



Trustees' Annual Report for the period

Period start date
 From 1 Sept 2019 To 31 Aug 2020

Section A Reference and administration details

Charity name FRIENDS OF BUSHMEAD SCHOOL

Other names charity is known by FOBS PTA

Registered charity number (if any) 1047609

Charity's principal address Bushmead Primary School

Bushmead Road

Postcode LU2 7EU

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	Joanne Travi	Headteacher	Whole year	Section 7 & 8 within the Charity's constitution
2	Susan Shaw	Chair	Appointed 15 Dec 2020	Members of the Charity at the AGM
3	Naima Raqib	Treasurer	Whole Year	Members of the Charity at the AGM
4	Ann Yip	Secretary	Appointed 16 Sept 2019	Members of the Charity at the AGM
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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 Adopted 28 March 1995, Amended 3 rd October 2000
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed annually at the AGM by the members present. The appointment of the headteacher as a trustee is within the charity's constitution.

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.

Trustees are given a copy of the constitution to familiarise themselves with the key objectives of the charity.

Trustees are aware of the essential trustee guidance on the gov.uk website and are recommended to read this

Organisational structure includes the annual trustee meeting to discuss the requirements of the school and to ensure the requirements are aligned with the charity's objectives. This is then communicated to the volunteers and reviewed when a request for the charity to purchase items agreed with the school is made.

Financial controls include the following:

No funds are released without the consent of the trustees and all expense payments are agreed prior to purchases made. Expenses are reimbursed on the production of a valid receipt. All receipts are kept and tied with bank transactions.

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

To advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school, which are not normally provided by the local authority.

To foster more extended relationships between staff, parents and others associated with the school and Engage in activities, which support the school and advance the education of the children attending it.

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)

The trustees of the charity are aware of the guidance on public benefit issued by the Charity Commission and seek to benefit the public through the pursuit of the objectives stated in the charity constitution.

For financial year ending 31st August 2020, many of the events were affected or cancelled due to the Covid-19 pandemic. The events that the charity were able to run included the Christmas Bazaar, Christmas and Spring Disco – these were attended and supported by the local community both in attendance and by local businesses therefore strengthening community cohesion and ties.

The Charity purchased interactive TV's (Bushmead TV) which provide information to the parents regarding both school and events taking place within the community and has been a tool to further enhance the educational experience of the pupils which otherwise would not have been available to them.

Friends of Bushmead School, with the support of a grant awarded to the charity were able to purchase a canopy for the school. Which enabled the school to increase floor space for the pupils, who now enjoy an 'outdoor learning space' within the school itself.

The charity was able to purchase new garden and PE equipment for all year groups which otherwise would not have been available to the children. Ensuring a wider variety of active learning through play and teaching the children about the environment through afterschool clubs. These resources were purchased by the charity, this was supported by the staff who were able to identify the equipment needed within the year groups.

Additional details of objectives and activities (Optional information)

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

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

Friends of Bushmead School have benefitted from an increase in grants awarded to the charity.

In terms of the policy towards application of grants, there is no written policy in place.

Though the following contribution outlined by a charity volunteer highlights the process of grant making undertaken:

The volunteer reaches out to the school regarding an available grant. The school then will advise what they would like the charity to apply for and what the public benefit would be.

The information is reviewed by the trustees and ensured that both the public benefit and the objectives of the charity are met prior to consent being given to the volunteer to apply on behalf of the charity.

The charity enjoys significant support from both school and parent volunteers. The school host many of the meetings and events, whilst also supporting during the events. The parent volunteers also help with managing of events and liaising with the school regarding advertising and volunteering. Therefore, ensuring the objective of *extended relationships between staff, parents* outlined in the constitution's objectives is met.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The charity raised £5.9K from fundraising activities throughout the year. The charity's ability to raise funds this year was affected by the global pandemic, which meant the larger events such as the summer fair, father's day shop and disco did not take place. The activities that did take place included the following:

- Christmas Bazaar
- Clothes recycling
- Christmas and Spring Discos

The Charity was awarded numerous grants during the year which totalled £17.9k including:

- Luton London Airport £7.5K
- Magic Grant £500
- Gale Grant £2.5K
- Aviva Grant £1.5k
- Library Grant £5k

The financial performance of the charity exceeded our expectations for the year in terms of grants awarded which offset some of the reduction in income from the reduced events timetable and where expenditure was higher. As many items were purchased during the Christmas sales for summer events that were then subsequently cancelled.

The main achievements in the year were the completion of the installation of the canopy in Year 1 quad area. Where the charity was able to fund £7.5k with a grant secured for an additional £7.5k for the £15k canopy.

The continued support of Bushmead TV and purchasing of resources for the gardening club. However, any further purchases for the school did not take place due to the sudden closure of schools across the country. Though the charity was able to fulfil any agreed financial commitments in the year such as funding Bushmead TV.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not have a policy on reserves. Currently for the year ending 31 August 2020, there is a carry forward reserve of £18,933.

Of these reserves £9864 are restricted funds awarded for specific projects such as BSA Science (£300), Love Luton (£3000) and KS2 Library funds (£5k) yet to be undertaken,

The charity has also allocated a further £5000 for future commitments agreed by the trustees for the KS2 Library.

Therefore, leaving a contingency of £4k to cover events pre costs and any costs arising in 2020/21, as we are expecting a further drop in events income due to the current pandemic restrictions.

