

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023  
FOR  
BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**



**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

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for the year ended 31 JULY 2023**

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**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

**CHARITY INFORMATION**  
**for the year ended 31 July 2023**

**COMMITTEE OFFICERS:** Stuart Smallwood  
Sarah Robertson  
Onur Gunce  
Zainab Dangana

**PRINCIPAL ADDRESS:** 11 The Close  
Salisbury  
SP1 2ED

**CHARITY REGISTRATION NUMBER:** 1081166

**INDEPENDENT EXAMINER:** N D Jones FCCA  
Fawcetts LLP  
Chartered Accountants  
Windover House  
St Ann Street  
Salisbury  
SP1 2DR

**BANKERS:** Lloyds Bank plc  
38 Blue Boar Row  
Salisbury  
SP1 1DB

## BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

### COMMITTEE ANNUAL REPORT for the year ended 31 July 2023

The committee present their report with the financial statements of the charity for the year ended 31 July 2023.

#### COMMITTEE

Committee officers are elected at the AGM. The Chairman can serve for a maximum period of two years. The committee meet at least once a term. The committee officers during the year under review were:

Stuart Smallwood	- President
Charles Taverner	- Chair (appointed 10 November 2022)
Rob Jones	- Secretary (appointed 10 November 2022), previously Chair (resigned 10 November 2022)
Sarah Robertson	- Treasurer (appointed 10 November 2022)
Tarun Khurana	- Treasurer (resigned 10 November 2022)
Zainab Dangana	- Assistant Treasurer (appointed 10 November 2022)
Kirsten McLachlan Webster	- Communications Secretary (resigned 10 November 2022)
Kate Doyle	- Minutes Secretary (resigned 10 November 2022)
Lucy Schofield	- Deputy Minutes Secretary (resigned 10 November 2022)
Onur Gunce	- 1000 Club (appointed 7 November 2022)
Iain Oxley	- 1000 Club (resigned 7 November 2022)

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is governed by its constitution document drawn up when the charity became registered on 17 June 1996.

Appointment of committee officers is governed by the constitution document which states that they shall be elected at the Annual General Meeting.

#### OBJECTS AND ACTIVITIES

The Association's objective is to have an appropriate level of income reserve and to assist the financial support of the School on a year-on-year basis.

The aims of the Association are:-

- To advance the education of pupils at the School.
- To ensure the fullest possible contact between members and the School.
- To develop and maintain the status, freedom, interest and traditions of the School.
- To raise a fund by voluntary contribution, to be called the "Parents' Fund".

The trustees confirm that they have complied with the duty in s17(5) of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit, including 'Public benefit: reporting' [PB3].

#### ACHIEVEMENTS AND PERFORMANCE

The achievements of the charity for the financial year are included within the Chairman's Report on pages 4 and 5.

The notes form part of these financial statements

**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

**COMMITTEE ANNUAL REPORT  
for the year ended 31 July 2023**

**RESERVES POLICY**

Bishop Wordsworth's School Parents' Association is run as an independent charity and is responsible for its internal functions. The charity's policy is to hold approximately £2,000 in reserves in the eventuality of the charity losing a primary source of income or having to close down completely. At 31 July 2023 free reserves amounted to £17,348.

**ON BEHALF OF THE COMMITTEE:**

**Charles Taverner - CHAIR**

Date:

## BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

### REPORT OF THE CHAIR for the year ended 31 July 2023

The Bishop Wordworth's School Parents' Association ('BWSPA' – charity number 1081166) exists to help raise funds for non-budgeted items that will benefit the lives of the BWS students at the school, whilst providing a social framework for the parent body. We work closely with the school body to achieve this objective. All school parents are automatically 'members' of the BWSPA and any involvement in activities or fund raising is done on a voluntary basis. No membership fees are paid.

