

RUSSELL SCHOOL PARENTS ASSOCIATION

England & Wales · Charity number 1035257

Details

Status Registered

Legal form Other

Registered 1994-03-22

Register [View on the Charity Commission register](#)

Contact

Address The Russell School
Brushwood Drive
Chorleywood
Rickmansworth
Hertfordshire
WD3 5RR

Phone 07908499971

Email edroyan@gmail.com

Website <https://www.russell.herts.sch.uk/Parents/Parents-Association-Newsletters/>

Activities

Objects: The object of the association (the objects) is to advance the education of pupils in the school in particular by:
2.1 Developing effective relationships between the staff, parents and others associated with the school
2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Activities: Advancement of the education of students & enhancement of general school life

Classification

- **How:** Provides Other Finance, Provides Human Resources
- **What:** Education/training, Economic/community Development/employment, Recreation
- **Who:** Children/young People

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£48,540	£59,875	-	-
2024-08-31	£37,981	£24,359	-	-
2023-08-31	£27,301	£10,968	-	-
2022-08-31	£31,465	£30,821	-	-
2021-08-31	£14,882	£15,058	-	-
2020-08-31	£15,415	£14,321	-	-

Trustees

Name	Role	Appointed
Sarah Papadopoulos	Chair	2023-10-09
Ciaran Scollan		2025-10-08
Edward Royan		2025-10-08
Elizabeth Lucy Jacoby		2024-10-07
Jessica Maria Ana Tredell		2024-10-07
Laura de Courcy		2025-10-08
Michelle Turner		2025-10-08
Nicky Edwards		2021-10-04
Nicola Hackett		2025-10-08
Susan Scollan		2025-10-08

RUSSELL SCHOOL PARENTS ASSOCIATION

England & Wales - Charity number 1035257

Accounts

FoRS AGM Minutes – 08/10/2025

1. Welcome and introductions (apologies)

Present: Sarah, Neil, Andre, Mrs. Pitt, Nicky, Jess, Lil, Caroline, Laura de, Harithra, Piratheep, Edward Royan, Michelle, David, Alice, Charlie, Minika, Susan, Kirsten, Anna, Sean, Holly, Nicola, Sarah, Michelle, Heena, Rachael, Nathalie, Shafi, Vivien

Apologies: Clare, Liz, Rebecca, Cairan

2. Minutes from previous AGM (7 October 2024) – Approved

3. President's report

Thank you to everyone in FoRS, to Sarah and Liz, Neil and Caroline for all the support to the school.

Items acquired this year:

- New stage lighting desk
- Flooring in intervention room
- Music room refurbishment – part complete
- Subject budgets
- Desktop computers replaced
- Science resources
- Cookery room refurbishment
- Smart TV x 3
- Website upgrade
- Standing items

Items requested for 2025/26:

- Quad upgrade – big project for much needed improvement
- Hall screen
- Music room – phase 2 to sound proof and split the room in two
- Early years resources including indoor learning resources and blinds
- Library – the library needs to be kept up to date and new books needed
- SEND resources
- Water fountains to be replaced

4. Chairs' report

It's been another busy year of events, making memories and all-important fundraising!

Volunteers have been brilliant at coming forward to lead and support events this year. We had a great and absolutely essential team of Class Reps encouraging involvement, sending reminders and communicating with classes, as well as the many event leads taking responsibility for the running of each event.

Our Autumn Term started with Russell Fireworks evening lead by Alice L, entertaining an almost sell-out crowd! Mr Bailey's Horsebox Bar, the Russell Bakers and BBQ Teams provided the usual treats, including a delicious homemade lentil curry & nan made by Maya K and Shafi S, which was new for this year.

Later in the Autumn term a huge team of volunteers from all classes, put on another amazing Christmas Fair lead for the last time by Rowena & Liz. Performances from Brass Band, Pop Bands, Mini & Junior Vocals and Orchestra, along with an array of festive games, Winter BBQ, Horsebox Bar, cakes, Bubble Tea and Santa's Grotto with his Y6 elves, got us in the festive spirit.

