



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent Examiner's Report on the Accounts

Section A Independent Examiner's Report

Report to the trustees	MARSHGATE PARENT STAFF ASSOCIATION (PSA)	
On accounts for the year ended	31 August 2024	
Set out on pages	1 and 2 <small>(remember to include the page numbers of additional sheets)</small>	

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

Responsibilities and basis of report

As the charity's trustees, 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 the Trust'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 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 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 no concerns and 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.

Signed:

RAJANWAR BAKRA

Name: Raj Kanwar

Relevant professional qualification(s) or body (if any): Member Institute of Chartered Accountants of Pakistan

Address: Wimbledon, London

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NA

MARSHGATE PARENT STAFF ASSOCIATION (PSA)

TRUSTEES ANNUAL REPORT

Financial Year 2023-24

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Introduction

The Marshgate Parent Staff Association (PSA) is a registered charity that is run by a committee which is elected either at the Annual General Meeting (AGM) or at a Special General Meeting (SGM).

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, and carers; school staff; and the board of governors; as well as external organisation's who may work with the school and its students

Membership

When school year 2023-24 started, the members of the PSA committee had already been in their roles since they were voted in, in January 2022. These were, as follows

- Tom Panagos (Chair)
- Nicole Dodsworth (Vice Chair)

- Helen Lancaster (Secretary)
- Andrew Keesing (Treasurer)
- Shreeniwas Iyer (Treasurer)
- Bastiaan Van Drempt (Treasurer)

Becky Jones also supported the committee as Book Bazaar & Bake Sale Coordinator, having joined the committee towards the end of the previous school year.

The term of the committee would come to an end at the end of the school year, in July 2023, which provided stability and continuity within the PSA team.

New members of the PSA Committee were voted in at the **SGM held on 19th April 2024**. These were, as follows:

- Helen Lancaster (Chair)
- Andrew Keesing (Chair)
- Lynsey Edge (Secretary)
- David Dinaan (Book Bazaar and Bake Sale Coordinator)
- Rana Righton (Treasurer)
- Michelle Howard (Treasurer)

Assistant Head Teacher Valerie Cameron (and Mr Dermot Bracken, Headteacher and Mr Gentry, Deputy Headteacher) has been the liaison members of staff for the school, with whom the committee has been working closely since their appointment.

Special General Meeting (SGM)

The PSA's SGM took place 19th April 2023. Accompanied by a detailed presentation, the agenda of the AGM provided information on the results of the previous financial year and presented the PSA plans for the 2022-23 school year.

The minutes from the previous AGM, held on 3rd November 2023, were approved.

For the benefit of all attendees, particularly new parents, 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 provided an update on their calendar of events and other plans for 2023-24, including the forthcoming Summer Fair. The team thanked everyone for their continued help and support as the school emerged from the global pandemic and the PSA resumed its normal activity and began reengaging with the families after a long period of subdued activity.

Activity and fundraising overview

The previous PSA Committee had in place since January 2022 (in addition to the new PSA Committee voted in in April 2024). Both committees across this period had already run a series of events so they were able to organise an invigorated PSA event calendar for 2023-24.

In addition to the Winter Fair November 2023 and Forthcoming Summer in June 2024, several popular events returned including bingo night, book bazaars, film nights, bake sales and personalised Christmas cards and tea towels. The committee also introduced a series of new activities, including an Easter egg hunt and crazy hair day.

Other streams of income included The PSA also continued its referral schemes with Christ's and Holy Trinity schools for their fireworks festival and Christmas tree sales respectively.

Breakdown of Cash Position by Event: 2023-2024			
Event	Total Income	Expenditure	Total for event
Bake Sales and Book Bazaar	£2,499.21	£0.00	£2,499.21
Bingo Night	£3,574.86	-£573.10	£3,001.76
Christmas Tree Referral	£100	£0.00	£100.00
Fireworks Referral	£104.40	£0.00	£104.40
Fundraising and Donations (includes crazy hair day, non uniform day, mountaineering, silent auction, tea towels)	£7,670.98	-£288.06	£7,382.92
Management & Administration	0	-£431.19	-£431.19
Movie Night	£2,513.58	-£387.00	£2,126.58
School Assistance (including Leavers' Disco, Aylett Family and Christmas Gifts)	0	-£4,386.85	-£4,386.85
Summer Fair	£14,255.17	-£6,901.92	£7,353.25
Winter Fair	£7,604.53	-£4,498.84	£3,105.69
Total	£38,322.73	-£17,466.96	£20,855.77

School financial support

The financial support the PSA offers to the school every year is divided in three ways:

1. Discretionary Head Teachers Fund - 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 DJ for the end-of-year school discos; the Year 5 Thames Young Mariners trip; and the Year 6 leavers' gifts from Alligator's Mouth
3. A 'wish list' that the school would like for the PSA to support, as identified by the School Leadership Team

The PSA continued to support the school as per above for 2023-24, however it was agreed with the headteacher that a degree of flexibility is necessary, as particular needs or initiatives often arise during the academic year.

