

Secretary's Annual Report 2022-2023



Friends of Westways	Registered Charity No: 1042633
Westways Primary School	Trustees: Jo Owens, Catherine Hill, Sarah Smith, Kate Bray
Mona Avenue	Chair: Jo Owens
Sheffield	Secretary: Sarah Smith
S10 1NE	Treasurer: Catherine Hill
	Parentkind Membership: 21421

Objectives of Friends of Westways (FoW)

Friends of Westways' aim is to make the school experience even nicer for all our children by:

- engaging in fundraising activities to offer financial support to specific projects within school;
- contributing to social inclusion and coherence within the school through events for all children and their families/carers;
- nurturing a good relationship between staff, parents/carers, and the wider community of Crookes.

Activities and Achievements in 2022-23

In line with our objectives, and in the wake of two years of very limited fundraising due to the restrictions imposed by covid during 2020 and 2021, Friends of Westways had another very successful year 'back to normal' during the 2022/23 school year.

In July 2022 the Westways Summer Fair - the first one back since covid - raised around £3,500, believed to be a record amount by a margin of around £2,000. In July 2023, and despite heavy rain and thunderstorms,

the Summer Fair did even better - £3,600 raised for school! This was in no small part thanks to an influx of new volunteers to the FoW committee, and the use of a group WhatsApp chat to connect FoW members more informally together. We also made successful use for a second year running of the website Volunteer Sign Up, which allows us to create an online sign-up sheet for volunteers to help at events and is free, easy and clear to use. We also promoted the call for volunteers on Facebook, via email, and through class WhatsApp groups, and for the first time (with questionable success!) by using A boards on the school playgrounds at pick-up time. The fair itself was advertised on local community Facebook groups, and on laminated posters attached to lampposts around Crookes, and a sub-committee of two FoW volunteers did an amazing job of collecting thousands of pounds' worth of prizes from local businesses for our washing line tombola, in turn raising the profile of the FoW and Westways as Crookes' local community primary school.

Other main activities staged by the FoW:

In September 2022 we held our AGM and attracted several new members to the group who have continued to be brilliant additions to our numbers throughout the academic year. Thank you. Trustees were nominated and confirmed by the AGM attendees.

In November 2022 we held our first Film Night in school, showing the film Minions 2 The Rise of Gru. Thanks to our membership with Parentkind, we were able to receive a 25% discount on the cost of an annual film licence from MPLC, which expires in November 2023. We intend to hold another film night this term, to make the most of the licence.

In February 2023 we staged a very successful school disco off-site at Crookes Social Club. The evening was extremely well attended and popular and raised almost £1,600 for school. We intend to hold another identical event in March 2024, again at the club, having formed a good working relationship with the manager Maurice Champeau.

FoW has worked in partnership with school staff over the year, in line with our stated ethos: to work in close collaboration with the school in a supportive role. We have been led by their wishes to improve the physical environment of the playground in supporting the new KS1 trim trail at the bottom of Mona Yard.

We continue to have excellent formal and informal communication and cooperation between FoW, the school's SLT, and Vicky and the office, who are always helpful and supportive of everything we try to achieve. Following the retirement of JoAnne Hermitage, we are in need of a new staff member liaison person on the FoW committee and will approach school about this following the AGM.

This concludes the annual report of the FoW Secretary to the AGM.

Sarah Smith

Secretary, FoW

3 October, 2023

Treasurer's Annual Report 2022-2023

We have had a successful year, with a return to in-person fundraising - and in particular the annual summer fair.

Friends of Westways began this financial year with an opening balance of £9,048. At the end of 31/7/2023 FoW had a balance of £15,918.88.

A further instalment of £10,000 from the legacy left by former pupil Peter Gill was received, and immediately spent on improving the playground to encourage sporting activity amongst all the children.

£1,650 was donated to the school to offer a subsidy on school trips to a number of year groups, with a further £748 being spent by staff to improve book corners within classrooms. We showed support to the staff with hampers for use in the staff rooms as a token of our collective appreciation, with a total cost of £66. A summary of the income achieved from the full range of events and donation is in the table below. Funds are being saved towards a larger expenditure in a future year, in line with the wishes of the committee. We do not have a reserves policy in place, given that we have no ongoing financial commitments.