Other winter highlights included Pre-Loved Uniform Sales organised by Laura de C, Hari and Kirsten, the children's designed Christmas cards led by Jess T, Watersmeet Panto ice-creams and a fabulously

festive Christmas lunch, organised by Leyla and Claire for the children and staff transforming the normal lunch tables complete with fun tablecloths, cracker jokes and other festive treats.

During the Spring Term we held a Pyjama Day and the Russell Bakers whipped up an array of heart-themed sweet treats to celebrate Valentines Day. With Bag to School clothes recycling done in previous years now barely generating any funds, we decided to hold our first ever kids clothes swap SWISH Event organised by Michelle, Laura, Nicola & Shafi. Focusing on being kind to the environment and kids to people's pockets, over 300 items were donated and swapped and everyone went home happy with some great pre-loved finds!

In March, 12 quiz teams enjoyed a fantastically competitive evening organised by Liz & Rebecca , with quiz masters Marcus & Amber, battling it out for the 'BIG QUIZ Trophy'. The term ended with the children's much-loved annual Easter egg hunt run by Rachel, and another gorgeous Easter Concert arranged by Mrs Deeley and featuring music from the Orchestra, Brass Band, Junior and Mini Vocals, alongside refreshments and sweets treats from FoRS and the Russell Bakers, led by Anna C who have supported almost every event with their delicious bakes.

In May enjoyed another fabulous Russell Summer Prom lead by Carly and Sarah, letting our hair down in a totally transformed the school corridors and memorial garden, sipping a cocktail or two and dancing the night away right on our doorstep!

In June we came together as the school field was transformed with an Underwater Haven, for a fantastic day of music and fun for the Family Summer Fun Day. Thanks to a brilliant team who planned the event including Michelle T, Jess T, Lil J, Anna L, Shafi S and Sarah P who together organised bouncy castles, strawberry donations, sponsorship, advertising and raffle prizes along with Jess and Lil who led the creation and distribution of the brochure. A brilliant team of Class Reps, parent volunteers, staff and governors all set-up & manned stalls. Anand & Jamie on the Russell BBQ. Mrs Deeley, Gareth & Glenn created a fabulous soundtrack for the day, along with the musicians, performers and groups who entertained us and the Dad Dancers joined the School Song & Dance. All seamlessly held together by our wonderful comperes Steve and Ryan.

The Summer Term was rounded off with refreshments sports day, drinks in the sunshine at the Summer Concert and a mufti day all led by Liz and Sarah along with teams of helpers.

We want to make a special mention of the those in the background helping to make all these events possible and run so smoothly - from the support of Mr Barnard and Mrs Jones in the school office for all the Parent Mails, help with access for events and logistics planning, to our secretary Caroline for communicating minutes and notes and our Treasurer Neil, who is always busy in the background renewing our insurance policies, applying for our TENs alcohol licences, ensuring card readers and floats are available whenever we need, recompensing people quickly when they have spent their own money on items for events and much more.

A huge thanks you to everyone who has worked so hard giving your time and energy organising activities and events, and a special thank you to Liz and Neil who have been absolutely central to FoRS success over the past few years in their Co-Chair and Treasurer roles as they stand down from the Committee this year.

The amount of fun we have had and the money we are jointly able to raise to enable school to support our children is fantastic!

5. Treasurer's report

See below and attached report.

2024/25 Summary (At year end)

- Total funds raised: £29,300 (2024: £23,100)
- Total funds in the bank: £35,500
- School funding (Wish List): £44,300 paid out

2025/26 Summary (To date)

- Total funds raised: £3,700 (Colour Run: £3,600)
- Total funds in the bank: £33,200 (after deducting working balance (£4,000))
- School funding (Wish List): £50,000 requested

6. Independent review of accounts

Graham will review the accounts for the last time this year as his children are no longer at the school so a new independent reviewer will be required. Mike may be able to assist.

7. Review of financial controls

It was noted that as there are to be joint treasurers there is a potential conflict of interests in relation to the approval payments, which require the authorisation of two people. This will be discussed at a later date. In addition, the following financial controls will be reviewed and considered as per the Charity Commission annual return question:

- All monies routed through single bank account
- Dual approval control on outward bank payments incl. online
- Cash floats signed for
- Bank balance reviewed regularly through online banking by other signatories
- Weekly backups to Google Drive
- Annual audit/independent review
- Insurance arranged through Parentkind
- Payments made to self fully documented via explanatory email to co-chairs and secretary (no longer sent as now consider dual control approval process is sufficient for payments of less than £50).