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


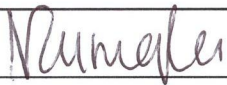
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ANN YIP	NAIMA RAOUF
Position (eg Secretary, Chair, etc)	Secretary	TRUSTEE
Date	1/6/2021	

Friends of Bushmead School

Receipts and Payments Account

Year ended 31 August 2020

Registered charity : 1047609

Friends of Bushmead School
Balance Sheet
As at 31 August 2020

		2020	2019
		£	£
Bank	FOBS - Lloyds Bank	868	56
	FOBS - Metro Bank	18,065	9,211
		18,933	9,267
		18,933	9,267
Net assets		<u>18,933</u>	<u>9,267</u>
		£	£
Trial Balance	Profit and loss account	9,267	10,710
	Net profit/(loss)	9,666	-1,443
		18,933	9,267
Total funds		<u>18,933</u>	<u>9,267</u>

Trustees:-

Ram Khan
H. Y.

Position

Trustee (Treasurer)
Trustee (Secretary)

Friends of Bushmead School
Profit And Loss Account
For the year ended 31 August 2020

		2020	2019
		£	£
Income	Amazon Smile	79	40
	Ampitheatre Repair - Restricted Fund	0	3,000
	Aviva Donation	1,533	0
	Bags 2 School	132	124
	BSA - Restricted Funds	300	300
	Canopy - restricted funds	7,500	0
	Christmas IQ Cards 2018	0	670
	Donations Received	415	470
	Easter Fair 19	0	1,282
	Easter Fair 2020	540	0
	Fathers Day shop	0	1,657
	Father's Day Shop 2018	0	1,026
	Fobs Lottery	733	0
	Gales Foundation -Restricted funds	2,500	0
	Garden Project - Restricted Funds	0	2,000
	KS2 Library Grant - restricted fund	5,031	0
	Magic Grant - Restricted Funds	500	500
	Mothers Day Shop 2019	0	1,646
	Mothers day Shop 2020	1,320	0
	Movie Night 2	0	474
	Movie Nights 2019	0	819
	MyNameTags	35	0
	Name Tags 2019	0	78
	Outdoor Gym - Restricted Fund	0	8,964
	Quiz Night 19	0	291
	Reception Playground - Restricted Fund	0	1,000
	Snacks with Santa 2018	0	272
	Spring Disco	1,418	0
	Summer Disco 19	0	2,048
	Summer Fair	767	0
	Summer Fair 2018	0	3,610
	Summer Fair 2019	0	3,747
	Tesco Grant - restricted Funds	500	0
	WH Smiths Donation	0	100
	Xmas Bazaar 19	2,929	0
	Xmas Bazaar 2018	0	2,836
	IQ cards	442	0
	Xmas Disco 2018	0	2,290
	Xmas Disco 2019	1,935	0
	Xmas Shop 2018	0	2,985
	Xmas Shop 2019	2,538	0
		31,149	42,229
Expenses	Admin	-174	0
	Aviva Donation	-1,262	0
	Bushmead TV - Designated Funds	-4,436	-4,436
	Christmas IQ Cards 2018	0	-500
	Donation - Library	0	-1,209
	Donations Paid	0	-10,430
	Easter Egg Hunt 19	0	-163
	Easter Fair	-187	0
	Easter Fair 2018	0	-28
	Father's Day Shop 2019	0	-887
	Fathers Day Shop 2020	-872	0
	Garden Project - Restricted Funds	-201	-1,471
	Insurance	-122	-117
	IQ cards	-359	0
	KS1 Canopy Restricted Funds	-7,500	0
	Lottery Licence	-20	-20

Magic Grant - Restricted Funds	-491	-500
Mother's Day 2019	0	-928
Mothers Day Shop	-1,061	0
Movie Nights 2019	0	-441
Outdoor Gym - Restricted Fund	0	-10,356
Overheads	-370	-694
Quiz Night 2019	0	-64
Reception Playground - Restricted Fund	0	-1,000
Shed Purchase	0	-1,290
Snacks with Santa 2018	0	-129
Spring Disco	-740	0
Stationary	-222	0
Summer Disco 2019	0	-843
Summer Fair	-115	0
Summer Fair 2018	0	-738
Summer Fair 2019	0	-1,494
Thank you Afternoon Tea	0	-68
WH Smiths (Restricted)	0	-100
Xmas Bazaar 2018	0	-748
Xmas Bazaar 2019	-763	0
Xmas Disco 2018	0	-1,108
Xmas Disco 2019	-987	0
Xmas Shop 2018	0	-1,989
Xmas Shop 2019	-1,601	-1,722
YR6 BBQ Commitment	0	-200
	-21,483	-43,671
Net profit/(loss)	9,666	-1,443