	Total:	Costs:	Sales:
Trip subsidies	-£ 1,650.00	-£ 1,650.00	£ -
Legacy from P Gill	£ -	-£ 10,000.00	£ 10,000.00
Xmas book corners	-£ 748.04	-£ 748.04	£ -
Staff Xmas hampers etc	-£ 65.64	-£ 65.64	£ -
Assets	-£ 496.53	-£ 496.53	£ -
Parentkind renewal	-£ 140.00	-£ 140.00	£ -
Admin	-£ 40.79	-£ 40.79	£ -
Amazon-EasyFundRaising	£ 271.92	£ -	£ 271.92
Cross Country hoodies	£ 63.02	-£ 679.23	£ 742.25
Refreshment at Bole Hills race	£ 176.66	-£ 65.80	£ 242.46
Cake Sale Oct 22	£ 221.10	£ -	£ 221.10
Film night	£ 373.40	-£ 219.60	£ 593.00
Xmas Cards	£ 1,126.86	-£ 2,351.14	£ 3,478.00
Nativity refreshments	£ 77.66	-£ 16.50	£ 94.16
Disco	£ 1,580.50	-£ 474.55	£ 2,055.05
XC Champs	£ 169.76	-£ 360.23	£ 529.99
Tea towels	£ 1,348.45	-£ 1,834.80	£ 3,183.25
Leavers' hoodies	£ 416.50	-£ 17.50	£ 434.00
Summer fair	£ 3,620.54	-£ 3,170.92	£ 6,791.46
Y6 play/sports award refreshments	£ 45.53	-£ 184.02	£ 229.55
Y6 leavers' breakfast	-£ 212.26	-£ 212.26	£ -
Y6 sports leaders' donations	£ 433.07	-£ 10.25	£ 443.32
Donation from Costco	£ 140.00	£ -	£ 140.00
	£ 6,711.71	-£ 22,737.80	£ 29,449.51

Catherine Hill, Treasurer
3 October, 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of Westways

1042633

Receipts and payments accounts

CC16a

For the period
from

1/8/22

To

31/7/2023

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					
fundraising sales	18,866	-	-	18,866	8,004
donations	583	-	-	583	194
legacy	10,000	-	-	10,000	10,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	29,450	-	-	29,450	18,198
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,450	-	-	29,450	18,198
A3 Payments					
cost of fundraising events	9,425	-	-	9,425	2,533
trip/visit subsidies grants	1,650	-	-	1,650	
educational enhancements grants	960	-	-	960	753
School enhancement - Staff Wellbeing	66	-	-	66	31

insurance - Parentkind	140	-	-	140	128
legacy	10,000	-	-	10,000	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	22,241	-	-	22,241	3,445
A4 Asset and investment purchases, (see table)					
Tables; gazebos & sandbags	497	-	-	497	
		-	-	-	
Sub total	497	-	-	497	-
Total payments	22,738	-	-	22,738	3,445
Net of receipts/(payments)	6,712	-	-	6,712	14,753
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end		-	-	-	4,619
Cash funds this year end	6,712	-	-	6,712	19,372

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	bank balance	15,919	-	-
			-	-
		-	-	-
	Total cash funds	15,919	-	-
	(agree balances with receipts and payments account (s))	Agreement Error	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds

B2 Other monetary assets

Details	to nearest £	to nearest £	to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

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

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
banquet tables	unrestricted	-	-
pump pots	unrestricted	-	-
metal storage cabinets	unrestricted	-	-
advertising banners/signs	unrestricted	-	-
kettles	unrestricted	-	-
fair games/equipment	unrestricted	-	-
events stock	unrestricted	-	-
iZettle card reader	unrestricted	-	-
Gazebos and sandbags	unrestricted	-	-

B5 Liabilities

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

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

Signature	Print Name	Date of approval
C. Hill	Catherine Hill	29/5/2024



Section A

Independent Examiner's Report

Report to the trustees	Friends of Westways		
On accounts for the year ended	01/08/2022 to 31/07/2023	Charity no (if any)	1042633
Set out on pages	1-2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2023.

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 Trust's accounts carried out under section 145 of the 2011 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 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.

Signed:

Date: 29th May 2024

Name:

Dr Katie Dash, Operations Manager, Eadon Consulting

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

Not Applicable

Address:	30 Crawford Road,
	Meersbrook,
	Sheffield, S8 9BU

Section B**Disclosure**

Only complete if the examiner needs to highlight material 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.

Not Applicable