It has been a genuine pleasure and privilege to Chair the BWSPA for the period 2022/23 and I will remember this time fondly. Due to other responsibilities that I have towards a charity in my work industry, and, as I agreed when taking on this role, I am sorry not to be able to chair the committee for a second year. Being involved with the BWSPA has been a very satisfying and enriching time and I have thoroughly enjoyed the chance of developing relationships with both the school and parent body during my tenure as Chair (and previously whilst involved as a committee member). I am very pleased that thanks to the dedication of the BWSPA committee members and other volunteers we have made a positive difference to several aspects of the students' lives at BWS this past year.

#### **Thank you**

The BWSPA can only really succeed in its ambitions with the able assistance of the BWS team, and the generous contributions from the school parents and wider community of course.

Thank you to the Headmaster Dr Stuart Smallwood and Bursar Barry Smith for their regular attendance at our meetings and openly sharing plans and news of activities and any funding requirements within the school. A special thank you must go to Nikki Miles who has continued to work tirelessly the background communicating our plans and reports to the parents via e-mail. Thank you also to the numerous BWS teachers who have involved the BWSPA in either their school year parents' evenings or other events this year allowing the BWSPA to share our story, including a special mention for Richard Demain-Griffiths (Sports Department) and Caroline Popham (Alumni) for enabling the 'Richard Hill rugby dinner' and 'Big Bish Bash' cricket festival in partnership with BWS this year. Ensuring the BWSPA continues to receive publicity and opportunities to promote itself and fundraise at 'school events' is critical to its long-term success and these symbiotic partnerships are vital and should rightfully be encouraged and celebrated by all involved. Finally, thank you to Terry Harkness and the catering team as well as the estate team for supporting our events.

Whilst not all the positions on the committee were filled coming into this year, the BWSPA Committee members all deserve individual thanks for their dedication, hard work, unending positivity, and generous contributions in making the BWSPA a success.

Rob Jones: despite stepping down from Chair to (temporary) Secretary this year, has continued to work tirelessly across most aspects of the BWSPA and always with the greatest enthusiasm and motivation. The BWSPA owes him a great deal for the considerable time and effort he has put in over the past few years.

Sarah Robertson as Treasurer has managed the BWSPA finances with great professionalism and enthusiasm towards the BWSPA and ensured a positive relationship with the Bursar and BWS finance department. She has been ably assisted, when necessary, by the dedicated Assistant Treasurer Zainab Dangana. Zainab's 'match' fund-raising from her employers has been a valuable addition to the BWSPA funds yet again this year.

Onur Gunce has managed the 1000 Club and monthly draw with dedication and professionalism, despite the occasional frustration of our historic database not always having contact details for him to advise the winners! His wife, Gulin Gunce, has been a valuable and always very cheerful volunteer at numerous events.

Emma Jones and her team of volunteers have managed to make the 'new' uniform shop the greatest fundraising contributor to the BWSPA funds this year (approximately £6k) so a very special thanks to them all, and long may it continue!

The notes form part of these financial statements

## BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

### REPORT OF THE CHAIR (continued) for the year ended 31 July 2023

Thank you to the numerous former committee members for their ongoing support; especially Kate Doyle who has very kindly continued to help at numerous events during the year and Kirsten Webster who very kindly continued to keep the website running behind the scenes. Thank you to all the other volunteers who have helped us at the various events across the year. The BWSPA relies on you all.

Thank you to Nicolette Beardsmore for her continued enthusiasm and total dedication to the BWSPA, managing the quiz night, the outdoor summer theatre, and the Christmas Fair (in association with SWGS). Her long-standing involvement with the BWSPA will be sorely missed when she steps away, and I hope successor to her roles will be appointed as necessary ASAP as these are key events in the BWSPA calendar.

Finally, and most importantly perhaps, thank you to everyone who has attended our events and/or so generously contributed towards our fundraising this year.