Transactions Report
From 1 Sep 2019 to 31 Aug 2020

Date	Reference	Account	Details	Debit	Credit
20/09/2019	PAY 000215	Bank: FOBS - Metro Bank	Local Giving - Access to grants available		48
20/09/2019	PAY 000215	Expenses: Admin: None	Local Giving - Access to grants available	48	
04/11/2019	PAY 000216	Bank: FOBS - Metro Bank	Fathers Day shop 2020		193.75
04/11/2019	PAY 000216	Expenses: Fathers Day Shop 2020: None	Fathers Day shop 2020	193.75	
04/11/2019	PAY 000217	Bank: FOBS - Metro Bank	Xmas Shop 2019		510.96
04/11/2019	PAY 000217	Expenses: Xmas Shop 2019: None	Xmas Shop 2019	510.96	
04/11/2019	PAY 000218	Bank: FOBS - Metro Bank	Thank you cards		16
04/11/2019	PAY 000218	Expenses: Stationary: None	Thank you cards	16	
04/11/2019	PAY 000219	Bank: FOBS - Metro Bank	FOBS Key rings		16
04/11/2019	PAY 000219	Expenses: Stationary: None	FOBS Key rings	16	
04/11/2019	PAY 000220	Bank: FOBS - Metro Bank	Table cloth/Bags Misc Items		253.35
04/11/2019	PAY 000220	Expenses: Overheads: None	Table cloth/Bags Misc Items	253.35	
04/11/2019	PAY 000221	Bank: FOBS - Metro Bank	Mother's Day Shop 2020		381.75
04/11/2019	PAY 000221	Expenses: Mothers Day Shop: None	Mother's Day Shop 2020	381.75	
04/11/2019	PAY 000222	Bank: FOBS - Metro Bank	Xmas Sweets purchase		55.09
04/11/2019	PAY 000222	Expenses: Xmas Bazaar 2019: None	Xmas Sweets purchase	55.09	
21/11/2019	PAY 000223	Bank: FOBS - Metro Bank	Xmas Shop bazaar & disco		100.24
21/11/2019	PAY 000223	Expenses: Xmas Bazaar 2019: None	Xmas Shop bazaar & disco	75.08	
21/11/2019	PAY 000223	Expenses: Xmas Disco 2019: None	Xmas Shop bazaar & disco	25.16	
21/11/2019	PAY 000224	Bank: FOBS - Metro Bank	IQ Cards		359.25
21/11/2019	PAY 000224	Expenses: IQ cards: None	IQ Cards	359.25	
25/11/2019	PAY 000225	Bank: FOBS - Metro Bank	Xmas Bazaar meeting		11.35
25/11/2019	PAY 000225	Expenses: Xmas Bazaar 2019: None	Xmas Bazaar meeting	11.35	
25/11/2019	PAY 000226	Bank: FOBS - Metro Bank	Aviva Community Fund Transfer		300
25/11/2019	PAY 000226	Expenses: Aviva Donation: None	Aviva Community Fund Transfer	300	
26/11/2019	PAY 000227	Bank: FOBS - Metro Bank	Poster printing costs		15.43
26/11/2019	PAY 000227	Expenses: Xmas Bazaar 2019: None	Poster printing costs	15.43	
28/11/2019	PAY 000228	Bank: FOBS - Metro Bank	Raffle Donation		50
28/11/2019	PAY 000228	Expenses: Xmas Bazaar 2019: Raffle	Raffle Donation	50	
02/12/2019	PAY 000229	Bank: FOBS - Metro Bank	FOOD purchase		14.89
02/12/2019	PAY 000229	Expenses: Xmas Bazaar 2019: Food	FOOD purchase	14.89	
06/12/2019	PAY 000230	Bank: FOBS - Metro Bank	Aviva Community Fund Transfer		962
06/12/2019	PAY 000230	Expenses: Aviva Donation: None	Aviva Community Fund Transfer	962	
06/12/2019	PAY 000231	Bank: FOBS - Metro Bank	Xmas Activties		20.86
06/12/2019	PAY 000231	Expenses: Xmas Bazaar 2019: None	Xmas Activties	20.86	
06/12/2019	PAY 000232	Bank: FOBS - Metro Bank	Xmas Activties		7.1
06/12/2019	PAY 000232	Expenses: Xmas Shop 2019: None	Xmas Activties	7.1	
06/12/2019	PAY 000233	Bank: FOBS - Metro Bank	Xmas Activties		24.4
06/12/2019	PAY 000233	Expenses: Xmas Bazaar 2019: None	Xmas Activties	24.4	
06/12/2019	PAY 000234	Bank: FOBS - Metro Bank	Xmas Activties		191
06/12/2019	PAY 000234	Expenses: Xmas Bazaar 2019: None	Xmas Activties	191	
06/12/2019	PAY 000235	Bank: FOBS - Metro Bank	Xmas Activties		13
06/12/2019	PAY 000235	Expenses: Xmas Bazaar 2019: None	Xmas Activties	13	
06/12/2019	PAY 000236	Bank: FOBS - Metro Bank	Xmas Activties		127.44
06/12/2019	PAY 000236	Expenses: Xmas Bazaar 2019: None	Xmas Activties	127.44	
06/12/2019	PAY 000237	Bank: FOBS - Metro Bank	Spare Shed Keys		13.96
06/12/2019	PAY 000237	Expenses: Admin: None	Spare Shed Keys	13.96	
09/12/2019	PAY 000238	Bank: FOBS - Metro Bank	DJ Costs -email receipt		250
09/12/2019	PAY 000238	Expenses: Xmas Disco 2019: None	DJ Costs -email receipt	250	
10/12/2019	PAY 000239	Bank: FOBS - Metro Bank	Xmas Bazaar Chips purchase		48.75
10/12/2019	PAY 000239	Expenses: Xmas Bazaar 2019: Food	Xmas Bazaar Chips purchase	48.75	

