



Millfields Community School PSA

ANNUAL REPORT

for the Financial Year 1 September 2021 to 31 August 2022

Date of report: 10th October 2022

Registered Charity Name: Millfields Community School Parents and Staff Association
Registered Working Name: Millfields Community School PSA
Charity Number: 1078030

Principal office: Millfields School, Hilsea Street, London E5 0SH

Present committee members/trustees:

Heather Beattie - Co-Chair
Alice Coulthard - Co-Chair
Karen Murray - Co-Chair
Bettina Maidment - Co-Treasurer
David Laub - Co-Treasurer
Melissa Lau - Co-Treasurer
Mary Sommerlad - Co-Secretary

Fionnola Geaney & Sinead McCarthy stood down as Co-Chairs part way through the year.
Caroline Mueller stood down as Co-Secretary part way through the year.

Alice Coulthard was co-opted as Co-Chair, David Laub as Co-Treasurer and Mary Sommerlad as Co-Secretary at the AGM on 22nd October 2021.

On 14th July 2022 Heather Beattie and Karen Murray were co-opted as Co-Chairs.

Structure, governance and finance

Millfields Community School PSA is an unincorporated association governed by the NCPTA Model Constitution (2008 version - amended November 2009). The constitution was adopted on 14 October 2011.

The members of the PSA are the parents, guardians or carers of any pupil currently attending the school and teaching and non-teaching staff currently employed by the school.

Committee members/trustees are nominated by any member of the PSA and seconded by another member. Committee members/trustees are elected at the Annual General Meeting (AGM) and hold office until the next AGM. Committee members/trustees have the power to co-opt committee members/trustees at any time. Co-opted committee members/trustees serve until the next AGM.

The minimum number of committee members/trustees is 2. All members of the committee are trustees of the charity and have control of the PSA, its property and funds.

There is no reserves policy in place. Reserve funds are not required because the PSA has no paid staff, no buildings to maintain and does not enter into any significant financial commitment unless the funds are already in place to meet it.

The following restricted/designated funds were held during this financial year:

(i) ARP book club: Spending from this fund is restricted to the purchase of books for the ARP book club. The sum of £191 was brought forward from the previous year, none was spent this year and it has been carried forward in its entirety to next year.

(ii) Renew: Spending from this fund is restricted to replacing valuable learning resources across the school and repairing school facilities. The sum of £3508 was brought forward from the previous year. £9037 was received in donations to the fund this year. £5082 was spent and £7462 has been carried forward to next year.

(iii) Enrich: Spending from this fund is restricted to assemblies, workshops and the provision of arts and music events at the school. The sum of £5708 was brought forward from the previous year. £4259 was received in donations to the fund this year. £7323 was spent and £2645 has been carried forward to next year.

(iv) Inspire: Spending from this fund is restricted to school activities designed to engage the children in the community, the working world and foster links with schools across the UK and the world. The sum of £1237 was brought forward from the previous year. £2022 was received in donations to the fund this year. £1164 was spent and £2096 has been carried forward to next year.

Over the previous few years we have seen an increase in the number of children and their families having to access the school food bank. In light of this we have made the decision to create a new restricted fund for food bank donations. We received several large donations totalling £14550 (one payment was received in the last financial year) to enable the food bank to run throughout the summer holidays. We will continue to allocate donations to this fund if specified for this purpose.

In exercising their powers or duties, the trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission.

Objectives and Activities

The objectives of the charity are to advance the education of pupils in the school in particular by:

1. Developing effective relationships between the staff, parents and others associated with the school;
2. Engaging in activities or providing facilities or equipment which support and advance the education of the pupils.

The PSA achieves these objectives by organising and assisting with events and activities at the school throughout the year including discos, tuck shops, Christmas cards, Christmas and summer fairs and non-uniform days and by contributing financially to the cost of books, equipment and facilities.

Achievements and Performance

Events and Activities

As we emerged from the Covid-19 pandemic and lockdown the PSA was able to slowly resume some of its previous events such as:

Christmas & Summer Fairs

We were really pleased to be able to hold the Christmas fair once again - as we were still mindful of Covid-19 we moved the event to the playground. Whilst there were concerns with regards to the weather it actually proved to be our most successful Christmas Fair yet with the general consensus that holding it outdoors was much preferred. We were lucky to be able to borrow gazebos from the local Chatsworth Road Market which gave it a real Christmas market feel. This all made it our highest grossing Christmas fair - after expenses we raised just under £2925 on the night with a further £1455 raised through advertising boards.

Another key event in the school year is the Summer Fair which was also held for the first time in two years. The joy that parents, staff and children felt at coming together once again translated in the funds raised - a massive £9961 through advertising boards and takings on the day.

Design your own Christmas card

As well as being a PSA fundraiser, this is a lovely opportunity for the children to use their artistic skills and feel a sense of achievement at seeing their own designs in print to share with their families and friends. This year the activity raised £453.60 for the PSA.

Clapton Jumble Trail 2021

Another much loved local event, we were delighted to be able to run the Clapton Jumble Trail in 2021, not only is this a hugely popular community event it also serves as a fundraiser for the school raising a huge amount of money. Through a combination of advertising boards and donations it raised just under £6842 this year.

Uniform Shop

Pre-loved uniform is a brilliant way to ensure that good quality clothing is kept in circulation and not thrown away. Not only is this environmentally sustainable but it can also save parents a huge amount of money on the cost of uniform. To try and increase the amount of uniform that is acquired in this way the PSA increased the number of uniform sales. Instead of charging a nominal amount on each item uniform is free to take with the option to give a pay what you feel donation. This has actually led to an increase in the funds raised in this way to just under £558 this year.

Equipment and Facilities Provided

Millfields & Me Mural

During Covid the PSA had an idea to run an event that brought all the kids in the school together along with the staff and teachers to celebrate all the individuals that make up our wonderful school community.

The idea morphed into a series of mosaic workshops where every child in the school engaged in sharing something important/representative of their identity or culture with their peers. The finished mural will eventually be placed on the external wall of the school for all to see. We were able to cover the cost of £4700, £500 of which came from a Magic Stars grant we were successful in applying for (funds were received in the next financial year).

Chess Club

The PSA were pleased to continue to fund chess club for year 5 pupils at a cost of £2000.

Black History Month

We were able to provide the funds to pay for a theatre production to celebrate black History Month at a cost of £622.50

Playground Equipment

The PSA funded £500 to restock the playground 'playpod'.

Classroom Supplies

The PSA was able to supply the school with much needed resources such as new books at a cost of £1919 and Forest School resources at a cost of £153.

Jubilee Coins

To celebrate the Queen's Platinum Jubilee each child was given a commemorative coin which we were pleased to fund at a cost of £1176.50.

Finally we were pleased to be able to contribute to the Year 5 residential trip by paying for the coach travel at a cost of £1164. We also contributed £100 to the Year 6 leavers hoodies.

Financial Review

The fundraising events and activities detailed above brought in gross receipts of £22283. A further £34641 was received in donations bringing the total to £56924. The PSA also had funds of £53818 brought forward from the previous year.

The PSA spent a total of £34228. The spend comprised of the costs of the events, activities, equipment and facilities detailed above. The remainder was spent on running costs.

The total accumulated fund at the end of the financial year was £76515.

Please see the attached summary accounts for further details.

The PSA will make further spending plans in consultation with the school during the new school year. In September 2022 the PSA has already spent £24,380 to pay for the rooftop playground refurb.

The committee members would like to thank all the parents, carers, staff members and local businesses who gave their time and/or made donations to help us with our events and fundraising during the year.

Signed:


Karen Murray (03.11.22 12:16 GMT)

Karen Murray

Co-Chair

Date:

03.11.22

and

Bettina Maidment

Bettina Maidment

Co-Treasurer

Date:

03/11/2022

Millfields PSA Annual Report FY21-22

Final Audit Report


2022-11-03

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"Millfields PSA Annual Report FY21-22" History

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Millfields PSA Summary Accounts 2020-21

Source/Spend	Receipts	Payments	Surplus/deficit	Accumulated fund
Accumulated fund b/fwd				£53818.03
Renew - restricted	£9036.55	£5081.81	£3954.74	
Enrich - restricted	£4259.03	£7322.50	-£3063.47	
Inspire - restricted	£2022.27	£2340.50	-£318.23	
ARP book club - restricted	£0.00	£0.00	£0.00	
Food bank restricted	£7266.00	£14550.00	-£7284.00	
Estate Agent boards	£14510.00	£0.00	£14510.00	
Agreed spend - various	£0.00	£600.00	-£600.00	
Jumble trail	£3759.55	£292.89	£3466.66	
Uniform shop	£557.79	£0.00	£557.79	
Xmas fair	£3865.95	£941.09	£2924.86	
Xmas cards	£1586.80	£1133.20	£453.60	
Summer fair	£7441.87	£1480.64	£5961.23	
General donations	£2575.16	£0.00	£2575.16	
Bank interest and fees	£43.49	£0.00	£43.49	
PSA running costs	£0.00	£485.00	-£485.00	
Totals	£56924.46	£34227.63	£22696.83	£76514.86
Restricted funds held	Brought forward	Received this year	Spent this year	Total in fund
Restricted fund - Renew	£3507.60	£9036.55	£5081.81	£7462.34
Restricted fund - Enrich	£5708.04	£4259.03	£7322.50	£2644.57
Restricted fund - Inspire	£1237.47	£2022.27	£2340.50	£919.24
Restricted fund - ARP book club	£191.33	£0.00	£0.00	£191.33
Total restricted funds				£11217.48
Total unrestricted funds				£65297.38
Cash Summary				
CAF Gold account	£70534.20			
Co-op account	£5003.78			
Cash not banked	£976.88			
Total funds	£76514.86		Discrepancy	£0.00
Prepared by:	Bettina Maidment			
Approved by:				
Independent Examiner:				

Independent examiner's report to the trustees of Millfields Community School Parents and Staff Association

I report to the trustees on my examination of the accounts of the Millfields Community School Parents and Staff Association for the Financial Year ended 31 August 2022.

Responsibilities and basis of report

As the charity trustees of the Association, 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 Millfields Community School PSA'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 to enable a proper understanding of the accounts to be reached.

Signed:



Name:

Sharleen Kelly
CPA 9260071
Bachelor of Commerce, Accounting and Human Resource Management
Chief Financial Officer at One of Us Limited

Address:

Flat 5, 18 Martello St
London E8 3PE

Date:

24 January 2023