

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date Period end date

Charity name

Charity No (if any)

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	TO PROMOTE CLOSE CO-OPERATION AND COMMUNICATION BETWEEN PARENTS AND TEACHERS, AND REGULAR AND TIMELY FUNDRAISING EVENTS
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	FUNDRAISING EVENTS HELD WITHIN SCHOOL AND THE LOCAL COMMUNITY
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	RAISED ENOUGH ENOUGH FUNDS TO PROVIDE THE SCHOOL WITH A NEW STAGE, WHILE ALSO MEETING AGREED PURCHASES FOR THE SCHOOL FOR OPAL PLAY, MUSEUM ETC.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	SHEFFOLD LOWER SCHOOL PARENTS AND STAFF ASSOCIATION.
Other name the charity uses	
Registered charity number	1043462
Charity's principal address	SHEFFOLD LOWER SCHOOL, SCHOOL LANE SHEFFOLD, BEDFORDSHIRE SG17 5XA

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	ROSANNA CATOR	CHAIRMAN	22/04/2025	
2	GEMMA REES	TREASURER	22/04/2025	
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20				

Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

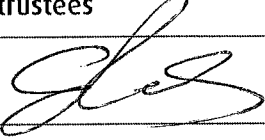
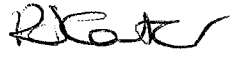
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

GEMMA REES	ROSANNA CATOR
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Position (eg Secretary,
Chair, etc)

TREASURER	CHAIRMAN
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Date

29/06/2026

Annual Return 01.04.24-31.08.25 Sheffield Lower Income and Expense

	<u>Income</u>	<u>Expense</u>	<u>Profit</u>	<u>Notes</u>
<u>Museum Payments</u>	£ -	£ 2,500.00	-£	2,500.00
<u>OPAL Payments</u>	£ -	£ 2,500.00	-£	2,500.00
<u>Sponsored Bounce</u>	£ 2,855.00	£ 124.99	£	2,730.01
<u>Xmas Fair</u>	£ 2,143.15	£ 171.20	£	1,971.95
<u>Xmas Cards</u>	£ 605.80	£ -	£	605.80
<u>Santa Visit / Books</u>	£ -	£ 807.09	-£	807.09
<u>Family Games Night</u>	£ 1,461.05	£ 373.77	£	1,087.28
<u>Other Expenses</u>	£ -	£ 2,261.30	-£	2,261.30
<u>Fireworks</u>	£ 474.55	£ 287.91	£	186.64
<u>Xmas Lights</u>	£ 142.00	£ -	£	142.00
<u>Present Day</u>	£ 639.50	£ 101.22	£	538.28
<u>Subject Weeks</u>	£ -	£ 3,950.00	-£	3,950.00
<u>Wonderlicious Bars</u>	£ 611.36	£ 342.87	£	268.49
<u>Easter Eggs</u>	£ -	£ 45.90	-£	45.90
<u>Summer Fayre</u>	£ 1,915.95	£ 442.04	£	1,473.91
<u>Leavers Disco</u>	£ 330.75	£ 305.14	£	25.61
<u>Sports Day</u>	£ 180.72	£ 57.06	£	123.66
<u>Sponsored 5Km</u>	£ 969.00	£ -	£	969.00
<u>Sheffield Fun Day</u>	£ 110.00	£ -	£	110.00
<u>Summer fayre</u>	£ 1,530.00	£ 310.26	£	1,219.74
<u>Leavers book</u>	£ -	£ 1,386.73	-£	1,386.73
<u>Leavers disco</u>	£ 247.00	£ 326.63	-£	79.63
<u>Tote Bags</u>	£ 1,582.00	£ 1,206.84	£	375.16
<u>Sponsored 5k</u>	£ 1,421.00	£ -	£	1,421.00
<u>Tea Towels</u>	£ 2,293.00	£ 1,382.80	£	910.20
<u>Uniform</u>	£ 68.00	£ -	£	68.00
<u>Craft fair</u>	£ 163.60	£ -	£	163.60

<u>Other Income</u>	<u>Income</u>	<u>Expense</u>	<u>Profit</u>	<u>Notes</u>
Matched Funding	£	-	£	-
Donations	£	14.88	£	14.88
<u>Lottery</u>	£	365.80	£	365.80
<u>Gift Aid</u>	£	2,456.03	£	2,456.03
<u>Pre-loved Uniform</u>	£	293.13	£	241.63
EasyFundraising	£	184.56	£	184.56
Interest Received	£	10.10	£	10.10
Cake Sales	£	290.36	£	290.36
Asda	£	227.19	£	227.19
Tesco Blue Coins	£	1,500.00	£	1,500.00
Early Years	£	-	£	2,500.00
				-£
	£	19,743.43	£	18,883.75
				£
				859.68

	£	5,342.05	£	51.50	£	5,290.55
<u>ParentKind</u>	£	-	£	162.00	-£	162.00
Welcome Gifts	£	-	£	60.50	-£	60.50
Stage	£	-	£	5,263.74	-£	5,263.74
Paypal	£	85.52	£	-	£	85.52
House Point Tube	£	-	£	600.00	-£	600.00
Trolley & Marque - PSA	£	-	£	164.47	-£	164.47
Thank You Biscuits	£	-	£	10.58	-£	10.58
Thank You Gifts	£	-	£	84.17	-£	84.17
Sandpit	£	-	£	2,829.00	-£	2,829.00
SingUp	£	-	£	1,379.40	-£	1,379.40

Parliament Trip	£	-	£	400.00	-£	400.00
	£	85.52	£	10,953.86	-£	10,868.34
Overall Totals	£	25,171.00	£	29,889.11	-£	4,718.11

Sheffield Lower School Parents and Staff Association

AIMS

To promote close co-operation and communication between parents* and teachers and run regular and timely fundraising events

*when referring to 'parents' in this document we mean persons with legal parental responsibility

- Develop more extended relationships between the staff, parents and others associated with the school
- To engage in activities which support and advance the education of the pupils attending our school
- Raise funds for non-curricular ventures as determined by the Head Teacher
- Organise social gatherings and other fundraising ventures within the community of Sheffield
- Provide and assist in the provision of such facilities or items for education in the school (not provided by statutory funds) that the committee on advice from the Head Teacher on behalf of the Governing body shall determine

POWERS

The Association shall have the power to do anything considered by the committee to be in furtherance of the aims.