8. Election of officers / Call out for shadowing Secretary/Treasurer positions

FoRS team vote: Sarah (Co-Chair), Jessica (Co-Chair), Ciaran and Susan (jointly as Treasurer), Edward (Secretary) – All Approved with majority

Committee members vote: Sarah, Jessica, Ciaran, Susan, Edward, Elizabeth, Laura, Nicky, Michelle, Nicola – All Approved with majority

9. This year's expected activities

Colour Run (which has taken place), Swish Event, Fireworks, Christmas Fair, Quiz Night, Prom (TBC), Circus, Summer Fun Day, Camping (TBC) plus all of the regular events including cake sales, uniform sales, teas and coffees at events

10. Any Other Business (AOB)

None

11. Closing remarks and date of next meeting

Next meeting: in person welcome drinks at 8pm on Thursday 23 October 2025 in the school hall.



Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name Russell School Parents Association		
On accounts for the year ended	31st August 2025	Charity no (if any)	1035257
Set out on pages	See documentation contained in '2024/25 Audit Pack (FoRS)' <small>(remember to include the page numbers of additional sheets)</small>		

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:  **Date:** 30/04/2026

Name: Graham Collett

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

Address: 24 Brushwood Drive, Chorleywood, Rickmansworth, Hertfordshire WD3 5RT

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.

n/a

Accountant's name: [Signature]
Date: 30/04/2025
Name: Graham Collett
Address: [Redacted]
Professional body: [Redacted]

RUSSELL SCHOOL PARENTS ASSOCIATION

England & Wales - Charity number 1035257

Accounts

Friends of Russell School Round-Up 2023-24

It's been another fun-packed year of activities, making memories and all-important fundraising! It has only all been possible with so many coming forward to organise events.

In the Autumn Term we started with another brilliant Fireworks Evening led by Alice. The highlight was of course the spectacular display, combined with music from Gareth, Halloween themed treats from Anna and Russell Bakers, delicious spread from the BBQ Team complimented by the Mr B's Horsebox Bar. This year's Christmas Fair organised by Rowena, Liz and Lil, then got us all in the festive spirit nice and early with a cheerful soundtrack provided by Mrs D and the school music groups and an array of games, treats, cakes, craft and the exciting seasonal visit from the Big Man in Red in a magical Gingerbread Grotto with a host of Y6 elves. Other festive highlights included the children's designed Christmas cards, organised by Laura with Miss B's help Watersmeet Panto ice-creams, Xmas Performance Refreshments, Xmas Disco by Mrs J and the School Staff, and Nami and her team of helpers serving everyone their School Christmas Lunch!

During the Spring Term the Russell Bakers whipped up their first ever Valentine Bake Sale much to everyone's delight, and throughout the year there has been continued support for the termly Bag 2 School (handed over from Munira to Nicola and Michelle) and Pre-Loved Uniform Sales organised by Paul, Laura and Kirsten. In March, ten quiz teams (including 2 teacher teams!) enjoyed a fun evening battling it out for the 'BIG QUIZ Trophy'. With lots of competitive spirit it was fantastic evening and lovely opportunity for parents/carers to get together run by quiz masters Amber & Marcus. The term ended with the children's much-loved annual Easter egg hunt run by Rachel and team, and another gorgeous Easter Concert arranged by Mrs D and featuring music from the Orchestra, Brass Band, Junior and Mini Vocals, alongside refreshments and sweets treats from FoRS and the Russell Bakers.

The fun continued in the Summer term with our first glittering Russell Summer Prom organised by a team of Deb, Carly, Jav, Alice, Sarah, Alex, with Liz, Claire and Susan on the bar, giving parents and carers the chance to let their hair down, sip a cocktail or two and dance the night away right on their doorstep!