#### Events 2022/23

As well as supporting bars at numerous school evenings and managing the uniform shop, the BWSPA successfully staged the following fundraising events this past year:

- Wine and champagne tasting evening
- Christmas Fair (with SWGS)
- Richard Hill evening (with BWS Sports and Alumni Departments)
- Quiz Night
- Uniform sales (calendar of events)
- Rain or Shine Theatre production
- 'Big Bish Bash' Cricket Festival (with BWS Sports Department)
- Y7 / Y12 Parents Evenings (Bars)
- Amazon Smile (now obsolete) / Easyfundraising
- Smartie Tubes (coin collection for new Y7 intake)

Whilst we have another calendar of events planned for 2023/24, if any parent has any fundraising event or ideas to develop that they would like to organise via the BWSPA please get in touch [info@bwspa.org.uk](mailto:info@bwspa.org.uk)

#### Fundraising benefits

With the UK experiencing a 'cost of living crisis', the past year has not been an easy time for fundraising so I am very pleased to report we made donations to the school totally approximately £15k during the last 12 months to obtain the following items to benefit the students:

- DT department Milling Machine
- Contribution to the 'Pitch In' Campaign for the Multi Use Games Area (MUGA)
- External seating benches
- Book fund – increased access to Literature Reading Material for students
- Music department IT projects
- BWS branded flags for use at school events

#### Fundraising in 2024

Looking ahead, we have received key fundraising requests from the school to provide for key projects:

- Equipment for the soon to be refurbished Bishopgate
- A new school minibus
- Completion of the 'MUGA' campaign

The notes form part of these financial statements

## BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

### REPORT OF THE CHAIR (continued) for the year ended 31 July 2023

Parents are always encouraged to help raise funds for the BWSPA at no cost to themselves through 'easyfundraising' or, if possible, via 'match' funding through their employer. ('Amazon Smile' no longer enables specific charity fundraising). Additionally, for a monthly ticket fee, our very own '1000 Club' monthly draw continues to raise funds, but parent participation remains limited, but this should remain a key area to promote engagement. These mechanics can all make a huge difference so I urge parents to consider these simple fundraising opportunities as there are some big fundraising targets to hit this coming year and once completed, these projects will all benefit the school tremendously. Income is, of course, derived from any ticket fees and at the bars we manage when attending our events too, so we welcome more parents at all our events this year – please get involved and help benefit the students.

<http://www.easyfundraising.org.uk/causes/bwspa/>

<https://www.bwspa.org.uk/1000-club>

#### **Committee members, volunteers, and meetings**

Meetings have taken place in each half of each term this year and have been mainly attended by the committee with some parents occasionally dialling in remotely (when IT allows!). All parents are welcome to attend any meeting and as it provides a deeper understanding of what is going on in the school it is encouraged. There are several committee vacancies to be filled this year as current committee members will be standing down from their roles. Being a committee member may seem a daunting prospect to some, but it is hugely gratifying, and not as much of a burden to your time as may be perceived! Getting involved in the BWSPA is a great way to socialise with other school parents, get to know the teachers better, and understand more about the school, so we actively encourage parents to please step forward to help – as without you we would not exist.

For 2024, we urgently require parents to fill these committee roles, please:

#### *Chair*

To oversee the BWSPA activities and committee, liaise with the BWS body and be the key BWSPA contact for school parents and the wider community. Required to be the spokesperson for the BWSPA at BWS events as necessary, but this can be delegated as necessary.

#### *Vice Chair*

To shadow the new Chair and possibly host the occasional meeting, with a view to move into the Chair's role in future.

#### *Secretary*

To take minutes at the meetings, be a liaison with the Headmaster's secretary, and ensure meeting communications are sent to the committee and posted via the school website.

#### *Assistant Secretary (includes being website manager and social media 'guru')*

This is arguably the most exciting role! We really need someone who has the experience of managing web pages and back-end function and would work closely with the Treasurer and Chair. Currently the BWSPA.org.uk website is based on a WIX platform. This is a great opportunity for someone with their own creative vision as the website would now benefit from a modernisation. Would suit someone active on social media as the management of (committee agreed) social media posts are also required.



**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

**REPORT OF THE CHAIR (continued)  
for the year ended 31 July 2023**

**The future**

Forging even closer links across the school, the alumni, and engaging the parents remains key to the successful fundraising the BWSPA can achieve, and I very much look forward to seeing the BWSPA develop in future and wish everyone involved in the BWSPA continued success in the coming years.

