

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

Charity Number: 1084247

**TRUSTEE ANNUAL REPORT
FOR THE YEAR ENDING 31 AUGUST 2025**



THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

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THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

TRUSTEE AND CHAIRMAN'S REPORT FOR THE YEAR ENDING 31 AUGUST 2025

Charity Registration Number: 1084247

Trustees:

Laura Cheddad
Cara O'Keeffe
Elizabeth Gower
Jodie Cameron
Victoria Peters (resigned 9th July 2025)
Leigh Waterhouse (resigned 9th July 2025)
Kelly Bocutt (appointed 9th July 2025)
Ciara Southwell (appointed 9th July 2025)
Ellen Dowds (appointed 23 January 2025)
Carla Fitzgerald (appointed 23 January 2025)
Jenna Genge (appointed 23 January 2025)

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 ENDING 31 AUGUST 2025

I report on the accounts of The Friends of Oakfield Primary School for the year ended 31 August 2025 which are set out on pages 3 to 6.

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 the course of 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
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

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.

David Courtier FMAAT AATQB for and on behalf of:
Community360

Winsley's House, High Street, Colchester, Essex



Date

28/05/2026

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31 AUGUST 2025

		Total Funds 2025 £	Total Funds 2024 £
	Notes		
Income			
Income from charitable activities	2	<u>34,223</u>	<u>35,116</u>
Total income		<u>34,223</u>	<u>35,116</u>
Expenditure			
General expenses		564	1,466
Subscriptions/licenses		20	20
Transfers to Oakfield School		42,225	9,144
Professional fees		225	266
Insurance		162	153
Event costs		12,171	11,565
Other purchases		762	997
Total expenditure		<u>56,130</u>	<u>23,612</u>
Net income		<u>(21,906)</u>	<u>11,504</u>
 Total funds brought forward		 28,347	 16,843
Total funds carried forward		<u><u>6,441</u></u>	<u><u>28,347</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 2025

	Notes	2025 £	2024 £
Cash at bank and in hand		6,441	28,347
		<u>6,441</u>	<u>28,347</u>
Represented by funds			
Unrestricted funds		6,441	28,347
		<u>6,441</u>	<u>28,347</u>
<u>Non Monetary Assets and Liabilities</u>			
Tangible assets	6	2,246	3,192
Creditors due within one year			
Community 360		225	225
		<u>225</u>	<u>225</u>

These accounts were approved by the trustees:


Signed

By: Elizabeth Gower

28th May 2026
Date

THE FRIENDS OF OAKFIELD PRIMARY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDING 31 AUGUST 2025

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 2025 £	Total Funds 2024 £
Event income	30,374	30,860
Donations	740	40
Lottery income	626	706
Sponsored events	501	467
Sale of items	1,981	3,042
	<u>34,223</u>	<u>35,116</u>

3. Resources Expended

In 2025 £Nil worth of expenditure was from restricted monies (2024: £Nil).

4. Staffing

The charity employed Nil staff during the financial year (2024: Nil).

5. Trustee expenses

During the year, the trustees were paid a total of £13,180.48 (2024: £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 31 AUGUST 2025

6. Tangible Assets	2025 Total
Items held by the charity:	
Slushie machine	1,293
Popcorn machine	128
Candyfloss machine	329
BBQ	160
Gazebos	335
Total	<u><u>2,246</u></u>



The Friends of Oakfield

– Report of the trustees for the year ending August 2025.

The trustees of the Friends of Oakfield present their annual report and audited accounts for the year ending 31st August 2025 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 in the Spring, tried different DJs and changed our popcorn recipe, so it is much tastier.

We had our two biggest events: the Christmas Bazaar and the Summer Fête. The Christmas Bazaar and Fete were supported by Temme English Estate Agents, who advertised these events on boards at volunteers' houses and supplied us with additional funding. The Christmas Bazaar was not as busy as usual. We provided a quiet room for the first time this year. Rain was forecast for the day of the Summer Fete so we held it indoors for the first time. This



seemed better for the external stall holders but meant that we couldn't run our BBQ or have the bouncy castles, so we made £600 less profit than last year. We did a survey of local fetes etc to find out how much other schools and venues charge stall holders. £20 seemed the average and is what we chose to charge.

We have held Wish Rooms for Mother's Day, Father's Day and Christmas. After the Christmas Wish Room, we increased the price of the following Wish Rooms to £2.50 from £2 so we can improve the quality and variety of gifts offered as our costs have increased. We also ran payments completely online. These remained popular with children increasingly buying more than one present each. It is thought that with the continuing cost-of-living crisis, this is where the children buy their main gifts to give. We have started to add pet gifts to what is available and these always sell out!

We held a 'break the rules day', at which children pay 50p per rule break or £3 break as many 'rules' as they like. This is always a popular day and raises a good amount of money. And is less strenuous to run than other events.

We put on a Singo bingo night for parents to create community and foster relationships amongst the parents as well as with the school.