In June we came together as the school field was transformed with a Paris Olympics theme, complete with Coconut Shy Winners Podium and Eiffel Tower cake stand for a fantastic day of music and fun for the Family Summer Fun Day. Thanks to a brilliant team who planned the event including Michelle, Nicola, Shafi, Alice, Haria and Sarah who together organised bouncy castles, strawberry donations, sponsorship, advertising and raffle prizes along with Jess and Lil who led the creation and distribution of the brochure. A brilliant team of Class Reps, parent volunteers, staff and governors all set-up & manned stalls. Rob Munn ended his 7-year stint as lead of the Russell BBQ handing over the baton to Anand and Jamie. Mrs Deeley, Gareth & Glenn created a fabulous soundtrack for the day, along with the musicians, performers and groups who entertained us and the Dad Dancers who threw some shapes during the School Song & Dance. All seamlessly held together by our wonderful comperes Steve and Ryan.

The Summer Term was rounded off with refreshments sports day, drinks in the sunshine at the Summer Concert, a Krispy Kreme Donut Sale and a Break the Rules Day all led by Liz and Sarah along with teams of helpers.

THANK YOU TO EVERYONE who has worked so hard giving your time and so much energy organising and leading FoRS activities and events, including class reps, school staff, committee members, parents/carers and helpers!

Friends of The Russell School

Income & Expenditure for 12 months to 31st August 2024

	31 st August 2024	31 st August 2023	31 st August 2022	31 st August 2021	31 st August 2020
FUNDRAISING					
Receipts					
Fireworks	£6,478.23	£6,016.35	£5,966.75	-	£5,719.72
Christmas Fair	£7,271.21	£6,790.42	£4,743.91	£2,612.81	£8,866.07
Quiz Night / Summer Prom / Race Night	£5,494.65	-	£1,576.96	-	-
Summer Fair	£12,731.02	£11,091.76	£9,121.07	£7,245.50	£1,300.00
Other Fundraising	£4,273.90	£3,316.23	£4,663.55	£4,084.33	£4,501.28
Other Income	£1,732.04	£86.71	£606.36	£327.69	£959.54
Barn Dance / May Ball	-	-	-	-	£4,898.80
Total Receipts	£37,981.05	£27,301.47	£26,678.60	£14,270.33	£26,245.41
Less: Expenditure					
Fireworks	£3,757.57	£3,560.65	£3,110.30	-	£3,672.32
Christmas Fair	£2,674.06	£2,476.52	£1,596.07	-	£3,137.22
Quiz Night / Summer Prom / Race Night	£1,432.23	-	£807.68	-	-
Summer Fair	£4,671.75	£4,375.20	£3,686.47	£914.76	£170.00
Other Fundraising	£377.70	£295.90	£551.76	£1,179.36	£839.49
FoRS Expenses	£1,962.99	£260.00	£595.06	£362.99	£421.96
Barn Dance / May Ball	-	-	-	-	£4,509.84
Total Expenditure	£14,876.30	£10,968.27	£10,347.34	£2,457.11	£12,750.83
Fundraising Surplus / Deficit	£23,104.75	£16,333.20	£16,331.26	£11,813.22	£13,494.58
SCHOOL FUNDING					
Major Items	£6,076.00	£3,424.97	£11,827.35	£10,004.75	£10,086.30
Smaller Purchases	£2,654.40	£3,055.79	£2,767.86	£251.70	£1,700.12
Children's Activities	£429.74	£752.76	£1,092.21	£1,732.77	£614.15
Swimming Pool Subsidy (Ring Fenced)	£6,271.02	£1,908.74	£2,748.45	£611.47	£1,648.75
Stationery Subsidy (Ring Fenced)	£1,787.54	£1,359.95	£2,038.25	-	£1,185.00
Parent Donations (Ring Fenced)	£7,735.84	£3,591.41	£4,786.70	£611.47	£2,833.75
Net School Funding	£9,482.86	£6,910.80	£15,687.42	£11,989.22	£12,400.57
CASH MOVEMENT					
Fundraising Surplus / Deficit (per above)	£23,104.75	£16,333.20	£16,331.26		
Net School Funding (per above)	£9,482.86	£6,910.80	£15,687.42		
Receipts From Prior Year Activities	£0.00	£0.00	£340.00		
Expenditure re. Prior Year Commitments	£9.00	£1,646.78	£9,938.70		
Net Cash Surplus / Deficit	£13,612.89	£7,775.62	£8,954.86		
BANK RECONCILIATION					
Bank Account Balances					
NatWest Bank (Current)	£1,870.71	£4,257.82	£24,482.20		
Skipton Building Society	£44,000.00	£28,000.00	-		
Total Bank Balance	£45,870.71	£32,257.82	£24,482.20		
Reconciliation					
Prior Year Total Bank Balance	£32,257.82	£24,482.20	£33,437.06		
Net Cash Surplus / Deficit (per above)	£13,612.89	£7,775.62	£8,954.86		
Calculated Total Bank Balance	£45,870.71	£32,257.82	£24,482.20		
Actual Total Bank Balance (per above)	£45,870.71	£32,257.82	£24,482.20		
Variance (Surplus / Deficit)	£0.00	£0.00	£0.00		
CASH AVAILABLE FOR ADDITIONAL SPEND					
Total Bank Balance (per above)	£45,870.71	£32,257.82	£24,482.20		
Add Back: Net School Funding	£9,482.86	£6,910.80	£15,687.42		
Cash Before School Funding	£55,353.57	£39,168.62	£40,169.62		
Less: Current Year Wish List Total	£33,853.15	£20,257.22	£17,891.44		
Surplus Cash in Bank Account	£21,500.42	£18,911.40	£22,278.18		
Less: Required Working Bank Balance	£4,000.00	£4,000.00	£4,000.00		
Surplus Cash to Spend	£17,500.42	£14,911.40	£18,278.18		



