	-
Coach for Residential Trip	590		590	600
Leavers Events	265		265	344
Zactiv Deposit	119		119	-
Christingle	65		65	-
Gazebo	44		44	-
Christmas Lunch	36		36	36
Accelerated Reader	-		-	3,594
Library Books	-		-	235
Lego	-		-	100
	<b>3,233</b>	<b>2,103</b>	<b>5,336</b>	<b>4,909</b>
<b>Total Payments</b>	<b>5,436</b>	<b>2,103</b>	<b>7,539</b>	<b>5,909</b>

**FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)**  
**STATEMENT OF ASSETS AND LIABILITIES AT 31<sup>ST</sup> AUGUST 2025**

	Unrestricted General Fund	Restricted Funds	31 <sup>st</sup> August 2025 Total Funds	31 <sup>st</sup> August 2024 Total Funds
	£	£	£	£
<b>Assets</b>				
<b>Brought forward at 1<sup>st</sup> September 2024</b>	<b>7,232</b>	<b>2,432</b>	<b>9,664</b>	<b>5,357</b>
Receipts	9,484	-	9,484	10,216
Payments	5,436	2,103	7,539	5,909
<b>Excess / (Deficit) of Receipts over Payments</b>	<b>4,048</b>	<b>(2,103)</b>	<b>1,945</b>	<b>4,307</b>
<b>Balance at 31<sup>st</sup> August 2025</b>	<b>11,280</b>	<b>329</b>	<b>11,609</b>	<b>9,664</b>
<b>Represented by:</b>				
Current Account	11,280	329	11,609	9,664

This Financial Report for the year ended 31st August 2025, including the notes following, was approved by the Committee and signed on its behalf by:

Kirsty Charlton  
Chairperson

Date .....

## FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)

### NOTES TO THE FINANCIAL REPORT

1) The financial statements have been prepared in accordance with the Charities Act 2011, using the Receipts and Payments basis.

2) Transactions with related parties:

FoSPS exists to further the education of pupils at St Peter's School. During the year ended 31<sup>st</sup> August 2025 £5,116 (year ended 31<sup>st</sup> August 2024: £4,773) was paid by FoSPS to St Peter's School to reimburse specific expenses that the Committee agreed would be funded by FoSPS.

3) No payments were made to Committee members in the year other than for reimbursement of expenses incurred on behalf of FoSPS.

4) Fund Types:

**Unrestricted (general) funds** are not subject to any donor restrictions and can be spent as the Committee decides.

**Restricted funds** represents money given by donors for a specific purpose, and can only be used for that purpose. Restricted funds are not invested permanently but are to be spent within reasonable timescales.

At 31<sup>st</sup> August 2025, restricted funds were held for the following purposes:

- Co-op Local Community Fund £329 (2024: £2,432) – to be spent on the re-development of the outdoor learning area for Class 1.