



**Millfields Community School PSA**

# **ANNUAL REPORT**

**for the Financial Year 1 September 2022 to 31 August 2023**

**Date of report: 19th September 2023**

**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  
Karen Murray: Co-Chair  
Bettina Maidment: Co-Treasurer  
Melissa Lau: Co-Treasurer

Julia Couderc stood down as Secretary part way through the year.

**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, £191 was spent this year and it has been decided to dissolve this fund going forward with requests from the ARP to be spent from the general fund..

(ii) Renew: Spending from this fund is restricted to replacing valuable learning resources across the school and repairing school facilities. The sum of £7462 was brought forward from the previous year. £9871 was received in donations to the fund this year. £17221 was spent and £113 has been carried forward to the 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 £2645 was brought forward from the previous year. £5006 was received in donations to the fund this year. £7610 was spent and £40 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 £919 was brought forward from the previous year. £1973 was received in donations to the fund this year. £2804 was spent and £87 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 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**

In the first school year free of Covid-19 restrictions the PSA was able to put on a full year of events such as:

#### Christmas & Summer Fairs

Based on the success of the 2021 Christmas fair we kept it to the same format with an outdoor Christmas market feel. This proved to be the right decision and made it our highest grossing Christmas fair - after expenses we raised £4260 on the day with a further £1500 raised through sponsorship by Estate Agent advertising boards.

Another key event in the school year is the Summer Fair. Despite what turned into an incredibly rainy afternoon we were still able to raise a massive £8429 through estate agent sponsored advertising boards and takings on the day.

Both of these events have greatly benefited from the introduction of card payment machines and the 'Millfields Pound' where parents can buy tokens in increments of 50p to spend at the fairs.

#### Barn Dance & Adults only Quiz Night

Two new events introduced in this school year were a Barn Dance and an adults only Quiz Night. Whilst not raising perhaps as much as we would have liked they were both enjoyable events and raised £1010 combined.

#### Clapton Jumble Trail 2022

Another much loved local event, we were delighted to be able to run the Clapton Jumble Trail in 2022, 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 £5993 this year.

#### Uniform Shop & Party Kit

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. To try and increase the amount of uniform that is acquired in this way the PSA increased the number of uniform sales throughout the school year and not just at Christmas & Summer Fairs. 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.

Another new PSA fundraiser that also has a sustainability element to it is the Millfields Party Kit, this is part of a UK network of party kits whereby anyone throwing a children's party can rent an entire set of plates, cups, cutlery and so on for free with a small deposit. This saves parents money in buying throw away disposables and reduces waste. Making it free makes it accessible to all but parents also have the option to donate the deposit money which many people choose to do.

Together these raised a total of £311.

#### Disco's & Movie Nights

Over the course of the year the PSA holds two movie nights and two discos; one for the lower year groups and one for the older year groups. These are ever popular events (with this year seeing tickets selling out in a record 10 minutes!) and raised a combined £2070.

### **Equipment and Facilities Provided**

#### Rooftop Playground

The rooftop playground was an unloved and underused space. The PSA were able to contribute £24,380 to have it completely overhauled to create an inviting space for a number of activities that the whole school can benefit from. There is also a plan to hire the space out to further increase revenue to the school.

#### Chess Club

The PSA were pleased to continue to fund the chess club for year 5 pupils at a cost of £3000.

#### Playground Equipment

The PSA were able to contribute £1255 towards replacing well used playground equipment.

#### Assemblies and Workshops

The PSA were able to contribute to a number of assemblies and workshops to enhance the children's learning on topics such as E safety, knife crime, Shakespeare and science week at a cost of £5025.

Finally in light of the cost of living crisis we were pleased to be able to contribute to the coach travel for the Year 6 Residential at a cost of £2132. We also contributed £1099 to items such as leavers hoodies and yearbooks to remind them of their time at Millfields School.

## **Financial Review**

The fundraising events and activities detailed above brought in gross receipts of £38610. A further £4371 was received in donations bringing the total to £42981. The PSA also had accumulated funds of £76515 brought forward from the previous year.

The PSA spent a total of £58766. The spend consisted 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 £78053. 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.

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:

Heather Beattie

Co-Chair

and

Date:

Bettina Maidment

Co-Treasurer

Date:

	Millfields PSA Summary Accounts 2022-23			
Source/Spend	Receipts	Payments	Surplus/deficit	Accumulated fund
Accumulated fund b/fwd				76514.86
Renew - restricted	9871.16	17220.56	-7349.40	
Enrich - restricted	5005.76	7610.24	-2604.48	
Inspire - restricted	1973.24	2803.84	-830.60	
ARP book club - restricted	0.00	192.06	-192.06	
Food bank - restricted	0.00	0.00	0.00	
Agreed school spend		5415.09	-5415.09	
Barn Dance	1617.10	1020.93	596.17	
Spooky Disco	1184.64	624.48	560.16	
Silent Disco	1141.29	495.84	645.45	
Tuck Shop	3821.69	19.49	3802.20	
Playgrounds		17135.21	-17135.21	
Estate Agent boards	12425.00		12425.00	
Jumble trail	3325.44	257.00	3068.44	
Uniform shop & Party Kit	310.88		310.88	
Taste of Millfields/Mural	542.00	908.66	-366.66	
Xmas fair	5880.43	1620.50	4259.93	
Xmas cards	290.50		290.50	
Movie Night x2	1358.43	494.56	863.87	
BOOK FAIR	18.90		18.90	
Yard Sale	338.03		338.03	
Quiz Night	413.54	0.00	413.54	
Summer fair	5941.64	1512.28	4429.36	
General donations	4371.17		4371.17	
Bank interest and fees	473.36	30.00	443.36	
PSA running costs		1405.51	-1405.51	
Totals	60304.20	58766.25	1537.95	78052.81
Restricted funds held	Brought forward	Received this year	Spent this year	Total in fund
Restricted fund - Renew	7462.34	9871.16	17220.56	112.94
Restricted fund - Enrich	2644.57	5005.76	7610.24	40.09
Restricted fund - Inspire	919.24	1973.24	2803.84	88.64
Restricted fund - ARP book club	191.33	0.00	192.06	-0.73
Restricted fund - food bank			0.00	0.00
Total restricted funds				240.94
TOTAL UNRESTRICTED FUNDS				77811.87
Cash Summary				
CAF Gold account	48900.84			
CAF Cash Account	19986.55			
Co-op account	8965.42			
Cash not banked (Float money)	200.00			
Total funds	78052.81		Discrepancy	0.00
Prepared by:	Bettina Maidment			
Approved by:	Heather Beattie			
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 2023.

### **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

Address: Flat 5, 18 Martello St  
London E8 3PE

Date: 2nd May 2024