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Russell School Parents Association

**On accounts for the year
ended**

31st August 2024

**Charity no
(if any)**

1035257

Set out on pages

See documentation contained in '2023/24 Audit Pack (FoRS)'

(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 31/08/2024.

**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:

Date:

16/10/2024

Name:

Graham Collett

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

Address:

24 Brushwood Drive, Chorleywood, Rickmansworth,
Hertfordshire WD3 5RT

RUSSELL SCHOOL PARENTS ASSOCIATION

England & Wales - Charity number 1035257

Accounts

FoRS AGM – 09/10/2023

Minutes

Present:

Apologies: Morwenna (joining late)

1. Welcome and introductions (apologies)

- Munira, Andre, Liz, Neil, Sarah P, Jessica Tredell, Claire Pitt, Kirsten-Lee Bower, Alice, Katie, Mrs Southworth, Rebecca Stanley, Claire Vessey, Hannah Brook, Rowena, Sneha, Nicola Hackett, Morwenna Pestell, Harithra Piratheep, Jag Brard, Elizabeth Jacoby, Nicky Edwards, Nicola Hackett (25 attendees)

2. Minutes from previous AGM (3 October 2022)

3. President's report

Overview of last year:

- Risk taking area in EY
- Music storage shed (receiving quotes for enlarging concrete base)
- Eco garden
- Cookery room (receiving quotes now)
- Blinds – some classrooms were being affected by bright sunlight; looks much smarter now.
- Y6 leavers
- Easter egg hunt
- Class budgets
- MyMaths
- Ice creams for panto

Thank you to co-chairs and all participants in raising funds.

If additional funds are required for cookery room, this request will be added to wishlist. Neil prepared a wishlist based on last year; carried over standing items and 10k for cookery room, as well as flooring; total £15k carried forward, £12k to spend.

Katie – could some equipment for cookery room be donated by parents that have contacts? Or other businesses that could donate to the school? ACTION: Mrs Pitt to write to parents/businesses enquiring.

3. Chairs' report

Autumn term 2022

Thanks:

- o Halloween cake sale – Anna and bakers
- o Fireworks – Jane + Alice
- o Xmas Cards - Laura with Miss Brown's help
- o Xmas Fair – Rowena, Liz, Reps, Helpers
- o Xmas lunch – Nami and helpers

- o Xmas Performances – Suzie
- o Bag2School – Munira
- o Xmas Disco – Becky and school staff

Spring term 2023

- Bag to School collection - Munira
- Concert and cakes - Mrs Deeley and Anna and Suzie
- Easter egg hunt - Suzie and Lucy
- Break the rules day - Liz Parkin + Y2 parents

Summer term 2023

Summer term:

- lolly sale in June (Nicky)
- cakes for coronation (Russell bakers)
- bag2school (Munira)
- Summer fun day (Sarah and team); Alice and team who organised brochure. Thank you to all committee members. All reps for work on the stalls. Bouncy castles — organised by Michelle, Nicola and parents – Advertising boards by estate agents, Strawberry donations – Shafi, Rob and Y5 BBQ team, clubs performing (Signature sports club, etc), comperes Steve and Ryan and Mrs Deeley and Gareth for entertainments, reception dad dancers, Mr Bailey and bar team.
- School sports day – Thank you to Suzie and team for refreshments

Personal thanks from co-chairs to Neil, Andre, Mrs Pitt, school staff, and all who assisted.

