

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

Charity Number: 1084247

**TRUSTEE ANNUAL REPORT
FOR THE YEAR ENDING 31 AUGUST 2023**





The Friends of Oakfield

– Report of the trustees for the year ending August 2023.

The trustees of the Friends of Oakfield present their annual report and examined accounts for the year ending 31st August 2023 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS102)

OUR AIMS

To create memorable moments for the children of Oakfield and their families.
To raise funds to support Oakfield School and enhance the learning environment.

OUR OBJECTIVES

To enhance the education of the pupils attending Oakfield Primary by:

- Organising memorable events that further develop positive and effective relationships between students, staff, parents and the community.
- Engage in activities or provide facilities or equipment which support the school and advance the education and development of the pupils.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

This year, we have been able to create memorable moments for the children and enhance their school environment. We have carried out our usual events as well as introduced new ones.

We have held an Autumn Disco and a Spring Disco. We changed the format for the Spring Disco, and this seemed to work well. We had our two biggest events: the Christmas Bazaar and the Summer Fête. The Christmas Bazaar was supported by Temme English Estate Agents, who advertised this event on boards at volunteers' houses and supplied us with additional funding. While both events were a success and raised a large amount of funding, the Father Christmas element of the Bazaar generated some complaints due to over-running. We will reassess this element next year.



We have held Wish Rooms for Mother's Day, Father's Day and Christmas. These are popular with children increasingly buying more than one present each. Its thought that with the cost of living crisis, this is where the children buy their main gifts to give.

We held a bingo night and a quiz night for parents to create community and foster relationships amongst the parents as well as with the school. We reduced the number of parent events this year at the request of the new Headteacher but hope to hold more of these types of events in the future.

We have continued doughnut sales. These have always been popular, but interest has started to wane slightly, and the Krispy Kreme doughnuts have become more expensive, so less profit is being made. We sold refreshments at Sports Day and subsequently had several ice lolly and crisp sales after school toward the end of summer term to sell all stock.

We have recently opened an account with Stitkins, the uniform label company. We will receive 30% commission on every sale. This should run itself, like the school lottery.

We continue to sell reduced rate tickets for local attractions Sea Life Centre and Adventure Island. We have just added Barleylands to this offer. Sea Life Centre has a good annual ticket price so we may look at changing our provision in the future.

We held a World Book Day book sale, selling donated second-hand books to the children and a toy sale before Christmas selling donated second-hand toys. Both of these went well, raising a good amount of funds and helping families find gifts at an expensive time. The book sale also empowers children to make decisions and to learn the value of money as well as feeding into the fun of World Book Day.

This year we held several second-hand uniform clothes sales. This has been a remarkable success. While it takes a lot of organisation and space in the container, it generates funds for the school and helps families in this difficult current climate.

Possibly our least successful event was the Easter Eggstravaganza. It was our first time running this event, which was essentially a chocolate egg tombola. (with eggs donated by families). Some people were unhappy to not win an egg, while others seemed to find a way obtain lots of eggs. This was a learning curve for us. We would like to do something at future Easters where every child receives a gift, so will work on developing an idea for next year.



We ran a great new event this year - the Colour Run. This was held after school, close to the end of the school year. Families ran an obstacle course while wearing goggles, in the school field while powdered paint was thrown over them. We even had the local fire brigade in attendance spraying runners with water from their fire hose. It was wonderful to see families enjoying this unusual event together, covered in paint!

Another highlight of the year was not a fundraising one but was purely to enhance the learning experience in a unique way and create a memorable moment for the children. We hired a company to bring some reindeer to the school. This was top secret, so was a surprise to the students on the day. Each class came out throughout the day and met the reindeer. The handlers talked to each class about the reindeer and they had their pictures taken. This kept the magic of the Christmas season alive and educated them about reindeer. It even snowed! (FOO didn't arrange the snow)!

We have continued to have a positive impact on the school experience for the Year 6 pupils and we funded the Year 6 trip, so that all Year 6 students could attend.

During this year we had the historical opportunity to celebrate in the coronation of King Charles III. This was a historic moment, and we provided every pupil with a keepsake coin that we believe will be a wonderful memento.

This year we funded the loan of camera trap cameras from Colchester Zoo to enhance next year's science curriculum.

There was a half term challenge that raised £700 and was added to the £5000 FOO donated for books.

We funded a book vending machine, to be used in a scheme to encourage reading and we funded the purchase of books.

OUR FINANCES

During the financial year of 2022/2023 The Friends of Oakfield have donated a total of £14,865 to Oakfield Primary School. This has been used to provide funding for

- Books
- Book vending machine
- Bicycle rack
- King Charles III Coronation mementoes



- Christmas turkey and crackers
- Reindeer onsite, to create memorable moments and enhance learning
- Candy floss machine for events
- Teddy bears for new intake in Reception
- Ties for all Key Stage 2 students
- Year 6 trip
- Christmas gifts – books
- Bark for Early Years garden

FUTURE PLANS

The Friends of Oakfield are keen to continue all of our usual fundraising events, perhaps some new ones, and hope to reintroduce parent events. Rethink the Easter event. We have the Circus returning in the coming year. We have booked Happy Circus for October 2023.