MEMBERSHIP

All staff, governors and parents or guardians with legal parental responsibility of children presently attending Sheffield Lower School shall automatically become full members upon successful application. There shall be no subscription. All members who regularly enter the school or are involved in any children led activities must have a valid DBS clearance and have attended the schools latest safe guarding meeting.

For safeguarding and protection of school policies, personal information may, on occasions, need to be shared between School/Governors and PSA key team members. This will be divulged in strictest confidence and issues relating to this will be dealt with by the Schools Head Teacher in liaison and agreement with all parties.

GENERAL MEETINGS

Meetings will be held at least once a term. At least 14 days notice should be given of committee meetings to all members of the committee.

The Annual General Meeting (AGM) shall be held in March each year. The notice calling the meeting shall be sent to members at least two weeks in advance. The business shall include:-

- annual report of the work of the committee
- approval of the accounts
- agree members to serve on the committee
- election of office bearers and to appoint an 'auditor' of the books

At all general meetings voting shall be on the basis of one vote per member present at the meeting. At all general meetings the quorum shall consist of a minimum of 6 people or 50% of those in attendance (whichever is greater) The committee or a minimum of 6 of the members shall have the power to call an Extraordinary General Meeting.

COMMITTEE

The business of the Association shall be managed by a committee of a minimum of 6 people consisting of parents/guardians and staff. Members of the committee shall be appointed at the AGM. They shall be elected for a one year term and are eligible for re-election. New members can be appointed to join the committee throughout the year. A member of the committee failing to attend three consecutive meetings may be deemed to have retired from the committee. At all meetings of the committee, a third of members, at least two of whom are office bearers, shall form a quorum. Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie. The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association. The committee may appoint sub-committee's, as it deems necessary and shall prescribe their function such that all acts and proceedings shall be reported to the committee as soon as possible and shall conduct their duties within an agreed budget.

OFFICE BEARERS

Minimum Office bearers will be Chairperson, Secretary, Treasurer and such others as may be required. i.e. Vice-Chairperson will also be elected. The office bearers will be elected by the committee at the AGM. Office bearers will be appointed by being proposed and seconded. In the event of 2 people seeking the same position a vote will be cast by each attendant/member at the AGM. The committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

FINANCE

The financial year shall end on 31st August. Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association (Our account is held at Barclays bank under the name "Shefford Lower School PSA) Cheques shall be drawn or withdrawals made against the signatures of two named committee members. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. The books shall be brought to balance six weeks before the AGM. The committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association. Any money being spent by the PSA must first be discussed and approved by the committee at a PSA meeting. Any money matters should be decided by a vote of all those in attendance at the meeting. The vote shall then be recorded in the minutes of the meeting. The 'Small Spends committee' can authorise smaller expenditure (up to £250) outside of the meetings and must compose of 5 members, of which a minimum of 3 shall pass a small spend.

All Annual costs (insurance etc) should be agreed at the AGM where possible. Each fundraising project will be split by money in and money out and gross and net income. A full summary of our accounts will be available at each meeting and a breakdown available if required.

COMPLAINTS PROCEDURE

Any issues relating to an event or PSA member should be directed to the Chairperson of the PSA to deal with. Liaison with the school and or Governors where possible should occur before determining a solution. If the complaint is regarding a key member of the PSA team i.e. Chairperson or Vice-Chairperson then discussions should be held immediately with the school and/or Governors to arrange an action plan.

All complaints should be dealt with in the strictest of confidence and plans put in place, adjustments to constitution etc if deemed necessary

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

INSURANCE

The association shall take out Public Liability and Personal Accident Insurance to cover it's meetings, activities, Officers and committee

DISSOLUTION

To dissolve the committee an Extra-Ordinary Meeting must be called with at least two thirds of attendees agreeing the decision. In the event that the Association ceases to exist any remaining funds should be distributed for the benefit of the children at the school.



CHARITY COMMISSION
FOR ENGLAND AND WALES

THIS CERTIFIES THAT

SHEFFORD LOWER SCHOOL PARENTS AND STAFF ASSOCIATION

REGISTERED CHARITY NUMBER

1043462

HAS BEEN REGISTERED BY THE

Charity Commission for England and Wales

ON THE DATE OF

18 January 1995

CERTIFIED BY

A handwritten signature in black ink, appearing to read 'Orlando Fraser'.

Orlando Fraser KC
Chair

A handwritten signature in black ink, appearing to read 'Dr Helen Stephenson'.

Dr Helen Stephenson CBE
Chief Executive Officer



COMISIWN ELUSENNAU
AR GYFER CYMRU A LLOEGR

TYSTIWYD BOD

SHEFFORD LOWER SCHOOL PARENTS AND STAFF ASSOCIATION

RHIF ELUSEN GOFRESTREDIG

1043462

WEDI'I GOFRESTRU GAN Y

Comisiwn Elusennau ar Gyfer Cymru a Lloegr

AR Y DYDDIAD

18 Ionawr 1995

ARDYSTIWYD GAN

Orlando Fraser KC
Cadeirydd

Dr Helen Stephenson CBE
Prif Swyddog Gweithredol