The PSA met with the school to discuss their priorities, emphasising that it is important 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 2023-24 included, following a meeting in July 2024:

1. £6,000 Annual Headteachers Discretionary Fund - mainly to ensure that no child misses out on school or extra-curricular activities or visits, uniform, AOB - can be used solely at the headteachers discretion.
2. £3,000 Consumable Sports/Playground Equipment - bats, ball, hoops etc for use at playtimes, lunch breaks and sports sessions. We have pledged that this should be an ongoing annual expense that we support.
3. £10,000 Interactive Screens - already installed, in use and making an incredible difference to the way teachers can engage with their classes. FYI, we have also pledged to support the rollout of further replacement screens throughout the school classrooms and selected communal spaces keeping the school at the very forefront of teaching tools and technology. Transaction will follow in the next FY 2024/25.
4. £3,600 Replacement Table Tennis tables/equipment. Similarly to playground equipment, through use and weather, these have a natural life cycle and the current tables have reached a point where they need replacing.
5. £2,664 to cover the remaining costs of Thames Young Mariners excursion and the KS2 Sports Experience Day (these are both ongoing annual pledges).

Overall, the **PSA Income** for 2023-24 was £38,322.73. **Expenditure** was -£17,466.96, ensuring once again the PSA could 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 parents and carer community through various channels:

An online platform called Classlist is used to share organised calendar events along with added functionality for online ticket sales. Additionally we utilise the school's Parentmail system, the school newsletter, the PSA's Facebook page and a central WhatsApp chat initially reaching the core group of Class Reps who in turn pass on communications to their individual class groups.

The PSA committee can be contacted at any time on their email address, which is available from the school, and via published phone numbers.

In addition to the above, open invite 'coffee mornings' were held throughout the year to update the school community of the latest and upcoming activity, with parents also invited to join the PSA planning meetings if they would like to gain a greater insight into how the PSA operates.

Conclusion

September 2023 marked the beginning of the school year with existing PSA committee members providing a good level of consistency from the prior year. Tom Panagos remained as Chair (focusing on the Winter and Summer Fair events, with Andrew Keesing stepping into a Vice Chair role running point on all other Calendar events. Shreeni Iyer remained as Treasurer, Helen Lancaster as Secretary. The new incoming PSA Committee was voted in in April 2024 in advance of the 2024/25 year.

We continued to work closely with the school to collaboratively agree the events calendar, fundraising initiatives and the projects that would be funded. Our school is very international so to be as inclusive as possible, the calendar of events for 2023/24 centred around a variety of familiar activities as well as some seasonally/age-appropriate events to appeal to a broad cross section of the school families.

As a group, we are committed to our obligations as custodians of the PSA role in supporting projects that enhance the learning experiences of schoolchildren. We also recognise that we operate voluntarily, and freely volunteer time and energy.

Additional to the Winter and Summer Fairs, we anniversaried other established activities such as bake and book sales, made themed movie nights seasonal and ran the super popular family bingo nights in Autumn and Summer Terms to spread out the fundraising opportunities through the 2023/24 period:

October 2023: Bake Sale and Book Bazaar, Autumn Bingo Night

November 2023: Reception Tea Towels, Christmas Card Designs, Film Nights, Winter Fair

February 2024: Crazy Hair Day

March 2024: Bake Sale

May 2024: Book Bazaar, Non-Uniform Day

June 2024: Summer Bingo Night, Summer Fair

Providing consistency from the prior school year, Tom Panagos, Helen Lancaster, Andrew Keesing and Shreeniwas Iyer remained in the committee. Andrew Keesing took on the role of Vice Chair running point at events throughout the calendar following Nicole Dodsworth's departure in July 2023, with Tom Panagos remaining as Chair for another year but at a somewhat reduced capacity, organising the school's two fairs and overseeing administrative PSA elements.

It has been widely acknowledged that reaching the whole school community is becoming increasingly challenging, considering the quite transient nature of the international community. Rallying volunteer support to help with running events has at times been difficult although the show must go on! We are a small committee group but we do have a solid extended network including class reps and core supporters who always show up.

We continue to work closely with the school team to identify projects and fundraising opportunities, then communicating these activities to the wider school community.

Signatures:

Chair:



Jun 27 2025

Vice Chair:



Jun 27 2025

Treasurer:



Jun 27 2025

Spreadsheet version of CC16a									
		Marshgate Primary School PSA				1102505		CC16a	
		Receipts and payments accounts							
		2023-09-01		2024-08-31					
For the period from				To					
Section A Receipts and payments									
	Unrestricted funds		Restricted funds		Endowment funds		Total funds		Last year
	to the nearest £		to the nearest £		to the nearest £		to the nearest £		to the nearest £
A1 Receipts									
Prior Year(s) Outstanding	£0.00		-		-		-		£158.00
Bake Sales and Book Bazaar	£2,499.21		-		-		£2,499.21		£1,942.00
Bingo Night	£3,574.86		-		-		£3,574.86		£2,373.00
Fundraising & Donations (includes crazy hair day, non-uniform day, mountaineering, silent auction and tea towels)	£7,670.98		-		-		£7,670.98		£10,153.00
Management & Administration	£0.00		-		-		£0.00		£0.00
Movie Night/Film Nights	£2,513.58		-		-		£2,513.58		£1,959.00
Summer Fair	£14,255.17		-		-		£14,255.17		£12,425.00
Winter Party	-		-		-		-		-
Bank Interest Received	-		-		-		-		-
School Assistance (includes Leavers' Disco, Aylett Family Funds and Christmas Gifts)	£0.00		-		-		£0.00		-
Winter Fair	£7,604.53		-		-		£7,604.53		£8,437.00
Christmas Tree Referral	£100.00		-		-		£100.00		-
Coat Sales	£0.00								£84.00
Christmas Cards	£0.00								£304.00
Costume Sale	£0.00								£302.00
Digme Promotion	£0.00								£144.00
Hamptons Sponsorship	£0.00								£3,000.00
Magic Show	£0.00								£1,765.00
Easter Egg Hunt	£0.00								£326.00
National PTA Award Prize	£0.00						£0.00		£1,000.00
Fireworks Referral	£104.40		-		-		£104.40		£97.00
Sub total(Gross income for AR)	£38,322.73		-		-		-		£44,469.00
			-		-		-		-
A2 Asset and investment sales, (see table).									
	-		-		-		-		-
Sub total	£0.00		-		-		-		£0.00
Total receipts	£38,322.73		-		-		-		£44,469.00
A3 Payments									
Prior Year(s) Outstanding	£0.00		-		-		£0.00		£0.00
Bake Sales and Book Bazaar	£0.00		-		-		£0.00		£450.00
Bingo Night	£573.10		-		-		£573.10		£0.00
Fundraising & Donations (includes crazy hair day, non-uniform day, mountaineering, silent auction and tea towels)	£288.06		-		-		£288.06		£409.00
Management & Administration	£431.19		-		-		£431.19		£0.00
Movie Night/Film Nights	£387.00		-		-		£387.00		£0.00
Summer Fair	£6,901.62		-		-		£6,901.62		£7,393.00
Bank Interest Received	£0.00		-		-		£0.00		£0.00
School Assistance (includes Leavers' Disco, Aylett Family Funds and Christmas Gifts)	£4,386.85		-		-		£4,386.85		£19,725.00
Winter Fair	£4,498.84		-		-		£4,498.84		£4,432.00
Christmas Tree Referral	£0.00		-		-		£0.00		£0.00
Coat Sales	£0.00		-		-		£0.00		£0.00
Christmas Cards	£0.00		-		-		£0.00		£0.00
Costume Sale	£0.00		-		-		£0.00		£0.00
Digme Promotion	£0.00		-		-		£0.00		£81.00

Hamptons Sponsorship	£0.00	-	-	£0.00	£842.00
Magic Show	£0.00	-	-	£0.00	£285.00
Easter Egg Hunt	£0.00	-	-	£0.00	£501.00
National PTA Award Prize	£0.00	-	-	£0.00	£75.00
Fireworks Referral	£0.00	-	-	£0.00	£0.00
Sub total	£17,466.66	-	-	£17,466.66	£34,193.00
A4 Asset and investment purchases, (see table)					
-	-	-	-	-	-
-	-	-	-	-	-
Sub total	£0.00	-	-	-	-
Total payments	£17,466.66	-	-	£17,466.66	£34,193.00
Net of receipts/(payments)	£20,856.07	-	-	£20,856.07	£10,276.00
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end (31/08/23)	£41,411.65	-	-	£41,411.65	£41,412.00
Cash funds this year end	£62,195.06	-	-	-	-


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



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank - Natwest	£62,195.06	-	-
			-	-
			-	-
	Total cash funds	£62,195.06	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	-	-	-	-
	-	-	-	-
	-	-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	-		-	-
	-		-	-
	-		-	-
	-		-	-
	-		-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	-	-	-	-
	-	-	-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Creditors	-	-	
	-	-	-	
	-	-	-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		M. Howard		Jun 27
		A F J.		Jun 27

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