As we no longer have any Oakfield teachers as FOO members, we will re-establish ourselves as a Parent Association rather than a PTA.

We will continue to support the school by raising funds for any small projects. We hope these will include:

- Reading books
- Year 6 trip funding
- Diversity training
- Diversity books
- Shed for further storage
- Class rugs
- ICT Equipment

2022/23 CHARITY TRUSTEES

Chair: Mrs McMillan 2022 / Victoria Peters 2023

Secretary: Laura Martin

Vice-Secretary: Alexis

Treasurer: Elizabeth Gower

Vice-Treasurer: Leigh Waterhouse

Cara O'Keeffe

Laura Cheddad

CONTACT DETAILS

Address: The Friends of Oakfield Primary School
Oakfield Primary School



Scott Drive
Wickford
Essex
SS12 9PW

Website: www.oakfield.essex.sch.uk/friends-of-oakfield

Registered Charity: 1084247

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

Charity Number: 1084247

**FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31 AUGUST 2023**



THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

CONTENTS FOR THE YEAR ENDING 31 AUGUST 2023

	Page
Legal & administration information	1
Independent examination report	2
Receipts and payments account	3
Assets and liabilities	4
Notes forming part of the financial statements	5-6

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

TRUSTEE AND CHAIRMAN'S REPORT FOR THE YEAR ENDING 31 AUGUST 2023

Charity Registration Number:

1084247

Trustees:

Laura Martin
Laura Cheddad
Victoria Peters
Cara O'Keeffe
Alexis Bailey
Elizabeth Gower
Leigh Waterhouse

Charity Offices:

Oakfield Primary School
Scott Drive
Wickford
SS12 9PW

Independent Examiners:

Community360
Winsley's House
High Street
Colchester
CO1 1UG

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 AUGUST 2023

I report on the accounts of The Friends of Oakfield Primary School for the year ended 31 August 2023 which are set out on pages three to six.

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 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:

Community360, Winsley's House
High Street, Colchester, Essex



Date 28/06/2024

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31 AUGUST 2023

		Total Funds 2023 £	Total Funds 2022 £
	Notes		
Income			
Income from charitable activities	2	<u>33,459</u>	<u>37,783</u>
Total income		<u>33,459</u>	<u>37,783</u>
Expenditure			
General expenses		483	3,870
Subscriptions/licenses		20	40
Transfers to Oakfield School		14,866	18,518
Professional fees		258	-
Insurance		140	128
Event costs		13,086	18,449
Other purchases		-	53
Total expenditure		<u>28,852</u>	<u>41,057</u>
Net income		<u>4,607</u>	<u>(3,274)</u>
 Total funds brought forward		 12,236	 15,510
Total funds carried forward		<u><u>16,843</u></u>	<u><u>12,236</u></u>

The notes on page 5 and 6 form an integral part of these financial statements.

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

ASSETS AND LIABILITIES ACCOUNT AS AT 31 AUGUST 2023

	Notes	2023 £	2022 £
Cash at bank and in hand		16,843	12,236
		<u>16,843</u>	<u>12,236</u>
Represented by funds			
Unrestricted funds		16,843	12,236
		<u>16,843</u>	<u>12,236</u>
<u>Non Monetary Assets and Liabilities</u>			
Tangible assets	6	3,395	2,846
Creditors due within one year			
Community 360		250	250
		<u>250</u>	<u>250</u>

These accounts were approved by the trustees:


Signed

By: Elizabeth Gower

24/6/24
Date

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDING 31 AUGUST 2023

1. Accounting Policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and applicable accounting standards. The accounts are prepared on a cash basis.

Incoming resources

All material incoming resources have been included on a receivable basis i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

Going Concern

The charity is operating on a going concern basis.

2. Income from charitable activities

	Total Funds 2023 £	Total Funds 2022 £
Event income	29,692	35,084
Donations	1,379	190
Lottery income	1,044	332
Sponsored events	754	1,637
Sale of items	591	540
	<u>33,459</u>	<u>37,783</u>

3. Resources Expended

In 2023 £Nil worth of expenditure was from restricted monies.

4. Staffing

The charity employed Nil staff during the financial year (2022: Nil).

5. Trustee expenses

During the year, the trustees were paid a total of £6,812 for reimbursement of expenses. No trustee received any remuneration in the period.

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDING 30 SEPTEMBER 2023

6. Tangible Assets

**2023
Total**

Items held by the charity:

Slushie machine	2,587
Popcorn machine	258
Candyfloss machine	549
Total	<u><u>3,395</u></u>