Thank you all very much for all your support this past year.

**Charles Taverner** (parent of boys in Y11 and Y13)  
(Outgoing) Chair BWSPA (for the year ended 31 July 2023)

**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 July 2023**

	Notes	<b>Total Unrestricted 2023 £</b>	Total Unrestricted 2022 £
<b>INCOME FROM:</b>			
<b>Donations</b>		<b>2,649</b>	1,558
<b>Other trading activities</b>			
Fundraising		<b>29,894</b>	14,511
<b>Investments</b>	3	<b>24</b>	1
		<hr/>	<hr/>
<b>TOTAL INCOME</b>		<b><u>32,567</u></b>	<u>16,070</u>
<b>EXPENDITURE ON:</b>			
<b>Raising funds</b>		<b>9,466</b>	6,256
<b>Charitable activities</b>			
Donations to Bishop Wordsworth's School		<b>15,245</b>	13,170
		<hr/>	<hr/>
<b>TOTAL EXPENDITURE</b>		<b><u>24,711</u></b>	<u>19,426</u>
<b>NET INCOME / (EXPENDITURE)</b>	2	<b>7,856</b>	(3,356)
Total funds brought forward at 1 August 2022		<hr/> <b>9,492</b>	<hr/> 12,848
<b>TOTAL FUNDS CARRIED FORWARD at 31 July 2023</b>		<b><u><u>17,348</u></u></b>	<u><u>9,492</u></u>

**Total recognised gains and losses**

The charity has no recognised gains or losses other than the surplus or (deficit) for the current or previous year.

**Continuing operations**

None of the charity's activities were acquired or discontinued during the current or previous year.

All of the charity's income and expenditure arises from unrestricted funds.

The notes form part of these financial statements

**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

**BALANCE SHEET  
31 July 2023**

		2023		2022	
	Notes	£	£	£	£
<b>CURRENT ASSETS:</b>					
Debtors	4	125		121	
Cash at bank and in hand		<u>18,922</u>		<u>10,354</u>	
		<b>19,047</b>		10,475	
<b>CREDITORS: Amounts falling due within one year</b>					
	5	<u>1,699</u>		<u>983</u>	
<b>NET CURRENT ASSETS:</b>			<u><b>17,348</b></u>		<u>9,492</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u><b>£ 17,348</b></u>		<u>£ 9,492</u>
<b>FUNDS:</b>					
Unrestricted fund: general			<u>17,348</u>		<u>9,492</u>
<b>TOTAL CHARITY FUNDS:</b>			<u><b>£ 17,348</b></u>		<u>£ 9,492</u>

The financial statements were approved and authorised for issue by the Committee on .....  
and signed on its behalf by:

**Charles Taverner** - CHAIR

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 July 2023**

1. **ACCOUNTING POLICIES**

**Accounting convention**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity does not meet the definition of a larger charity under the Charities SORP and is therefore exempt from the requirement to prepare a cash flow statement.

The financial statements are prepared on a going concern basis. The financial statements are prepared in Sterling (£) which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the committee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the committee for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

**Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 July 2023**

**2. DETAILED INCOME AND EXPENDITURE ACCOUNT – for the year ended 31 July 2023**

	<b>2022/2023</b>			2021/2022
	Income	Expenditure	Surplus/ (Deficit)	Surplus/ (Deficit)
	£	£	£	£
Donations & covenants	2,649	-	2,649	1,558
Easyfundraising.org.uk initiative	575	-	575	426
Interest	24	-	24	1
Amazon Smile	495	-	495	294
Uniform sales	6,030	-	6,030	1,748
Donations to school	-	15,245	(15,245)	(13,170)
An Evening with Richard Hill MBE	8,795	1,916	6,879	-
Cricket bash	754	232	522	-
Wine tasting	725	46	679	-
Skittle & curry evening	174	-	174	-
Christmas fayre	3,248	2,282	966	2,276
Christmas raffle	1,005	-	1,005	285
Website	-	216	(216)	-
Parents' and Year 10 & 12 evenings	476	318	158	381
Bust-a-move summer social	-	-	-	1,735
Smartie tubes	125	80	45	(67)
Summer party	-	-	-	(518)
Easter raffle	-	-	-	353
Theatre performance	1,566	1,309	257	554
Quiz night	1,949	991	958	-
1000 Club	3,977	1,291	2,686	1,574
Miscellaneous	-	202	(202)	(257)
PayPal fees	-	193	(193)	(138)
Teas	-	-	-	(1)
Independent examiner's fee	-	390	(390)	(390)
<b>Surplus / (Deficit) for the period</b>	<b><u>32,567</u></b>	<b><u>24,711</u></b>	<b><u>7,856</u></b>	<b><u>(3,356)</u></b>