10/12/2019 PAY 000240	Bank: FOBS - Metro Bank	Disco Food costs		274.44
10/12/2019 PAY 000240	Expenses: Xmas Disco 2019: Food	Disco Food costs	274.44	
10/12/2019 PAY 000241	Bank: FOBS - Metro Bank	Disco merchandise		354.4
10/12/2019 PAY 000241	Expenses: Xmas Disco 2019: None	Disco merchandise	354.4	
12/12/2019 PAY 000242	Bank: FOBS - Metro Bank	Xmas Disco		5.99
12/12/2019 PAY 000242	Expenses: Xmas Disco 2019: None	Xmas Disco	5.99	
12/12/2019 PAY 000243	Bank: FOBS - Metro Bank	Xmas Disco sweets/drinks		53.75
12/12/2019 PAY 000243	Expenses: Xmas Disco 2019: None	Xmas Disco sweets/drinks	53.75	
13/12/2019 PAY 000244	Bank: FOBS - Metro Bank	Xmas Disco		16.17
13/12/2019 PAY 000244	Expenses: Xmas Disco 2019: None	Xmas Disco	16.17	
13/12/2019 PAY 000245	Bank: FOBS - Metro Bank	Disco Food costs		7.4
13/12/2019 PAY 000245	Expenses: Xmas Disco 2019: None	Disco Food costs	7.4	
16/12/2019 PAY 000246	Bank: FOBS - Metro Bank	FOOD purchase		60
16/12/2019 PAY 000246	Expenses: Xmas Bazaar 2019: None	FOOD purchase	60	
23/12/2019 PAY 000247	Bank: FOBS - Metro Bank	FOBS Meeting		5
23/12/2019 PAY 000247	Expenses: Admin: None	FOBS Meeting	5	
24/12/2019 PAY 000248	Bank: FOBS - Metro Bank	Lottery Licence		20
24/12/2019 PAY 000248	Expenses: Lottery Licence: None	Lottery Licence	20	
02/01/2020 PAY 000260	Bank: FOBS - Lloyds Bank	Parentkind PTA Insurance		122
02/01/2020 PAY 000260	Expenses: Insurance: None	Parentkind PTA Insurance	122	
03/01/2020 PAY 000249	Bank: FOBS - Metro Bank	Donation		12,627.74
03/01/2020 PAY 000249	Expenses: Bushmead TV - Designated Funds: None	Donation	4,436.00	
03/01/2020 PAY 000249	Expenses: KS1 Canopy Restricted Funds: None	Donation	7,500.00	
03/01/2020 PAY 000249	Expenses: Magic Grant - Restricted Funds: None	Donation	491	
03/01/2020 PAY 000249	Expenses: Garden Project - Restricted Funds: None	Donation	200.74	
13/01/2020 PAY 000250	Bank: FOBS - Metro Bank	Mother's Day Shop 2020		491.72
13/01/2020 PAY 000250	Expenses: Mothers Day Shop: None	Mother's Day Shop 2020	491.72	
13/01/2020 PAY 000251	Bank: FOBS - Metro Bank	Xmas Shop 2019		928.17
13/01/2020 PAY 000251	Expenses: Xmas Shop 2019: None	Xmas Shop 2019	928.17	
13/01/2020 PAY 000252	Bank: FOBS - Metro Bank	Xmas Bazaar Grab a bag		28.75
13/01/2020 PAY 000252	Expenses: Xmas Bazaar 2019: None	Xmas Bazaar Grab a bag	28.75	
13/01/2020 PAY 000253	Bank: FOBS - Metro Bank	Fathers Day shop 2020		457.01
13/01/2020 PAY 000253	Expenses: Fathers Day Shop 2020: None	Fathers Day shop 2020	457.01	
11/03/2020 PAY 000254	Bank: FOBS - Metro Bank	Easter Fair 2020		513.25
11/03/2020 PAY 000254	Expenses: Spring Disco: None	Easter Fair 2020	513.25	
09/04/2020 PAY 000255	Bank: FOBS - Metro Bank	Charlotte McKinnon		1,078.89
09/04/2020 PAY 000255	Expenses: Fathers Day Shop 2020: None	Charlotte McKinnon	221.24	
09/04/2020 PAY 000255	Expenses: Xmas Shop 2019: None	Charlotte McKinnon	155.24	
09/04/2020 PAY 000255	Expenses: Easter Fair: None	Charlotte McKinnon	155.25	
09/04/2020 PAY 000255	Expenses: Stationary: None	Charlotte McKinnon	189.6	
09/04/2020 PAY 000255	Expenses: Admin: None	Charlotte McKinnon	10.95	
09/04/2020 PAY 000255	Expenses: Easter Fair: None	Charlotte McKinnon	31.98	
09/04/2020 PAY 000255	Expenses: Mothers Day Shop: None	Charlotte McKinnon	187.05	
09/04/2020 PAY 000255	Expenses: Overheads: None	Charlotte McKinnon	12	
09/04/2020 PAY 000255	Expenses: Overheads: None	Charlotte McKinnon	12	
09/04/2020 PAY 000255	Expenses: Overheads: None	Charlotte McKinnon	92.99	
09/04/2020 PAY 000255	Expenses: Xmas Bazaar 2019: None	Charlotte McKinnon	10.59	
03/07/2020 PAY 000256	Bank: FOBS - Metro Bank	Summer raffle		115
03/07/2020 PAY 000256	Expenses: Summer Fair: None	Summer raffle	115	
08/07/2020 PAY 000257	Bank: FOBS - Metro Bank	María Olivera		227.19
08/07/2020 PAY 000257	Expenses: Spring Disco: None	María Olivera	227.19	
08/07/2020 PAY 000258	Bank: FOBS - Metro Bank	Maria Olivera		15.9
08/07/2020 PAY 000258	Expenses: Xmas Bazaar 2019: None	Maria Olivera	15.9	
07/08/2020 PAY 000259	Bank: FOBS - Metro Bank	Local Giving - Access to grants available		96
07/08/2020 PAY 000259	Expenses: Admin: None	Local Giving - Access to grants available	96	
18/09/2019 REC 000193	Bank: FOBS - Lloyds Bank	Magic Garnt	500	
18/09/2019 REC 000193	Income: Magic Grant - Restricted Funds: None	Magic Garnt		500
03/10/2019 REC 000152	Bank: FOBS - Metro Bank	FOBS Lottery	116.86	

