



Trustees' Annual Report for the period

	Period start date	Period end date
From	01 09 2023	To 31 08 2024

Section A

Reference and administration details

Charity name

Keinton Mandeville Parent Staff Association

Other names charity is known by

"Keinton Mandeville PSA" or "KMPSA"

Registered charity number (if any)

1036784

Charity's principal address

Keinton Mandeville Primary School

Chistles Lane

Somerton

Postcode

TA11 6ES

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Amber Slevin	Chair		
2	Louisa North	Vice-Chair		
3	Kate Travitzky	Secretary		
4	Tatiana Frigo	Treasurer		
5	Beth Martin	Vice-Chair		
6	Elizabeth Hopkins			
7	Anna Baker			
8	Kate Lea			
9	Anna Train			
10	Adam North			
11	Monica Sparks			
12	Holly Gough			
13	Louise Ellery			
14	Nikki Hewson			
15	Simon Murphy			
16	Sam Metcalfe			
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected annually by members of the Association, at the AGM and occasionally co-opted in through the year.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

For the main fund-raising activities, a risk assessment is undertaken and documented

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Raise funds through various activities to provide and assist in the provision of such facilities or items for education at the school for the benefit of pupils at Keinton Mandeville School.

All proceeds from events and activities organised by the Association are used to support the work of the school. Decisions about expenditure priorities are taken by members of the Association at meetings, in conjunction with the school's senior management team, and in this respect the Association has due regard to the guidance issued to the Charity Commission on public benefit.

The Charity benefits the primary school aged children attending Keinton Mandeville Primary School.

Trustees are not paid.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

All our events are run by parent volunteers with support from the school staff. We would not be able to operate without them.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Chair Summary:

This past year has been another excellent period for fundraising and events. We kicked off with our Bag2school sale and held four throughout the year. In addition:

- Two discos were held.
- At Christmas, Santa made a visit, gifting each child a book.
- We held two highly successful fairs—Christmas and Summer.
- Other events included a “Break the Rules” day, non-uniform days, a Time Concert, and an Easter Trail.
- Our Bingo night was also a highlight of the year.
- The Treats Team organized sweet sales for Halloween, Christmas and Valentines, a Sweet Treats event, and an ice lolly sale. Sponsorships for these events significantly helped offset costs.

In total, we raised £18,425 through fundraising, grants, and donations, before expenses and received a restricted donation of £7690 from Barton St. David Preschool, to be used towards EYFS, with further details to be presented in the treasurer’s report.

Contributions and Impact

Beyond financial contributions, the PSA aims to make school life more enjoyable for students. We hope that when children reflect on their primary school years, they remember the discos, fairs, non-uniform days, and summer ice lollies. Watching the excitement on their faces at these events and their eagerness to participate in activities such as setting up or choosing raffle winners brings us great joy.

In the 2023 – 2024 FY we’ve supported the following:

- Funding Two performances for the students.
- Contributing £30 per child for school trips.
- Purchasing yoga mats, book bags, wellie racks, and a Hoover.
- Providing residential trip support, leavers’ hoodies, book corners, Christmas nativity refreshments, Christmas crackers, and books.
- Contributing to the Year 6 leavers’ party as a reward for their volunteering throughout the year.
- We have purchased a new shed and moved the sheds to allow for more space in the horticultural area.
- Funded decorating material for classrooms to be painted.

Organisational Progress

We’ve also made strides in improving our organisation, policies, and procedures. Our constitution was finally approved by the Charity Commission, and we are now able to claim Gift Aid, enhancing our fundraising capabilities.

Gratitude

None of our achievements would have been possible without the school community, volunteers, and staff, who generously offer their time, equipment, sponsorship, and donations. We are deeply grateful for your ongoing support.

Lastly, I would like to extend a heartfelt thank you to our incredible PSA team. You are a dedicated, creative, and resourceful group, and I feel fortunate to work alongside you. Your unwavering commitment and generosity make everything we do possible.

I look forward to building on this year's success and hope that with continued support, we will achieve even more in the year ahead.

Treasurer Summary:**Overview**

This has been an exciting year for our PSA, with over £26,000 raised—an incredible increase from last year! After covering nearly £16,000 in expenses, we are delighted to report a surplus of £10,150. Please note that this includes ring-fenced funds, such as £7,690 from Barton St David Pre-School for the EYFS, a £1,500 grant from the Parish Council, and a £3,900 donation from Glastonbury Festival, which was received earlier than expected.

Our income was generated through a mix of fundraising events, playground sales, donations, and grants.

Key Fundraising Highlights

- **Summer and Christmas Fairs:** Huge successes, raising nearly £2,800 and £1,900 respectively. We are incredibly grateful to local businesses, parents, and volunteers for their fantastic support!
- **Glastonbury Festival Donations:** We were lucky to receive £3,350 from Glastonbury Festival in September 2023 and another £3,900 in August 2024. These donations made up a whopping 39% of our total unrestricted income. Please note, the August 2024 donation was expected in September and for the 2024-2025 financial year, so we'll need to keep that in mind when planning this year's budget. A special thanks to Becky Collins and all our amazing volunteers for making these contributions happen.
- **Halloween and February Discos:** These fun events raised almost £2,000 altogether.
- **Bingo Night:** This event was a hit, raising over £900 from ticket sales, the raffle, and refreshments. The homemade curry, poppadom, and other dishes prepared by Sam were amazing!
- **Bags for School Collections:** Our four collections brought in £410.
- **Shanti Night Collaboration:** Partnering with the Church Group, we raised £355.
- **Teatime Concert:** A lovely free entry event at the Methodist Chapel featuring performances by current and former students, raising £215 from refreshments and a raffle.
- **Sales of sweets, cakes, and lollies** raised nearly £800 over the year - a huge thank you to our amazing treats team for their hard work!
- Other fundraising events are listed in the detailed payments and receipts report.