5. Treasurer's report

- See separate report
- Small society lottery license – signatories reappointed (Neil and Andre)

6. Independent review of accounts Being conducted by Graham Collett.

7. Review of financial controls

-Financial control – all monies are under dual control, floats for cash are signed for, bank balance is reviewed by Munira and Andre, weekly backups of documentation on google drives, independent reviewer (Graham CollinsCollett). Insurance via ParentKind.

NOTE: if there is a cash subsidy by Neil, there's an email sent by Neil to note for council members.

8. Election of officers

a. Chair/s

- Sarah and Liz have volunteered for the co-chairing role. Munira proposed, Katie seconded. Voted unanimously.

b. Treasurer

- Neil will continue. Munira proposed, André seconded. Voted unanimously.

c. Secretary

- André to continue. Munira proposed, Kait seconded. Voted unanimously.

d. Appointment of additional voting members

- Katie will leave as has Jane Parsons (no longer have children at school)
- Confirmed for this year: Rowena, Sneha, Nicky, Alice, Munira, Mrs. Southworth, Mrs. Pitt (President), André, Neil
- New members of committee: Claire Vessey, Jessica Tredell, Rebecca Stanley, Elizabeth Jacoby

9. This year's expected activities (Sarah and Liz):

- Introducing in person FoRS meeting (Wed 18/10/23 at 8pm) at school with food and drink; this will be to discuss plans and ideas for the year.
- The following will be discussed at the in-person meeting:

11. AOB

- Can attendees advertise the in person meeting with other parent please. PM to be sent out.

- Xmas fair: is it possible to have the fair earlier on the day (12:30-3:00pm instead of 2pm-4:30pm)? Potentially setting up on the Friday. Agreed earlier start would be beneficial.

- Christmas jumpers donation request to go out via PM (ACTION: Rowena to ask office to send out)

- Fireworks: need for volunteers for cable trying festoon lighting set up on the day before. Reps to send request out to classes.

12. Closing remarks and date of next meeting

Next meeting: 18/10/23

Friends of The Russell School

Income & Expenditure for 12 months to 31st August 2023

	31 st August 2023	31 st August 2022	31 st August 2021	31 st August 2020
FUNDRAISING				
Receipts				
Fireworks	£6,016.35	£5,966.75	-	£5,719.72
Christmas Fair	£6,790.42	£4,743.91	£2,612.81	£8,866.07
Race Night	-	£1,576.96	-	-
Summer Fair	£11,091.76	£9,121.07	£7,245.50	£1,300.00
Other Fundraising	£3,316.23	£4,663.55	£4,084.33	£4,501.28
Other Income	£86.71	£606.36	£327.69	£959.54
Barn Dance / May Ball	-	-	-	£4,898.80
Total Receipts	£27,301.47	£26,678.60	£14,270.33	£26,245.41
Less: Expenditure				
Fireworks	£3,560.65	£3,110.30	-	£3,672.32
Christmas Fair	£2,476.52	£1,596.07	-	£3,137.22
Race Night	-	£807.68	-	-
Summer Fair	£4,375.20	£3,686.47	£914.76	£170.00
Other Fundraising	£295.90	£551.76	£1,179.36	£839.49
FoRS Expenses	£260.00	£595.06	£362.99	£421.96
Barn Dance / May Ball	-	-	-	£4,509.84
Total Expenditure	£10,968.27	£10,347.34	£2,457.11	£12,750.83
Fundraising Surplus / Deficit	£16,333.20	£16,331.26	£11,813.22	£13,494.58