03/10/2019	REC 000152	Income: Fobs Lottery: None	FOBS Lottery		116.86
10/10/2019	REC 000153	Bank: FOBS - Metro Bank	FOBS Lottery	78	
10/10/2019	REC 000153	Income: Fobs Lottery: None	FOBS Lottery		78
14/10/2019	REC 000160	Bank: FOBS - Metro Bank	Donation	15	
14/10/2019	REC 000160	Income: Donations Received: None	Donation		15
17/10/2019	REC 000154	Bank: FOBS - Metro Bank	FOBS Lottery	70.36	
17/10/2019	REC 000154	Income: Fobs Lottery: None	FOBS Lottery		70.36
17/10/2019	REC 000155	Bank: FOBS - Metro Bank	Co-op collection	90	
17/10/2019	REC 000155	Income: Donations Received: None	Co-op collection		90
17/10/2019	REC 000156	Bank: FOBS - Metro Bank	Donation - Gelato Heaven	250	
17/10/2019	REC 000156	Income: Donations Received: None	Donation - Gelato Heaven		250
17/10/2019	REC 000157	Bank: FOBS - Metro Bank	FOBS Lottery	80	
17/10/2019	REC 000157	Income: Fobs Lottery: None	FOBS Lottery		80
17/10/2019	REC 000158	Bank: FOBS - Metro Bank	IQ Cards	327.5	
17/10/2019	REC 000158	Income: XMas Cards: None	IQ Cards		327.5
17/10/2019	REC 000159	Bank: FOBS - Metro Bank	Donation	60	
17/10/2019	REC 000159	Income: Donations Received: None	Donation		60
17/10/2019	REC 000161	Bank: FOBS - Metro Bank	IQ Cards	114.5	
17/10/2019	REC 000161	Income: XMas Cards: None	IQ Cards		114.5
14/11/2019	REC 000162	Bank: FOBS - Metro Bank	FOBS Lottery	50.3	
14/11/2019	REC 000162	Income: Fobs Lottery: None	FOBS Lottery		50.3
18/11/2019	REC 000194	Bank: FOBS - Lloyds Bank	Amazon Smile	11.41	
18/11/2019	REC 000194	Income: Amazon Smile: None	Amazon Smile		11.41
21/11/2019	REC 000163	Bank: FOBS - Metro Bank	FOBS Lottery	264.01	
21/11/2019	REC 000163	Income: Fobs Lottery: None	FOBS Lottery		264.01
25/11/2019	REC 000164	Bank: FOBS - Metro Bank	Bags2school	132	
25/11/2019	REC 000164	Income: Bags 2 School: None	Bags2school		132
25/11/2019	REC 000165	Bank: FOBS - Metro Bank	Gales Donation -afterschool club	2,500.00	
25/11/2019	REC 000165	Income: Gales Foundation -Restricted funds: None	Gales Donation -afterschool club		2,500.00
25/11/2019	REC 000195	Bank: FOBS - Lloyds Bank	Giggs & Bell Limit Sponsorship - Xmas Bazaar	200	
25/11/2019	REC 000195	Income: Xmas Bazaar 19: None	Giggs & Bell Limit Sponsorship - Xmas Bazaar		200
28/11/2019	REC 000166	Bank: FOBS - Metro Bank	Xmas Activties	439.87	
28/11/2019	REC 000166	Income: Xmas Shop 2019: None	Xmas Activties		377.67
28/11/2019	REC 000166	Income: Fobs Lottery: None	Xmas Activties		15.74
28/11/2019	REC 000166	Income: Xmas Bazaar 19: None	Xmas Activties		46.46
29/11/2019	REC 000167	Bank: FOBS - Metro Bank	Stall holder income	10	
29/11/2019	REC 000167	Income: Xmas Bazaar 19: Stall Holders	Stall holder income		10
02/12/2019	REC 000168	Bank: FOBS - Metro Bank	Takings	2,514.14	
02/12/2019	REC 000168	Income: Xmas Bazaar 19: None	Takings		2,514.14
02/12/2019	REC 000169	Bank: FOBS - Metro Bank	MyNameTags	35	
02/12/2019	REC 000169	Income: MyNameTags: None	MyNameTags		35
05/12/2019	REC 000170	Bank: FOBS - Metro Bank	Xmas Activties	371.63	
05/12/2019	REC 000170	Income: Xmas Shop 2019: None	Xmas Activties		173.76
05/12/2019	REC 000170	Income: Fobs Lottery: None	Xmas Activties		38.99
05/12/2019	REC 000170	Income: Xmas Bazaar 19: None	Xmas Activties		158.88
12/12/2019	REC 000171	Bank: FOBS - Metro Bank	Takings	893.81	
12/12/2019	REC 000171	Income: Fobs Lottery: None	Takings		13.66
12/12/2019	REC 000171	Income: Xmas Disco 2019: None	Takings		880.15
12/12/2019	REC 000172	Bank: FOBS - Metro Bank	Refund	3.5	
12/12/2019	REC 000172	Income: Xmas Disco 2019: None	Refund		3.5
16/12/2019	REC 000173	Bank: FOBS - Metro Bank	Xmas Shop Takings	1,986.74	
16/12/2019	REC 000173	Income: Xmas Shop 2019: None	Xmas Shop Takings		1,986.74
17/12/2019	REC 000174	Bank: FOBS - Metro Bank	Disco drinks refund	56.04	
17/12/2019	REC 000174	Income: Xmas Disco 2019: None	Disco drinks refund		56.04
17/12/2019	REC 000175	Bank: FOBS - Metro Bank	Beds & Luton community -Canopy	7,500.00	