Additional Support and Grants

In addition to fundraising, we supported local events and secured a £1,500 grant from the Parish Council for the wellies rack project. We also collaborated with the Big Breakfast Committee and the Wassail Church Group, bringing in additional support for the school.

We received £7,690 from Barton St David Pre-School, specifically for resources to improve the learning experience for children in the early years foundation stage.

Expenditures and Contributions

Throughout the year, we spent over £2,700 organizing events and donated nearly £12,500 to the school. This included:

- **£4,980** for a Trips Fund, providing £30 per pupil, replacing the previous £3,600 for coach trips.
- **£1,200** for book corners.
- **£500** for redecorating.
- **£1,700+** for a new metal shed.

We replaced the school's old wooden sheds with a metal one and repurposed the space for the gardening club.

Additional contributions included a fridge freezer for the staff room, yoga mats, a Hoover, and support for an extra theatre production. We continued our regular contributions for leavers' hoodies, book bags, residential trips, Christmas crackers, sports day lollies, children's books, and the Year 6 BBQ. Special thanks to Tesco for once again donating Easter eggs for all the children.

Operating Expenses

Operating costs included subscriptions to Parentkind, SumUp fees, bank charges, and small admin costs.

We're thrilled to share that the PSA is now registered with HMRC, allowing us to claim Gift Aid where applicable, which will help boost future income!

Conclusion

The Keinton PSA continues to play a vital role in supporting the school's educational goals through our fundraising efforts. This success would not be possible without our amazing volunteers and the generous support from local businesses and the community.

A special thank you to Kenneth White for serving as our Independent Examiner, and to everyone who contributed to making this year such a success!

Section E

Financial review

Brief statement of the charity's policy on reserves

No reserves held.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

The PSA has restricted funds totalling £7,690.34, designated for enhancing resources aimed at improving the learning experience for children in the Early Years Foundation Stage.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Tatiana Frigo

Amber Slevin

Full name(s)

Tatiana Frigo

Amber Slevin

Position (eg Secretary, Chair, etc)

Treasurer

Chair

Date

01-10-2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Keinton Mandeville Parent Staff Association

1036784

Receipts and payments accounts

CC16a

For the period
from

01/09/2023

To

31/08/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Income from fundraising activities	8902	-	-	8,902	8,079
Income from shop sales	773	-	-	773	2,016
Donations / grants received	8750	-	-	8,750	5,144
Restricted donation for EYFS (Barton nursery)		7,690	-	7,690	-
	0	-	-	-	-
	0	-	-	-	-
	0	-	-	-	-
	0	-	-	-	-
Sub total (Gross income for AR)	18425	7,690	-	26,115	15,239
A2 Asset and investment sales, (see table).					
	0	-	-	-	-
	0	-	-	-	-
Sub total	0	-	-	-	-
Total receipts	18425	7,690	-	26,115	15,239
A3 Payments					
Expenses from fundraising activities	2465	-	-	2,465	2,229
Bank charges	79	-	-	79	105
Processing fees	39	-	-	39	31
Donations to school	12471	-	-	12,471	9,942
Parentkind subscription (DD taken on 02.01.2024)	153	-	-	153	140
Expenses from shop sales	248	-	-	248	678
Postage / Admin fees	295	-	-	295	140
Small equipment	198	-	-	198	119
Welcome Packs	18	-	-	18	-
Sub total	15,966	-	-	15,966	13,385
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	15,966	-	-	15,966	13,385
Net of receipts/(payments)	2,459	7,690	-	10,149	1,855
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,586	-	-	8,586	6,732
Cash funds this year end	11,045	7,690	-	18,735	8,586

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	HSBC bank	10,646	7,690	
	Cash (petty)	400	-	
		-	-	-
	Total cash funds	11,046	7,690	-

(agree balances with receipts and payments account(s))

Agreement Error

OK

Agreement Error

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

Tatiana Frigo

TATIANA FRIGO

24/09/24



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Keinton Mandeville Parent Staff Association

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1036784

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 DD / MM / YYYY.

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:

24/9/24

Name:

KENNETH WHITE

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

ACMA CGMA

Address:

CHAMPION HOUSE BARTON ROAD

KEINTON MANDEVILLE, SOMERSET

TA11 6EX

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).



Section A

Independent Examiner's Report

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members of

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Keinton Mandeville Parent Staff Association

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ended

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(if any)

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Signed:

Date:

24/9/24

Name:

KENNETH WHITE

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

ACMA CGMA

Address:

CHAMPION HOUSE BARTON ROAD

KEINTON MANDEVILLE, SOMERSET

TA11 6EX

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).