SCHOOL FUNDING

Major Items	£3,424.97	£11,827.35	£10,004.75	£10,086.30
Smaller Purchases	£3,055.79	£2,767.86	£251.70	£1,700.12
Children's Activities	£752.76	£1,092.21	£1,732.77	£614.15
Swimming Pool Subsidy (Ring Fenced)	£1,908.74	£2,748.45	£611.47	£1,648.75
Stationery Subsidy (Ring Fenced)	£1,359.95	£2,038.25	-	£1,185.00
Parent Donations (Ring Fenced)	£3,591.41	£4,786.70	£611.47	£2,833.75
Net School Funding	£6,910.80	£15,687.42	£11,989.22	£12,400.57

CASH MOVEMENT

Fundraising Surplus / Deficit (per above)	£16,333.20	£16,331.26
Net School Funding (per above)	£6,910.80	£15,687.42
Receipts From Prior Year Activities	£0.00	£340.00
Expenditure re. Prior Year Commitments	£1,646.78	£9,938.70
Net Cash Surplus / Deficit	£7,775.62	£8,954.86

BANK RECONCILIATION

Bank Account Balances		
NatWest Bank (Current)	£4,257.82	£24,482.20
Skipton Building Society	£28,000.00	-
Total Bank Balance	£32,257.82	£24,482.20

Reconciliation

Prior Year Total Bank Balance	£24,482.20	£33,437.06
Net Cash Surplus / Deficit (per above)	£7,775.62	£8,954.86
Calculated Total Bank Balance	£32,257.82	£24,482.20
Actual Total Bank Balance (per above)	£32,257.82	£24,482.20
Variance (Surplus / Deficit)	£0.00	£0.00

CASH AVAILABLE FOR ADDITIONAL SPEND

Total Bank Balance (per above)	£32,257.82	£24,482.20
Add Back: Net School Funding	£6,910.80	£15,687.42
Cash Before School Funding	£39,168.62	£40,169.62
Less: Current Year Wish List Total	£20,257.22	£17,891.44
Surplus Cash in Bank Account	£18,911.40	£22,278.18
Less: Required Working Bank Balance	£4,000.00	£4,000.00
Surplus Cash to Spend	£14,911.40	£18,278.18



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Russell School Parents Association

**On accounts for the year
ended**

31st August 2023
Charity no (if any) 1035257

Set out on pages

See documentation contained in '2022/23 Audit Pack (FoRS)'
(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 31/08/2023.

**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:

Date: 06/05/2024

Name: Graham Collett

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

Address:

24 Brushwood Drive, Chorleywood, Rickmansworth,
Hertfordshire WD3 5RT

RUSSELL SCHOOL PARENTS ASSOCIATION

England & Wales - Charity number 1035257

Accounts

Friends Meeting/AGM Agenda: Monday 3 October 2022

Time and location: 8pm – via Zoom

All welcome

Minutes

1. Welcome and introductions (apologies)

[Surnames redacted]

2. Minutes from previous AGM (4 Oct 2021)

Approved

3. President's report

Lovely to see so many new faces; thank you to Munira and Katie for the work over these past years, in difficult circumstances.

Projects sponsored by FoRS – Y5/6 toilet refurb, flooring renewals (most of the classrooms), new blinds, new stage light deck, new library books (diversity, etc.), other classroom resources, projector for the hall. Thank you for the efforts.

Wishlist – Smart tv in IT suite, early years risk taking area (hammers, woodwork, ladders, climbing), new flooring in intervention room, screen in the hall for performances (opposite to main screen), funding for shed for specialist music provision, cookery room refurb + standing items.

Class budgets - £200 currently; potentially increasing due to inflation (ACTION – [Surnames redacted] to send prioritized list)

4. Chairs' report

Thanks to the team for all their work and fantastic support over the last two years and for on-going support from the office, [Surnames redacted] and school staff.

