



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2021		Day 31	Month 12	Year 2021

## Section A Reference and administration details

**Charity name** Petersfield Infant School Association (PISA)

**Other names charity is known by**

**Registered charity number (if any)** 1056238

**Charity's principal address**

Petersfield Infant School	
St Peter's Road	
Petersfield	
<b>Postcode</b>	GU32 3HX

### 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				
2	Trudy Baxendale	Chair	Whole year	AGM
3	Angela Smith	Vice Chair	Whole year	AGM
4	Helen Davis	Treasurer	01/01/22 to 31/10/22	AGM
5	Gemma Booty	Secretary	01/01/22 to 31/10/22	AGM
6	Helen Davis	Secretary	01/11/22 to 31/12/22	SGM
7	Gemma Booty	Treasurer	01/11/22 to 31/12/22	SGM
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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
<b>Independent Examiner 2022</b>	Mr Mike Olford	Macquarie Group, Ropemaker Place, 28 Ropemaker Street, London, EC2Y 9HD
<b>Deputy Head teacher of school</b>	Mrs Julie Amor	Petersfield Infant School, St Peter's Road, Petersfield
<b>Head teacher of school</b>	Mrs Crissy Hodgkinson	Petersfield Infant School, St Peter's Road, Petersfield

### 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)	Nominated, seconded & voted for at AGM, and between AGM co-opted by committee members at committee meetings.

### 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.

PISA works closely with the school and the head teacher and deputy head teacher. The deputy head teacher attends all committee meetings.

The charity is a member of PTA UK.

The charity usually holds regular face-to-face committee meetings, normally at minimum once a term. Subcommittees may be formed by the committee to work on specific events / activities & will report back to the committee.

PISA operated during the year with a chair, vice chair secretary and treasurer. The treasurer and secretary swapped roles at the end of October. This was agreed at a committee meeting.

We would like to heartily thank all those volunteers who have made it possible to run all of the wonderful activities to benefit children of the school.

## Section C Objectives and activities

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

The Objects of the Association is to advance the education of pupils in the school. In furtherance of this object the Association may:

- Develop more extended relationships between the staff, parents and others associated with the school,
- Engage in activities which support the school and advance the education of pupils attending it,
- Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Headteacher or their representative from the Governing Body shall from time to time determine.

**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)**

**Development of staff & school / parent relationships**

- PISA regularly hosts a summer bbq each year on 'changeover day' to which the whole school is invited, as well the parents & families of children of the new intake (for the forthcoming September). This is a very popular event, and increases new pupils' familiarity with the school, and enhances existing pupil / family relations with the school. This also includes the summer fair. This event was run following a break of 2 years due to COVID and it was a great success in raising money and bringing the school community together.
- PISA attended some assemblies to offer tea and coffee and also attended the new year R intake parents induction where hot drinks and food from the kitchen was served. Old stocks of uniform were also sold.
- A new initiative was handing out welcome packs on Year R's first day. A welcoming poem, tea bag, biscuit and tissues were handed to parents after their first drop off. These were very well received.
- PISA ran a Christmas fair also following a 2 year break.
- The staff always play a key role in supporting all events throughout the school year, volunteering their time alongside that of PISA parents.  
All families are actively encouraged to take part in these events.

**Activities to support the school & pupil education**

- PISA run many events which engage with the children for example the opportunity to make Mothers and Fathers Day gifts, and Christmas Cards designed individually by all the children to mention just a few.

**Provision of funds & facilities**

PISA aims to make all its activities accessible to everyone in the school.

PISA issues a newsletter each week alongside the school newsletter, which is issued to all parents.

The trustees declare that they have throughout their activities, had regard to the guidance issued by the charity commission on public benefit.

**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.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

**Total funds given to school in 2022 was £18329.75, broken down as follows:**

### Donations to school:

Books	£9,000.00
Year R Resources	£1,210.75
Tesco Grant	£1,000.00
Christmas craft resources	£150.00
Welly Racks	£900.00
Widgit SEND subscription	£295.00
Library Service	£2,865.00
Library Software	£255.00
Magic Roadshow	£350.00
Open Box Theatre	£610.00
Year 2 Leavers t-shirts	£1,064.00
Trip shortfalls	£630.00
<b>Subtotal Donations to school</b>	<b>£18,329.75</b>

**Fundraising (less expenses) totalled £17079.10 (up £5899.01 from £11180.09 in 2021)**

The charity incurred our usual net sundry expenses in 2022 of PTA membership and the lottery licence which has been included in fair expenses.

