



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From 01/09/23 Period start date To 31/08/24 Period end date**

**Charity name: Manor Fields School Association**

**Charity registration number: 1069156**

## **Objectives and Activities**

	<b>SORP reference</b>	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The object of the Association is to advance the education of pupils in the school. In furtherance of this object the association may:</b></p> <p><b>a. Develop more extended relationships between the staff, parents and others associated with the school.</b></p> <p><b>b. Engage in activities which support the school and advance the education of the pupils attending it.</b></p> <p><b>c. 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 Governing Body shall from time to time determine.</b></p>
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	<p><b>The Association run fundraising events to both raise funds and develop relationships. The key fundraisers during the period being reported were the Christmas and Summer Fayres, Disco and Gift rooms run for Christmas, Mother's and Father's Day.</b></p> <p><b>Funds raised (minus any expenses used during fundraising events) are used to provide facilities or items for education at the school. During this period this included funding for cycling proficiency training,</b></p>

		<b>Coram Life Education and Leavers books for the Year 6 children.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have had regard for the Charity Commission guidance issued on public benefit. All activities run or funded by the Association benefit the current and future students of Manor Fields Primary School with no private benefit made to the trustees.</b>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<b>Manor Fields School Association is a small charity, run entirely by parent volunteers, to provide additional funding for the school.</b>

## **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	<p><b>A good number of fundraising events were run during the period being reported. In addition to the usual fayres, Christmas cards and gift rooms for Christmas, Mother's and Father's Day, there were also some new and one-off events.</b></p> <p><b>A Marathon in May event was held throughout May whereby families were encouraged to be sponsored for achieving 26 miles, either through, walking, running, scootering, skipping etc.</b></p> <p><b>Funds were used to provide cycling proficiency training, Coram Life Education for PSHE lessons, a dance workshop and to further the building of an outdoor classroom/eco greenhouse. This particular project will also benefit the wider community with other groups using the greenhouse outside of school hours such as the local Mencap group Grove cottage.</b></p>

## **Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Association had £28,603.01 in the bank account at the end of the financial period. Most funds raised were spent on activities and items for the school</b>
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		<b>during the same year. With a reserve being held for a planned trim trail to be purchased during the next financial year.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held to ensure rolling commitments can be funded such as a cycling proficiency course, leavers books and Coram Life Education.</b>
Amount of reserves held	Para 1.22	<b>£5k minimum</b>
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	

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution</b>
How is the charity constituted? ( <a href="#">e.g. unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>Unincorporated association</b>
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	<b>The head teacher is a permanent trustee, with other trustees being elected committee members appointed at the AGM every October.</b>

## Reference and Administrative details

Charity name	Manor Fields School Association
Other name the charity uses	
Registered charity number	1069156
Charity's principal address	Manor Fields Primary School Penningtons Bishop's Stortford Herts CM23 4LE

### Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted is not for whole year	Name of person (of body) entitled to appoint trustee (if any)
<b>1</b>	Mrs H Smith	Trustee		
<b>2</b>	Mrs J Neesam	Chair Person		
<b>3</b>	Mrs L Heathcote	Treasurer		
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<b>18</b>				
<b>19</b>				
<b>20</b>				

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

<b>Director name</b>	
<b>N/A</b>	

### Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>N/A</b>		

EVENT		INCOME
	Parentkind (Insurance)	-
	Bank charges	-
	Christmas 2024	
	Disco 2025	
	East Herts Gambling Licence	
<b>Event</b>	Sports Day	38 85
	Xmas Fayre	3 630 76
	Xmas Gift Room	1 509 73
	Santa Letter	290 03
	Pub Quiz	179
	Mothers Day	1 006 66
	Easter Egg Hunt	1172 72
	Colour Run	1205 15
	Disco	3 014 37
	Fathers Day	874 12
	Uniform Sale	153
	Teddy Bears Picnic	10
	Summer Raffle	503 4
	May Marathon	5568 22
	Summer Fayre	5 380 26
	Book Drive	1 143 38
<b>Donations</b>	Probitas 1492	4000
<b>Other</b>	East Herts Lottery	353
	Christmas Cards	648 95
	Stikins Labels	149 69
	ANGLO RECYCLING COB2S Collection 170	85
<b>Funded</b>	Cycling Proficiency	-
	Coram Life Education 2023	-
	Nursery books	-
	Yr. 6 Leavers	-
<b>Net</b>		30 916 29

## Y/E 31.8.24

EXPENDITURE	PROFIT/LOSS
153	-153
95 98	-95 98
100 41	-100 41
50	-50
20	-20
	-
65 6	-26 75
1 255 33	2375 43
597 11	912 62
60 57	229 46
0	179
671 46	335 2
255 75	916 97
639 11	566 04
1402 42	1611 95
521 54	352 58
0	153
122 26	-112 26
0	503 4
538 8	5029 42
2 992 25	2388 01
2 310 01	-1166 63
	-
-	4000
	-
	-
0	353
7 35	641 6
0	149 69
	85
2 660 00	-2 660 00
1 600 00	-1 600 00
24	-24
1000	-1000
17 142 95	13 773 34

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**NOTES**

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Items bought for event to be held in next financial year  
Disco deposit was intended for October 2024, but date got moved

Money went towards KS2 Trim Trail