Autumn

Fireworks - Jane and helpers

Christmas cards – Laura and school office

Christmas Shopping Shed - [Surnames redacted], Munira, and helpers who assisted with wrapping

Hamper Raffle - Liz and Rowena

Father Christmas visit - [Surnames redacted] family

Choc tombola at Village Day - Alice, Sarah and helpers

Christmas lunch - Nami and helpers

Spring

Race night - Jane, Rowena, Neil

Magic show – Katie

Easter egg hunt - Suzie and helpers

Summer

Family morning refreshments - Munira, Katie, and helpers

Ice lolly sale, thanks to Sarah and helpers

Sports day refreshments, thanks to all helpers

Family Fun Day - all reps

Brochure – Nicky [Surnames redacted], Michelle, and Alice

Through the year

Bag2School - Munira

Cake sales - Rowena and bakers

Matched donations from Camelot - Rowena

Concerts - [Surnames redacted]

Second hand uniform– Paul and Nicky [Surnames redacted]

Clothes recycling bin – Liz

Non uniform days including Bag 2 School – Munira and Katie

Promo materials, posters, flyers – Alice and Nicky

Neil and Andre – support throughout

[Surnames redacted], school staff – support throughout

- Over two years raised £27,600... even though Covid!

Question from Leyla – will there be a May Ball? Katie – potentially, if there's a lead that would be able to take it on.

5. Treasurer's report

See treasurer's report

6. Independent review of accounts

Graham [Surnames redacted] was appointed as auditor / independent reviewer of the financial accounts. Once the financial information has been approved & signed off by Graham, it will be published on the Charity Commission website.

7. Lottery licence

Needs to obtain lottery licence from Three Rivers; return needs to be signed by 2 committee members. Signatories were Munira and Neil; proposal is for Neil and André to be signatories for this year. Approved at AGM.

8. Change of Constitution

Constitution is the governing document for the Charity; details of processes. Current Constitution is no longer fit for purpose as it is very old; and to continue functioning in the

modern world, an update is required. ParentKind model constitution to be used. Some points of change:

- only parents of children at school could be members under previous constitution; new constitution is wider, as includes people who have necessary skills, "friends" of the school, staff members, etc.

- virtual meetings

For voting: attendants to the meeting and the following (either joined the meeting or approved via email):

[Surnames redacted]

9. Review of financial controls

See Neil's detailed report

10. Election of officers

a. Chair

No volunteers; activities will continue with the leads of the individual activities only. FoRS will not have an operations chair or co-chair for the next 2 years. Events will be

organised by liaising with the Office/[Surnames redacted] direct and the other members of FoRS but no active coordination by chairs. No general reps meeting to previous years' extents are planned; individual activity meetings will be required to ensure the organization of events works.

There is a volunteer for September 2024 (Sarah).

b. Treasurer

No objections

c. Secretary

No objections

d. Appointment of additional voting members

ACTION Katie: Need to check with Sneha and [Surnames redacted]

11. This year's expected activities

a. Autumn term:

i. Christmas cards

Laura leading

ii. Fireworks

Jane leading event which is happening on 4 November; Alice is shadowing Jane and will be taking on organizing the fireworks for next year. Max 500 person. Professional company organizing. Tickets on sale at the end of this week; normally sell out very quickly (first week for immediate families, staff and governors and families). Help required for marshalling, manning stalls and gates. Also help required for prep, clear up, and actions on the next day. There are leads already for each of the stalls, except for the lights/PA (Jane's husband will do it this year but someone shadowing would prepare for next year – possibly Mark, Rowena's husband).

iii. Christmas activities

Rowena and Liz leading; same format as previous' years. Invite class reps to organize and assign the stalls in November. Christmas Fair (Dec 3rd). Possibility of organising grotto in school day – Rowena to liaise with [Surnames redacted]

iv. Bag2School / Second-hand uniform

Munira leading; normally after each half term. Nov 4th is the next day.

vi. Christmas lunch including volunteers

Nami is leading; looking for a volunteer to take on future years as Nami's daughter currently in Y5. Laura and Leyla have offered to shadow. Date of lunch is 14 December.

vii. Decorate school

Rowena and Liz leading.

12. Spring/summer terms overview

Easter initiatives to be organized. No additional initiatives planned.

Sarah leading on Summer fair.

13. AOB

Thank you to Munira and Katie for all the work developed.

[Surnames redacted]

14. Closing remarks and date of next meeting

Thanks from Katie and Munira



Section A Independent Examiner's Report

Report to the trustees/
members of

On accounts for the year
ended Charity no
(if any)

Set out on pages

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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:

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* Please delete the words in the brackets if they do not apply.

Signed: Date:

Name:

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

Address:

