

# MARSHGATE PARENT STAFF ASSOCIATION (PSA) TRUSTEES ANNUAL REPORT

Financial Year 2021-22

## Contents

- |                                |                                     |
|--------------------------------|-------------------------------------|
| - Introduction                 | - Activity and fundraising overview |
| - Key objectives               | - School financial support          |
| - Membership                   | - Communication                     |
| - Annual General Meeting (AGM) | - Conclusion                        |

## Introduction

The Marshgate Parent Staff Association (PSA) is a registered charity, which is run by a committee elected each year at the Annual General Meeting (AGM).

The aim of the PSA committee is two-fold:

- Community: To help develop and sustain positive relationships between all parents/carers and between the parents and the school staff
- Support: To support the school financially in creating the best learning environment possible for our children through organised fundraising events

The priorities of the PSA each year are driven by the objectives and needs of the school. Fundraising is important, but equally important is the PSA's role in bringing together the wider school community.

## Key objectives

The key objectives of the activities undertaken by the PSA committee can be summarised as follows:

- To advance the education and development of the pupils at Marshgate Primary School by providing (or assisting in the provision of) facilities which are not provided, nor funded, by the local education authority
- To foster, assist and develop the community in and around the school, enhancing communications within and between students, parents/guardians, school staff, the board of governors, as well as external organisations who work with the school and its students

## **Membership**

The PSA committee members when the school year finished in July 2021 were:

- Mandana Mohammadi (Chair)
- Sahar Parniyan (Vice Chair)
- Nicole Dodsworth (Secretary)
- Elena Chester (Treasurer)

However, over the summer school holidays:

- Mandana Mohammadi (Chair) announced her decision to step down due to personal reasons and her predecessor, Stacy Percy, offered to replace her until the end of her term, in summer 2022
- Sahar Parniyan (Vice Chair) announced that she did not feel the role was suitable for her and that she would like to remain in the PSA but in a different position
- The term of Elena Chester (Treasurer) came to an end

As school year 2021-22 started (which also coincides with our financial year), the above developments were communicated to the school community and the Annual General Meeting took place on 21<sup>st</sup> September, during which the following new appointments were made:

- Stacy Percy (Chair)
- Cumhur Kizilari (Vice Chair)
- Tom Panagos (Treasurer)
- Jonathan Cole (Treasurer)
- Sahar Parniyan (Sponsorship Coordinator)
- Danielle Armstrong (Bake Sale Coordinator)

However, in November 2021 Stacy Percy announced that she would be stepping down at the end of the autumn term, for personal reasons, and Cumhur Kizilari expressed that he is no longer interested in the role of vice chair.

As a result, a Special General Meeting took place on Friday 14<sup>th</sup> January 2022 at which the following members were voted in:

- Tom Panagos (Chair)
- Nicole Dodsworth (Vice Chair)
- Helen Lancaster (Secretary)
- Andrew Keesing (Treasurer)
- Shreeniwas Iyer (Treasurer)
- Bastiaan Van Drempt (Treasurer)

Jonathan Cole, Sahar Parniyan and Danielle Armstrong remained in the roles as Treasurer, Sponsorship Coordinator and Bake Sale Coordinator respectively, resulting in a nine-strong committee (Danielle Armstrong was succeeded by Becky Jones in summer 2022).

Assistant Head Teacher Valerie Cameron has been the liaison member of staff for the school, with whom the new committee has worked closely since their appointment.

### **Annual General Meeting (AGM)**

Hosted in person for the first time after two years, the PSA's AGM took place on 21<sup>st</sup> September.

The agenda of the AGM featured providing information on the results of the previous financial year and presenting the PSA plans for the 2021-22 school year as the world is coming out of the pandemic and with a new head teacher starting at the school.

The minutes from the previous AGM, held the previous September, were approved.

For the benefit of all attendees, particularly new parents, the changes in the PSA committee were explained (as described above), with the new members voted in.

In addition, the role of the PSA was outlined, highlighting that:

- The PSA is a registered charity run by an elected committee; everyone who is a parent, carer or staff member at Marshgate is automatically a member
- The PSA aims to foster, and contribute to, the friendly community feel of the Marshgate Primary School
- The PSA raises funds for curricular and non-curricular activities for the school; all funds raised by the PSA go back to the school to enhance the education of the children

The PSA thanked everyone for the continued help and support provided throughout these unprecedented circumstances and expressed hope for a greater return to normality in PSA activity in the coming months.

Following the resignation of its Chair in November 2021, a Special General Meeting took place in January 2022, during which the new Chair was voted in, along with a number of new members (please see 'Membership' for more details).

### **Activity and fundraising overview**

With subdued activity during the pandemic, the committee worked to reinvigorate the PSA event calendar. However, Covid restrictions continued to have an impact to school life during the first half of 2021-22 so activities had to be adapted, for example with smaller numbers (Bingo Night) or taking place outdoors (Winter Fair), while the PSA's adult-only Winter Party had to be cancelled last minute following advice from Public Health England.

With the new committee starting in January 2022 and all remaining Covid-related measures lifted a few weeks later, the PSA was able to run a series of fun, fundraising activities, including bake sales, book bazaars, film nights, a second edition of its popular Bingo Night and, after a long absence, the return of the school's much missed Summer Fair, which received very positive feedback from the school community.

<b>BREAKDOWN OF CASH POSITION BY EVENT 2021-22</b>			
	<b>Actual Income</b>	<b>Expenditure</b>	<b>Total for Event</b>
Bake Sales	£2,449.13	£0.00	£2,449.13
Bingo Nights	£3,894.58	-£555.63	£3,338.95
Book Bazaars	£1,088.37	£0.00	£1,088.37
Christmas Cards	£251.99	£0.00	£251.99
Christmas Tree Sales	£140.00	£0.00	£140.00
Fireworks Event	£111.05	£0.00	£111.05
Float	£277.00	-£277.00	£0.00
Fundraising and Donations	£3,008.87	£0.00	£3,008.87
Hamptons Sponsorship	£2,500.00	£0.00	£2,500.00
Management & Administration	£0.00	-£1,644.37	-£1,644.37
Movie Nights	£1,370.80	-£236.67	£1,134.13
Outstanding 2020-2021	£0.00	-£4,656.76	-£4,656.76
School Assistance	£0.00	-£8,576.00	-£8,576.00
School Discos	£0.00	-£1,040.40	-£1,040.40
Silent Auction	£1,587.67	£0.00	£1,587.67
Summer Fair	£15,278.01	-£6,107.12	£9,170.89
Reception Tea Towels and Canvas Bags	£318.25	-£314.16	£4.09
Winter Fair (a.k.a Christmas Event)	£3,566.01	-£765.14	£2,800.87
Winter Party	£4,937.27	-£1,995.02	£2,942.25
<b>TOTAL</b>	<b>£40,779.00</b>	<b>-£26,168.27</b>	<b>£14,610.73</b>

### **School financial support**

As it has been established over the years, the financial support the PSA offers to the school every year is divided in three ways:

1. A lump sum of money to ensure no children are excluded from any school activity, used by the school as, when and where necessary
2. Smaller items or activities that the PSA has agreed to fund over the years, for example: Christmas presents for all the classes; the Year 5 Thames Young Mariners trip; and the Year 6 leavers' gifts
3. A 'wish list' that the school would like the PSA to support; this would normally be presented every September, at the beginning of the academic year, although further requests could be submitted throughout the year as the School Leadership Team may identify particular needs or initiatives

The PSA continued to support the school as per above, however with a new headteacher starting in September 2021 the announcement of the wish list, which would usually take place during the AGM, was postponed until later in the school year.

The PSA met with the school to discuss that, although this made sense this year as the new headteacher would need time to assess the school's needs and priorities, it is important

moving forward to communicate the year's fundraising targets early on so that there is greater clarity among the parent community as to what the PSA's effort will be focusing on.

Items that the PSA funded for the school during 2021-22 included new class projector panels; new bookcases; new books for all year groups; and new playground clocks.

Overall, the PSA income for 2021-22 was ££40,779. Expenditure was ££26,168.27, allowing once again the PSA to start the new academic – and financial – year with a balance in excess of £10,000, the minimum 'reserve' that the Charity Commission requires to cover any outgoing costs prior to receiving funds that will be used to recover costs.

Please refer to the full accounts for a detailed breakdown.

### **Communication**

The PSA committee communicates with the school's parent and carer community through an application called Classlist, as well as the school's Parentmail system, the school newsletter and the PSA's Facebook page.

All key announcements and developments are communicated via Parentmail first, to ensure every parent and carer receives the relevant information.

In addition, the PSA is in regular contact with the school's class reps, providing updates on the PSA activities and requiring assistance to help organise and manage events as and where necessary.

During 2021-22, the PSA organised a coffee morning for the parents to present the new committee's plans and ideas (February 2022) and a special presentation about the Summer Fair (March 2023), which gave our school community additional opportunities to meet with the PSA team in person.

The PSA committee can be contacted at any time on their email address, which is available from the school, while Classlist has gradually become the PSA's main platform for event information and ticket sales.

### **Conclusion**

Following a 'quiet' period of 18 months during the pandemic, the PSA welcomed the first steps to normality that accompanied the opening of the schools in September 2021. Our community was equally thirsty for seeing more social activity taking place once again at the school, with tickets for Bingo Night selling out in seven minutes, the first bake sales raising double the amount they would previously do and tokens for the Winter Fair selling out halfway through the event.

Despite various membership changes within the PSA team during the autumn term, the election of a new committee in January 2022 brought a greater sense of stability and continuity



within the school community, as all members expressed their commitment to completing their term.

Working closely with the school and as part of the PSA's approach to be as inclusive as possible, all events were re-evaluated; some were adapted, others had to be cancelled and there were some new additions, which have been very warmly received by our families.

In addition, the new committee represented virtually all year groups, from Reception to Year 6, ensuring all activity is relevant and, where appropriate, adjusted to appeal to both younger and older children.

All members of the PSA committee did their utmost to respond to and accommodate the school's requests and firmly believe that they have fully met its aim of providing the children of Marshgate Primary School with the best environment in which to learn and develop.

Having established an excellent working relationship with the school and with all its core members remaining in the roles, for 2022-23 the PSA team is looking forward to an exciting calendar of activities and events that our school's children and families will enjoy, while raising important funds for the school.

Signatures:

Chair:

Vice Chair:

Treasurer:

Shreenivas Iyer



Independent Examiner:



Rajkumar Batra

## Document Details

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## Receipts and payments accounts

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For the period  
from

1/9/2021

To

31/8/2022

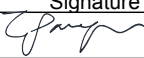
### Section A Receipts and payments

	Unrestricted to the nearest	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bake Sales	2,449	-	-	2,449	-
Bingo Night	3,895	-	-	3,895	-
Book Sales	1,088	-	-	1,088	-
Christmas Cards	252	-	-	252	-
Christmas Event	3,566	-	-	3,566	881
Christmas Trees	140	-	-	140	-
Fireworks	111	-	-	111	-
FLOAT	277	-	-	277	-
Fundraising and Donations	3,009	-	-	3,009	6,909
Hamptons Sponsorship	2,500	-	-	2,500	-
Management & Administration	-	-	-	-	-
Movie Night	1,371	-	-	1,371	-
Outstanding 2020-2021	-	-	-	-	-
School Assistance	-	-	-	-	-
School Disco's	-	-	-	-	-
Silent Auction	1,588	-	-	1,588	-
Summer Fair	15,278	-	-	15,278	-
Tea towels and canvas bags	318	-	-	318	851
Winter Party	4,937	-	-	4,937	-
Treasure Tree	-	-	-	-	204
Bank Interest Received	-	-	-	-	-
<b>Sub total (Gross income for</b>	<b>40,779</b>	<b>-</b>	<b>-</b>	<b>40,779</b>	<b>8,845</b>
<b>A2 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>40,779</b>	<b>-</b>	<b>-</b>	<b>40,779</b>	<b>8,845</b>
<b>A3 Payments</b>					
Bake Sales	0	0	0	0	-
Bingo Night	556	-	-	556	-
Book Sales	0	0	0	0	-
Christmas Cards	0	0	0	0	-
Christmas Event	765	0	0	765	-
Christmas Trees	0	0	0	0	-
Fireworks	0	0	0	0	698
FLOAT	277	0	0	277	-
Fundraising and Donations	0	0	0	0	-
Hamptons Sponsorship	0	-	-	0	-
Management & Administration	1,644	-	-	1,644	-
Movie Night	237	-	-	237	-
Outstanding 2020-2021	4,657	-	-	4,657	614
School Assistance	8,576	-	-	8,576	14,358
School Disco's	1,040	-	-	1,040	-
Silent Auction	0	-	-	0	-
Summer Fair	6,107	-	-	6,107	-
Tea towels and canvas bags	314	-	-	314	638
Winter Party	1,995	-	-	1,995	-
	0	0	0	0	-
	0	0	0	0	-
	0	0	0	0	-
	0	0	0	0	-
	0	0	0	0	-
Bad debt/lost cash	0	0	0	0	-
<b>Sub total</b>	<b>26,168</b>	<b>0</b>	<b>0</b>	<b>26,168</b>	<b>16,308</b>
<b>A4 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,168</b>	<b>-</b>	<b>-</b>	<b>26,168</b>	<b>16,308</b>
<b>Net of receipts/(payments)</b>	<b>14,611</b>	<b>-</b>	<b>-</b>	<b>14,611</b>	<b>- 7,463</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>16,746</b>	<b>-</b>	<b>-</b>	<b>16,746</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>31,357</b>	<b>-</b>	<b>-</b>	<b>31,357</b>	<b>- 7,463</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Bank	31,357	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>31,357</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B3 Investment assets</b>	Details	Fund to which	Cost (optional)	Current value
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which	Cost (optional)	Current value
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which	Amount due	When due
	Creditors			
			-	
			-	
			-	



  

Signed by one or two trustees on	Signature	Print Name	Date of
		Tom Panagos	Jun 13 2023
	Shreeniwas Iyer	Shreeniwas Iyer	Jun 13 2023

## Document Details

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**Examiners unqualified report (for a non-company charity preparing receipts and payments accounts) with a gross income of £250,000 or less in the relevant financial year.**

Independent examiner's report to the trustees of the Marshgate PSA (the Trust) for the year ended 31 August 2022.

**Responsibilities and basis of report:**

As the charity trustees of the Trust you are responsible for the preparation of the account in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

**Signed:**



Name: Raj Kanwar

Relevant professional qualification or membership of professional bodies (if any): Member Institute of Chartered Accountants of Pakistan

Address: 61 Sandringham Avenue, SW20 8JY

Date: 06 / 15 / 2023

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