17/12/2019	REC 000175	Income: Canopy - restricted funds: None	Beds & Luton community -Canopy		7,500.00
19/12/2019	REC 000176	Bank: FOBS - Metro Bank	Disco Takings	238.36	
19/12/2019	REC 000176	Income: Xmas Disco 2019: None	Disco Takings		238.36
20/12/2019	REC 000177	Bank: FOBS - Metro Bank	Disco Takings	756.9	
20/12/2019	REC 000177	Income: Xmas Disco 2019: None	Disco Takings		756.9
03/02/2020	REC 000178	Bank: FOBS - Metro Bank	BSA Grant- Science	300	
03/02/2020	REC 000178	Income: BSA - Restricted Funds: None	BSA Grant- Science		300
20/02/2020	REC 000179	Bank: FOBS - Metro Bank	Spring Disco	727.95	
20/02/2020	REC 000179	Income: Spring Disco: None	Spring Disco		727.95
20/02/2020	REC 000196	Bank: FOBS - Lloyds Bank	Amazon Smile	16.17	
20/02/2020	REC 000196	Income: Amazon Smile: None	Amazon Smile		16.17
27/02/2020	REC 000180	Bank: FOBS - Metro Bank	Spring Disco	187.84	
27/02/2020	REC 000180	Income: Spring Disco: None	Spring Disco		187.84
04/03/2020	REC 000197	Bank: FOBS - Lloyds Bank	Giggs & Bell Limit Sponsorship - Easter Fair	155.25	
04/03/2020	REC 000197	Income: Easter Fair 2020: None	Giggs & Bell Limit Sponsorship - Easter Fair		155.25
05/03/2020	REC 000181	Bank: FOBS - Metro Bank	Easter Fair 2020	502.7	
05/03/2020	REC 000181	Income: Spring Disco: None	Easter Fair 2020		502.7
06/03/2020	REC 000182	Bank: FOBS - Metro Bank	Easter Fair 2020	385.2	
06/03/2020	REC 000182	Income: Easter Fair 2020: None	Easter Fair 2020		385.2
12/03/2020	REC 000183	Bank: FOBS - Metro Bank	Takings	306.4	
12/03/2020	REC 000183	Income: Mothers day Shop 2020: None	Takings		301.47
12/03/2020	REC 000183	Income: Fobs Lottery: None	Takings		4.93
19/03/2020	REC 000184	Bank: FOBS - Metro Bank	Takings	297.92	
19/03/2020	REC 000184	Income: Mothers day Shop 2020: None	Takings		297.92
27/04/2020	REC 000185	Bank: FOBS - Metro Bank	Aviva Community Fund Transfer	1,338.42	
27/04/2020	REC 000185	Income: Aviva Donation: None	Aviva Community Fund Transfer		1,338.42
14/05/2020	REC 000186	Bank: FOBS - Metro Bank	Aviva Community Fund Transfer	195	
14/05/2020	REC 000186	Income: Aviva Donation: None	Aviva Community Fund Transfer		195
21/05/2020	REC 000198	Bank: FOBS - Lloyds Bank	Amazon Smile	21.14	
21/05/2020	REC 000198	Income: Amazon Smile: None	Amazon Smile		21.14
27/05/2020	REC 000187	Bank: FOBS - Metro Bank	KS2 Library grant	5,031.00	
27/05/2020	REC 000187	Income: KS2 Library Grant - restricted fund: None	KS2 Library grant		5,031.00
03/07/2020	REC 000188	Bank: FOBS - Metro Bank	Mother's Day Shop 2020	721.09	
03/07/2020	REC 000188	Income: Mothers day Shop 2020: None	Mother's Day Shop 2020		721.09
09/07/2020	REC 000189	Bank: FOBS - Metro Bank	Summer raffle	259.56	
09/07/2020	REC 000189	Income: Summer Fair: None	Summer raffle		259.56
16/07/2020	REC 000190	Bank: FOBS - Metro Bank	Summer raffle	396.64	
16/07/2020	REC 000190	Income: Summer Fair: None	Summer raffle		396.64
22/07/2020	REC 000191	Bank: FOBS - Metro Bank	Tesco grant	500	
22/07/2020	REC 000191	Income: Tesco Grant - restricted Funds: None	Tesco grant		500
23/07/2020	REC 000192	Bank: FOBS - Metro Bank	Summer raffle	111.16	
23/07/2020	REC 000192	Income: Summer Fair: None	Summer raffle		111.16
13/08/2020	REC 000199	Bank: FOBS - Lloyds Bank	Amazon Smile	30.01	
13/08/2020	REC 000199	Income: Amazon Smile: None	Amazon Smile		30.01
31/08/2020	YET 000009	Income: Amazon Smile: None	Transfer to 'Trial Balance: Profit and loss account'	78.73	
31/08/2020	YET 000009	Income: Aviva Donation: None	Transfer to 'Trial Balance: Profit and loss account'	1,533.42	
31/08/2020	YET 000009	Income: Bags 2 School: None	Transfer to 'Trial Balance: Profit and loss account'	132	
31/08/2020	YET 000009	Income: BSA - Restricted Funds: None	Transfer to 'Trial Balance: Profit and loss account'	300	
31/08/2020	YET 000009	Income: Canopy - restricted funds: None	Transfer to 'Trial Balance: Profit and loss account'	7,500.00	
31/08/2020	YET 000009	Income: Donations Received: None	Transfer to 'Trial Balance: Profit and loss account'	415	
31/08/2020	YET 000009	Income: Easter Fair 2020: None	Transfer to 'Trial Balance: Profit and loss account'	540.45	
31/08/2020	YET 000009	Income: Fobs Lottery: None	Transfer to 'Trial Balance: Profit and loss account'	732.85	
31/08/2020	YET 000009	Income: Gales Foundation -Restricted funds: None	Transfer to 'Trial Balance: Profit and loss account'	2,500.00	
31/08/2020	YET 000009	Income: KS2 Library Grant - restricted fund: None	Transfer to 'Trial Balance: Profit and loss account'	5,031.00	
31/08/2020	YET 000009	Income: Magic Grant - Restricted Funds: None	Transfer to 'Trial Balance: Profit and loss account'	500	
31/08/2020	YET 000009	Income: Mothers day Shop 2020: None	Transfer to 'Trial Balance: Profit and loss account'	1,320.48	
31/08/2020	YET 000009	Income: MyNameTags: None	Transfer to 'Trial Balance: Profit and loss account'	35	
31/08/2020	YET 000009	Income: Spring Disco: None	Transfer to 'Trial Balance: Profit and loss account'	1,418.49	

31/08/2020	YET 000009	Income: Summer Fair: None	Transfer to 'Trial Balance: Profit and loss account'	767.36	
31/08/2020	YET 000009	Income: Tesco Grant - restricted Funds: None	Transfer to 'Trial Balance: Profit and loss account'	500	
31/08/2020	YET 000009	Income: Xmas Bazaar 19: None	Transfer to 'Trial Balance: Profit and loss account'	2,919.48	
31/08/2020	YET 000009	Income: Xmas Bazaar 19: Stall Holders	Transfer to 'Trial Balance: Profit and loss account'	10	
31/08/2020	YET 000009	Income: XMas Cards: None	Transfer to 'Trial Balance: Profit and loss account'	442	
31/08/2020	YET 000009	Income: Xmas Disco 2019: None	Transfer to 'Trial Balance: Profit and loss account'	1,934.95	
31/08/2020	YET 000009	Income: Xmas Shop 2019: None	Transfer to 'Trial Balance: Profit and loss account'	2,538.17	
31/08/2020	YET 000009	Expenses: Admin: None	Transfer to 'Trial Balance: Profit and loss account'		173.91
31/08/2020	YET 000009	Expenses: Aviva Donation: None	Transfer to 'Trial Balance: Profit and loss account'		1,262.00
31/08/2020	YET 000009	Expenses: Bushmead TV - Designated Funds: None	Transfer to 'Trial Balance: Profit and loss account'		4,436.00
31/08/2020	YET 000009	Expenses: Easter Fair: None	Transfer to 'Trial Balance: Profit and loss account'		187.23
31/08/2020	YET 000009	Expenses: Fathers Day Shop 2020: None	Transfer to 'Trial Balance: Profit and loss account'		872
31/08/2020	YET 000009	Expenses: Garden Project - Restricted Funds: None	Transfer to 'Trial Balance: Profit and loss account'		200.74
31/08/2020	YET 000009	Expenses: Insurance: None	Transfer to 'Trial Balance: Profit and loss account'		122
31/08/2020	YET 000009	Expenses: IQ cards: None	Transfer to 'Trial Balance: Profit and loss account'		359.25
31/08/2020	YET 000009	Expenses: KS1 Canopy Restricted Funds: None	Transfer to 'Trial Balance: Profit and loss account'		7,500.00
31/08/2020	YET 000009	Expenses: Lottery Licence: None	Transfer to 'Trial Balance: Profit and loss account'		20
31/08/2020	YET 000009	Expenses: Magic Grant - Restricted Funds: None	Transfer to 'Trial Balance: Profit and loss account'		491
31/08/2020	YET 000009	Expenses: Mothers Day Shop: None	Transfer to 'Trial Balance: Profit and loss account'		1,060.52
31/08/2020	YET 000009	Expenses: Overheads: None	Transfer to 'Trial Balance: Profit and loss account'		370.34
31/08/2020	YET 000009	Expenses: Spring Disco: None	Transfer to 'Trial Balance: Profit and loss account'		740.44
31/08/2020	YET 000009	Expenses: Stationary: None	Transfer to 'Trial Balance: Profit and loss account'		221.6
31/08/2020	YET 000009	Expenses: Summer Fair: None	Transfer to 'Trial Balance: Profit and loss account'		115
31/08/2020	YET 000009	Expenses: Xmas Bazaar 2019: Food	Transfer to 'Trial Balance: Profit and loss account'		63.64
31/08/2020	YET 000009	Expenses: Xmas Bazaar 2019: None	Transfer to 'Trial Balance: Profit and loss account'		648.89
31/08/2020	YET 000009	Expenses: Xmas Bazaar 2019: Raffle	Transfer to 'Trial Balance: Profit and loss account'		50
31/08/2020	YET 000009	Expenses: Xmas Disco 2019: Food	Transfer to 'Trial Balance: Profit and loss account'		274.44
31/08/2020	YET 000009	Expenses: Xmas Disco 2019: None	Transfer to 'Trial Balance: Profit and loss account'		712.87
31/08/2020	YET 000009	Expenses: Xmas Shop 2019: None	Transfer to 'Trial Balance: Profit and loss account'		1,601.47
31/08/2020	YET 000009	Trial Balance: Profit and loss account	Net transfer from detailed profit and loss accounts		9,666.04



Trustees' Annual Report for the period

Period start date
 From 1 Sept 2019 To 31 Aug 2020

Section A Reference and administration details

Charity name FRIENDS OF BUSHMEAD SCHOOL

Other names charity is known by FOBS PTA

Registered charity number (if any) 1047609

Charity's principal address Bushmead Primary School

Bushmead Road

Postcode LU2 7EU

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	Joanne Travi	Headteacher	Whole year	Section 7 & 8 within the Charity's constitution
2	Susan Shaw	Chair	Appointed 15 Dec 2020	Members of the Charity at the AGM
3	Naima Raqib	Treasurer	Whole Year	Members of the Charity at the AGM
4	Ann Yip	Secretary	Appointed 16 Sept 2019	Members of the Charity at the AGM
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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 Adopted 28 March 1995, Amended 3 rd October 2000
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed annually at the AGM by the members present. The appointment of the headteacher as a trustee is within the charity's constitution.

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.

Trustees are given a copy of the constitution to familiarise themselves with the key objectives of the charity.

Trustees are aware of the essential trustee guidance on the gov.uk website and are recommended to read this

Organisational structure includes the annual trustee meeting to discuss the requirements of the school and to ensure the requirements are aligned with the charity's objectives. This is then communicated to the volunteers and reviewed when a request for the charity to purchase items agreed with the school is made.

Financial controls include the following:

No funds are released without the consent of the trustees and all expense payments are agreed prior to purchases made. Expenses are reimbursed on the production of a valid receipt. All receipts are kept and tied with bank transactions.

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

To advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school, which are not normally provided by the local authority.

To foster more extended relationships between staff, parents and others associated with the school and Engage in activities, which support the school and advance the education of the children attending it.

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)

The trustees of the charity are aware of the guidance on public benefit issued by the Charity Commission and seek to benefit the public through the pursuit of the objectives stated in the charity constitution.

For financial year ending 31st August 2020, many of the events were affected or cancelled due to the Covid-19 pandemic. The events that the charity were able to run included the Christmas Bazaar, Christmas and Spring Disco – these were attended and supported by the local community both in attendance and by local businesses therefore strengthening community cohesion and ties.

The Charity purchased interactive TV's (Bushmead TV) which provide information to the parents regarding both school and events taking place within the community and has been a tool to further enhance the educational experience of the pupils which otherwise would not have been available to them.

Friends of Bushmead School, with the support of a grant awarded to the charity were able to purchase a canopy for the school. Which enabled the school to increase floor space for the pupils, who now enjoy an 'outdoor learning space' within the school itself.

The charity was able to purchase new garden and PE equipment for all year groups which otherwise would not have been available to the children. Ensuring a wider variety of active learning through play and teaching the children about the environment through afterschool clubs. These resources were purchased by the charity, this was supported by the staff who were able to identify the equipment needed within the year groups.

Additional details of objectives and activities (Optional information)

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

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

Friends of Bushmead School have benefitted from an increase in grants awarded to the charity.

In terms of the policy towards application of grants, there is no written policy in place.

Though the following contribution outlined by a charity volunteer highlights the process of grant making undertaken:

The volunteer reaches out to the school regarding an available grant. The school then will advise what they would like the charity to apply for and what the public benefit would be.

The information is reviewed by the trustees and ensured that both the public benefit and the objectives of the charity are met prior to consent being given to the volunteer to apply on behalf of the charity.

The charity enjoys significant support from both school and parent volunteers. The school host many of the meetings and events, whilst also supporting during the events. The parent volunteers also help with managing of events and liaising with the school regarding advertising and volunteering. Therefore, ensuring the objective of *extended relationships between staff, parents* outlined in the constitution's objectives is met.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The charity raised £5.9K from fundraising activities throughout the year. The charity's ability to raise funds this year was affected by the global pandemic, which meant the larger events such as the summer fair, father's day shop and disco did not take place. The activities that did take place included the following:

- Christmas Bazaar
- Clothes recycling
- Christmas and Spring Discos

The Charity was awarded numerous grants during the year which totalled £17.9k including:

- Luton London Airport £7.5K
- Magic Grant £500
- Gale Grant £2.5K
- Aviva Grant £1.5k
- Library Grant £5k

The financial performance of the charity exceeded our expectations for the year in terms of grants awarded which offset some of the reduction in income from the reduced events timetable and where expenditure was higher. As many items were purchased during the Christmas sales for summer events that were then subsequently cancelled.

The main achievements in the year were the completion of the installation of the canopy in Year 1 quad area. Where the charity was able to fund £7.5k with a grant secured for an additional £7.5k for the £15k canopy.

The continued support of Bushmead TV and purchasing of resources for the gardening club. However, any further purchases for the school did not take place due to the sudden closure of schools across the country. Though the charity was able to fulfil any agreed financial commitments in the year such as funding Bushmead TV.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not have a policy on reserves. Currently for the year ending 31 August 2020, there is a carry forward reserve of £18,933.

Of these reserves £9864 are restricted funds awarded for specific projects such as BSA Science (£300), Love Luton (£3000) and KS2 Library funds (£5k) yet to be undertaken,

The charity has also allocated a further £5000 for future commitments agreed by the trustees for the KS2 Library.

Therefore, leaving a contingency of £4k to cover events pre costs and any costs arising in 2020/21, as we are expecting a further drop in events income due to the current pandemic restrictions.

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


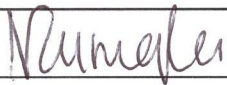
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ANN YIP	NAIMA RAOUF
Position (eg Secretary, Chair, etc)	Secretary	TRUSTEE
Date	1/6/2021	