Petersfield Town Council Jubilee Tree	£120
Charity insurance for activities with ParentKind UK	£116
Xero costs	£226.52
MPLC film licence	£71.20
PISA meeting expenses	£20.64
<b>TOTAL</b>	<b>£554.36</b>

A film licence was purchased to allow a free movie night to be held for all pupils (Year R and Year 1 on one night and Year 2 on another). The licence covers film showings for 1 year.

Xero was used to track spend for most of the year however this will be cancelled for 2023 as the current Treasurer (from Nov 2022) would prefer to use a cashbook spreadsheet.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The charity does not have a policy on reserves, but the treasurer looks to maintain enough money in the bank accounts to fund all forthcoming expenses such as floats for the fairs, expenses for events and any commitments to donations to the school. At no point in the year was the account overdrawn.

Movement of balance in the Current Account is broken down as follows:

Opening balance 1 <sup>st</sup> January 2021	£8068.53
Fundraising less costs	£17079.10
Donations to the school	(£18329.75)
<b>Closing balance 31<sup>st</sup> December 2022</b>	<b>£6817.88</b>

**Details of any funds materially in deficit**

n/a

**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**

PISA would like to thank all parents, carers and family members and school staff for their assistance in the PISA activities during the year.

**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)	Gemma Booty	Trudy Baxendale
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date		

**Petersfield Infant School (PISA) Annual Profit & Loss Statements & Balance Sheets**

**2022**

Account Activity	Income	Expenditure	Profit
Amazon	£322.88		£322.88
Bag2School	£132.00		£132.00
Bounce for Books	£2,398.91	128.97	£2,269.94
Cake & Lolly sales	£1,016.98	60.4	£956.58
Chopping Board competition	£25.00		£25.00
East Hants Lottery	£1,168.50		£1,168.50
EasyFundraising	£36.39		£36.39
Expenses		£554.36	-£554.36
Fathers Day	£956.95	£465.92	£491.03
Gift Aid	£2,256.95		£2,256.95
Jubilee events	£362.95	688.18	-£325.23
JustGiving	£4.60		£4.60
Litter Pick	£513.50		£513.50
Litter Pick donation to DECC		255.75	-£255.75
Mothers Day	£1,206.50	851.59	£354.91
My NameTags	£73.00		£73.00
Photo shoot	£90.00		£90.00
School Recycling	£286.30		£286.30
Summer Fair	£6,925.11	2394.22	£4,530.89
Tea towels	£1,432.50	1143.36	£289.14
Tesco Grant	£1,000.00		£1,000.00
Uniform	£297.00		£297.00
Wreath workshop	£900.00	700	£200.00
Xmas Cards (from 2021)	£598.80		£598.80
Xmas Fair	£2,623.52	435	£2,188.52
Year 2 Leavers Donation	£282.52		£282.52
School trip BACS in error	£13.40		£13.40
Year 2 Disco	£322.50	£489.91	-£167.41
Subtotal Fundraising	£25,246.76	£8,167.66	£17,079.10
<b>Donations to school:</b>			
Books		£9,000.00	-£9,000.00
Year R Resources		£1,210.75	-£1,210.75
Tesco Grant		£1,000.00	-£1,000.00
Christmas craft resources		£150.00	-£150.00
Welly Racks		£900.00	-£900.00
Widgit SEND subscription		£295.00	-£295.00
Library Service		£2,865.00	-£2,865.00
Library Software		£255.00	-£255.00
Magic Roadshow		£350.00	-£350.00
Open Box Theatre		£610.00	-£610.00
Year 2 Leavers t-shirts		£1,064.00	-£1,064.00
Trip shortfalls		£630.00	-£630.00
Subtotal Donations to school	£0.00	£18,329.75	-£18,329.75
<b>TOTAL</b>	<b>£25,246.76</b>	<b>£26,497.41</b>	<b>-£1,250.65</b>

## Balance Sheet

Brought forwards from 2021	£8,068.53	£8,068.53
Income	£25,246.76	
Expenditure	£26,497.41	
Surplus/Deficit		-£1,250.65
Carried forwards to 2022		£6,817.88

## **Independent Examiner's report to the trustees of the Petersfield Infant School Association**

I report on the accounts of the Petersfield Infant School Association (the charity) for the year ended 31 December 2022 which are set out on pages 1 to 6 of the Trustees' Annual report.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 43 of the 1993 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7) of the 1993 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

### **Independent examiner's statement**

*No exception noted. Records appear to be true and fair*

Signed



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MICHAEL OLFORD