We ran a Wonderlicious Chocolate Bar sale. These were Galaxy bars with a special Wonderlicious wrapper, and some contained Golden tickets with prizes on! This was very popular and exciting for the children. A teacher dressed as Mr. Wonderlicious and made a video promoting the sale and was at the event to hand out the prizes

We ran a new event; laser show. This went very well. We hired an external company to run the laser show. We also had an external provider of rides present. We sold glow items and refreshments.

As usual, we sold refreshments at Sports Day. We sold ice lollies after school on Fridays in the final half term, which helped us to reduce left over stock from Sports day, and make more money for the school.

We ran a 'soak the teacher' event. Children bought tickets to soak a teacher. This proved to be a more pleasant experience for the teacher than 'slime the teacher' which we did last year, and easier to clean up to!



We still have 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 received some money from ASDA cashpot scheme.

We continue to sell reduced rate tickets for local attraction Barleylands farm park but stopped selling Sea Life Centre and Adventure Island vouchers at the end of 2024. We gave some of our remaining stock of vouchers to pupils at the end of the autumn term to those who had demonstrated exemplary presentation and pride in their work.

We held a World Book Day book sale, selling donated second-hand books to the children for 20p each. This went well, 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. We gave away some sketch books and workbooks for free. We stayed open after school also and sold some cookbooks to adults.

We continued to hold several second-hand uniform clothes sales. These remain successful and a cheaper and more sustainable uniform option for many parents. While it continues to take a lot of organisation and space it generates funds for the school and helps families in this difficult current climate. We now have a School uniform recycling bin and a clothes recycling bin on site. We receive payment when the clothes are collected.

This year's Easter Event was a Easter Egg hunt / trail in which classes had to solve clues to find the next clue to eventually find their way to the treehouse, where FOO members were waiting with a free chocolate egg for each child (alternative chocolate given to those with allergies).

Over Easter we ran a virtual duck race, with prizes given to the winners. This raised funds and was something fun and different.

We held our third Rainbow Run. This was held after school, close to the end of the school year. Families ran an obstacle course including a bouncy castle, while wearing goggles, in the school field while coloured powder was thrown over them. The local fire brigade was unable to attend this time, so we sprayed runners with water from a hose ourselves. It was wonderful to see families enjoying this unusual event together, covered in different colours!

We have continued to have a positive impact on the school experience for the Year 6 pupils, and we part-funded the Year 6 trip. We involved them in the set up and running of key events.



This year we funded flooring for 2 classroom and a corridor by library costing c£15,600.

We gave c£2800 to the 100 books scheme as well as funding other books for the school.

We bought new PCs for the ICT suite at a cost of c£16000.

We paid £2400 for new decking around the pond, and funded duck eggs for reception to see them hatch and grow.

OUR FINANCES

During the financial year of 2024/2025 The Friends of Oakfield have donated a total of £42,000 to Oakfield Primary School. This has been used to provide funding for

- Flooring for class 3 and 4
- New PCs for ICT suite
- Duck eggs for Reception to hatch and look after
- Hi viz caps for school trips
- Books for 100 books reading scheme
- Stickers for reading scheme
- Pin badges for reading scheme
- Class Santa gifts
- Christmas crackers
- Books for library
- Books for assemblies
- Planters and compost
- Books for vending machine
- Teddy bears for new intake in Reception
- Ties for all Key Stage 2 students
- Christmas gifts – books
- Blue tabards for adults on school trips
- Music equipment
- Books for writing lessons
- Decking for around pond
- Smart boards
- Inclusion books
- Geography Atlases
- French Dictionaries
- Flooring for space next to library
- Trays and storage files for 100 book club
- Trees
- Memorial plaque



- Time capsule
- Top soil for plant beds.

FUTURE PLANS

The Friends of Oakfield are keen to continue all our usual fundraising events, perhaps some new ones, and hope to reintroduce more parent events. We have the Circus returning in the coming year. We have booked Happy Circus for October 2025.

The Mr. Wonderlicious teacher is leaving the school this year so we will have to rethink this aspect of the sale.

We have booked Gladiator 'Steel' through his company, 'Zactiv' to visit the school next year, give a motivational assembly about fitness, visit each class and give bottles of water to each student.

We are thinking of running the summer fete on a Friday next year to gain more teacher help and hopefully attract more attendees.

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

- Square salbutamol inhaler and chamber device
- Emergency Epi-pens
- Reception teddies
- KS2 ties
- Christmas Crackers
- Diversity training
- Diversity books
- Smart boards

2024/25 CHARITY TRUSTEES

Chair: Victoria Peters

Secretary: Cara O'Keeffe

Vice-Secretary: Jodie Cameron

Treasurer: Elizabeth Gower

Vice-Treasurer: Leigh Waterhouse

Laura Cheddad

Caira Southwell

Ellen Dowds

Carla Fitzgerald

Jenna Genge



CONTACT DETAILS

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Registered Charity: 1084247