**3. INCOME FROM INVESTMENTS**

All of the charity's income from investments arises from an interest-bearing deposit account.

**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 July 2023**

**4. DEBTORS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	<u>125</u>	<u>121</u>
	<u><b>125</b></u>	<u><b>121</b></u>

**5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	<u>1,699</u>	<u>983</u>
	<u><b>1,699</b></u>	<u><b>983</b></u>

**6. ALLOCATION OF THE CHARITY NET ASSETS**

The net assets are held as unrestricted funds:

	Net Current Assets £	<b>Total £</b>
General purposes	17,348	<b>17,348</b>
	<u>17,348</u>	<u><b>17,348</b></u>
<b>Total</b>	<u><b>17,348</b></u>	<u><b>17,348</b></u>

**7. COMMITTEE COSTS**

The key management personnel of the charity comprise the committee officers. None of the committee officers received any remuneration or reimbursed expenses during the year.

**BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT  
for the year ended 31 July 2023**

	2023		2022	
	£	£	£	£
<b>Income:</b>				
Donations & covenants	2,649		1,558	
Easyfundraising.org.uk initiative	575		426	
Amazon Smile	495		294	
Uniform sales	6,030		1,748	
Christmas fayre	3,248		4,428	
Christmas raffle	1,005		385	
Parents' and Year 10 & 12 evenings	476		381	
Bust-a-move social	-		1,735	
Cricket bash	754		-	
Quiz night	1,949		-	
Skittles & curry evening	174		-	
Smarties tubes	125		-	
Summer party	-		651	
Teas	-		83	
Easter raffle	-		353	
Theatre performance	1,566		1,283	
An Evening with Richard Hill MBE	8,795		-	
Wine tasting	725		-	
1000 Club	<u>3,977</u>		<u>2,744</u>	
		<b>32,543</b>		16,069
<b>Other income:</b>				
Interest		<u>24</u>		<u>1</u>
		<b>32,567</b>		16,070
<b>Expenditure:</b>				
Donations to Bishop Wordsworth's school	15,245		13,170	
Parents' and Year 10 & 12 evenings	318		-	
Christmas raffle	-		100	
Website	216		-	
Smartie tubes	80		67	
Summer party	-		1,169	
Teas	-		84	
Quiz night	991		-	
Cricket bash	232		-	
An Evening with Richard Hill MBE	1,916		-	
Wine tasting	46		-	
Theatre performance	1,309		729	
Christmas fayre	2,282		2,152	
1000 Club	1,291		1,170	
Independent examiner's fee	390		390	
PayPal fees	193		138	
Miscellaneous	<u>202</u>		<u>257</u>	
		<b><u>24,711</u></b>		<b><u>19,426</u></b>
<b>NET INCOME / (EXPENDITURE)</b>		<b><u>£ 7,856</u></b>		<b><u>£ (3,356)</u></b>

This page does not form part of the statutory financial statements

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

I report to the charity trustees on my examination of the accounts of Bishop Wordsworth's School Parents' Association for the year ended 31 July 2023, which are set out on pages 2 to 12.

**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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulation 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent 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.

N D Jones FCCA  
Fawcetts LLP  
Chartered Accountants  
Windover House  
St Ann Street  
Salisbury  
SP1 2DR

Date: