



Millfields Community School PSA

ANNUAL REPORT

for the Financial Year 1 September 2023 to 31 August 2024

Date of report: 27th September 2024

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
Alessandra Chila: Co-Chair
Sheena Cameron: Co-Chair
Bettina Maidment: Co-Treasurer
Melissa Lau: Co-Treasurer
Saga Wilkinson: Co-Treasurer
Alex Watson: Secretary

Karen Murray stood down as Co-Chair 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 two. 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) Renew: Spending from this fund is restricted to replacing valuable learning resources across the school and repairing school facilities. The sum of £113 was brought forward from the previous year. £8622 was received in donations to the fund this year. £8735 was spent leaving a zero balance to be carried forward to the next year.

(ii) Enrich: Spending from this fund is restricted to assemblies, workshops and the provision of arts and music events at the school. The sum of £40 was brought forward from the previous year. £5113 was received in donations to the fund this year. £5153 was spent leaving a zero balance to be carried forward to the next year.

(iii) 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 £89 was brought forward from the previous year. £1882 was received in donations to the fund this year. £1970 was spent leaving a zero balance to be carried forward to the next year.

(iv) Food bank: Spending from this fund is restricted to donations made specifically for the purpose of being spent at the schools food bank. In light of the school having their own account for such purposes it has been decided

to wind up this fund as at the end of this financial year. A total of £8010 was received with £8010 spent leaving a zero balance.

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 such as discos, tuck shops, Christmas and summer fairs and by contributing financially to the cost of equipment and non material activities such as assemblies by external companies.

Achievements and Performance

Key Events and Activities

Christmas & Summer Fairs

Based on the success of the last couple of years Christmas fairs 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 £6117 on the day with a further £1250 raised through sponsorship by Estate Agent advertising boards.

Another key event in the school year is the Summer Fair. We have built on the success of previous years; getting a clear idea of what works and what doesn't and this resulted in our highest total raised - a massive £9452. This was through a combination of 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.

Clapton Jumble Trail 2023

A much loved local event, we were delighted to be able to run the Clapton Jumble Trail in 2023, 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 £5265 this year.

The Friday Tuck Shop

Every Friday a different class holds an after school tuck shop. Over the course of a school year these manage to raise a massive £3185! Thank you to all the parents and carers who take the time to bake and man the stall each week.

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 and raised a combined total of £2571.

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.

Equipment and Facilities Provided

Main Playground

Over the course of the year the PSA alongside the teaching staff and children have been working together to re-imagine the playground space. This is a huge undertaking and it was decided to break the project into phases to ensure each phase is fully funded and to fit in the actual building work at suitable times. Over the summer holidays we are pleased to say that phase one was completed - an overhaul of the bike and bin storage to accommodate for the much larger number of kids that cycle and scoot to school plus the creation of a new giant sand pit and climbing frame. The PSA has so far paid £24900 with the remainder to be paid in the next financial year.

Playground Equipment

The PSA were able to contribute £1481 towards replacing well used playground equipment such as balls and basketball hoops.

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 Black History Month and anti-bullying workshops at a cost of £3689.

We also contributed £532 to items such as leavers hoodies and yearbooks to remind them of their time at Millfields School.

Financial Review

Fundraising events and activities and general donations brought in gross receipts of £60817. The PSA also had accumulated funds of £78053 brought forward from the previous year.

The PSA spent a total of £63081. The spend consisted of the costs of the events, activities, equipment and facilities as required by the school. The remainder was spent on running costs.

The total accumulated fund at the end of the financial year was £75789. 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

Date: 15/10/24

and

Bettina Maidment

Co-Treasurer

Date: 15/10/24

	Millfields PSA Summary Accounts 2023-24			
Source/Spend	Receipts	Payments	Surplus/deficit	Accumulated fund
Accumulated fund b/fwd				78052.81
Renew - restricted	8622.47	8735.41	-112.94	
Enrich - restricted	5113.39	5153.48	-40.09	
Inspire - restricted	1881.80	1970.44	-88.64	
Food bank - restricted	8010.00	8010.00	0.00	
Agreed school spend		6920.31	-6920.31	
Spooky Disco	1226.89	236.08	990.81	
Silent Disco	969.92	607.80	362.12	
Tuck Shop	3251.41	66.12	3185.29	
Playgrounds		24899.00	-24899.00	
Estate Agent boards	6190.00		6190.00	
Jumble trail	3166.86	241.49	2925.37	
Refunds	520.76		520.76	
Uniform shop & Party Kit	14.73		14.73	
Taste of Millfields/Mural	0.00	0.00	0.00	
Xmas fair	6117.18	1175.69	4941.49	
Xmas cards	1785.83	1544.75	241.08	
Movie Night x2	1917.64	699.21	1218.43	
BOOK FAIR	121.27	334.00	-212.73	
Quiz Night	532.96	526.50	6.46	
Summer fair	7953.64	1001.73	6951.91	
General donations	1982.81		1982.81	
Bank interest and fees	1437.12	60.00	1377.12	
PSA running costs		898.67	-898.67	
Totals	60816.68	63080.68	-2264.00	75788.81
Restricted funds held	Brought forward	Received this year	Spent this year	Total in fund
Restricted fund - Renew	112.94	8622.47	8735.41	0.00
Restricted fund - Enrich	40.09	5113.39	5153.48	0.00
Restricted fund - Inspire	88.64	1881.80	1970.44	0.00
Restricted fund - food bank		8010.00	8010.00	0.00
Total restricted funds				0.00
TOTAL UNRESTRICTED FUNDS				75788.81
Cash Summary				
CAF Gold account	32411.58			
CAF Cash Account	4965.35			
Co-op account	37468.50			
Cash not banked (Float money)	943.38			
Total funds	75788.81		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 2024.

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: 5 Ethelbert Gardens
Margate CT9 1SA

Date: 30th December 2024