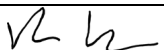




CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent Examiner's Report on the Accounts

I	Section A	Independent Examiner's Report
Report to the trustees	MARSHGATE PARENT STAFF ASSOCIATION (PSA)	
On accounts for the year ended	31 August 2025	
Set out on pages	1 and 2 (remember to include the page numbers of additional sheets)	
	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025.</p>	
Responsibilities and basis of report	<p>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").</p> <p>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.</p>	
Independent examiner's statement	<p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p>	

Signed:**Name:**

Raj Kanwar

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

Wimbledon, London

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

NA

MARSHGATE PRIMARY SCHOOL PARENT STAFF ASSOCIATION TRUSTEES ANNUAL REPORT

Financial Year 2024-25

Contents

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Introduction

The Marshgate Primary School Parent Staff Association (“PSA”) is a registered unincorporated charity that, according to its Constitution, 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 the PSA’s role in bringing together the wider school community is equally as important.

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 organisations who may work with the school and its students

Membership

When school year 2024-25 started, the members of the PSA committee comprised the following, as voted in during a Special General Meeting (“SGM”) on 19th April 2024:

- Andrew Keesing - Co-Chair
- Helen Lancaster - Co-Chair
- Lynsey Edge - Secretary
- Co-Treasurer - Rana Righton
- Co-Treasurer - Michelle Howard

David Dinan also supported the committee as Book Bazaar & Bake Sale Coordinator.

In accordance with the Constitution, each Officer intended to hold their position for a period of approximately eighteen (18) months from appointment (their “Term”), commencing with the SGM at which they were elected, and ending with the AGM or SGM called at or around the expiry of the Term, or their earlier resignation, subject to the provisions of the Constitution.

In this respect, both Andrew Keesing and David Dinan resigned on 18th July 2025 on the day their children left the school as year 6 pupils. Given the early termination of Officer and Co-Chair Andrew Keesing, the Committee agreed by a simple majority (voting by a show of hands) that Helen Lancaster would assume the role of Chair of the Committee from the first day of the next school term (3rd September 2025), for the outstanding period of the eighteen (18) month term.

Headteacher, Mr Dermot Bracken; Deputy Headteacher, Mr Gentry; and Interim Headteacher Mr Josh Chamberlin (following Mr Bracken’s absence due to ill health) had all been the liaison members of staff for the school, with whom the Committee had been working closely with since their appointment.

Special General Meeting

The last SGM took place on the 19th April 2024. The agenda of the SGM provided information on the results of the 2023-24 financial year to date and presented the PSA plans for the 2024-25 school year.

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

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 the remaining calendar of events for 2023-24 and other plans for 2024-25, including the forthcoming Summer Fair. The team thanked everyone for their continued help and support.

Activity and fundraising overview

The Committee was experienced with organising and running PSA events for the school. In addition to the Winter and Summer Fairs, several popular events returned, including: bingo night; book bazaars; bake sales and summer and Year 6 discos. The Committee also introduced new activities, including an Easter egg hunt.

Other streams of income included donations and a share of proceeds raised for a Snowdon Expedition, both of which were administered via Peoples Fundraising platform.

Breakdown of Cash Position by Event: 2024-2025			
Event	Gross Income	Expenditure	Net Income
Bake Sale and Book Bazaar	545.57		£545.57
Bingo Night	1,660.57	-726.33	£934.24
Crazy Hair Day	350.17		£350.17
Easter Egg Hunt	272.93		£272.93
Financial Services		-249.66	-£249.66
Ice Pop Sale (June)	141.84		£141.84
Insurance		-162.00	-£162.00
Neutral Transactions	2,438.78	-2,440.00	-£1.22
Non-school Uniform Day	218.05		£218.05
PSA Donations	1,476.14		£1,476.14
Richmond May Fair Pimms Stall	3,500.00		£3,500.00
School Assistance		-3,921.49	-£3,921.49
Snowdon Expedition 2025	1,235.14		£1,235.14
Spring Gifting (Mother's Day)	249.44		£249.44
Summer Disco		-514.80	-£514.80
Summer Fair	9,228.23	-3,918.54	£5,309.69
Valentine's Day Bake and Book Sale	305.39		£305.39
Winter Fair	5,111.10	-2,706.30	£2,404.80
Winter Party	2,437.61	-2,998.34	-£560.73
Year 6 Books		-455.83	-£455.83
Year 6 Leavers Disco		-346.80	-£346.80
Total	£29,170.96	-£18,440.09	£10,730.87

School financial support

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

1. Discretionary Headteachers 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 the PSA to support, as identified by the School Leadership Team

The PSA continued to support the school as per the above for 2024-25, 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 focused on.

Items that the PSA funded for the school during 2024-25 included:

1. £589.99: Christmas Gifts - Christmas gifts for the classroom and reimbursement for the annual school Christmas tree purchase.
2. £2,987.50: 50% of Snowdon Expedition funds raised were transferred to the school, the other 50% to The Aylett Family Fund.
3. £344: YR6 Fund - Funds raised via the Year 6 stall at the Winter Fair, to be used for events and gifts for the 25 Year 6 leavers.

Overall, the **PSA Gross Income for 2024-25 was £29,170.96 and Expenditure -£18,440.09**, resulting in **Net Income of £10,730.87**, ensuring once again the PSA could start the new financial year with a balance in excess of £10,000; the minimum 'reserve' according to the Constitution, to cover any outgoing costs prior to receiving funds that would be used to recover costs.

Please refer to the full accounts for a detailed breakdown.

Items that the PSA also funded for the school during 2024-25 but which relate to 2023-24:

4. £6,000 Annual Headteachers Discretionary Fund.
5. £3,000 Consumable Sports/Playground Equipment.
6. £10,000 Interactive Screens.
7. £3,600 Replacement Table Tennis tables/equipment.
8. £2,664 to cover the remaining costs of Thames Young Mariners excursion and the KS2 Sports Experience Day.

For further information please refer to the 2023-24 Annual Report.

Communication

The PSA committee communicates with the school's parents and carer community through various channels:

- The school's Parentmail system, the school newsletter and the PSA's Facebook page. In addition, a central WhatsApp group is used to communicate via a core group of Class Reps who in turn pass on communications to their individual class groups. An online platform called Classlist is used to share organised calendar events along with added functionality for online ticket sales.
- 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 and to volunteer to fill any available roles.

Conclusion

September 2024 marked the beginning of the school year with existing PSA Committee members providing a good level of consistency from the prior year. Both Andrew Keesing and Helen Lancaster moved up to Co-Chair positions from their roles as Vice Chair and Secretary, respectively. The new incoming PSA Committee was voted in in April 2024.

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 2024/25 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 school children. We also recognise that we operate voluntarily, and freely volunteer time and energy.

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 and communicate these activities to the wider school community.

Signatures:

Co-Chair:



Treasurer:



Secretary:





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					
Bake Sale and Book Bazaar	546			546	2,499
Bingo Night	1,661			1,661	3,575
Crazy Hair Day	350			350	
Easter Egg Hunt	273			273	
Film Nights					2,514
Financial Services					
Ice Pop Sale (June)	142			142	
Management & Administration					
Neutral Transactions	2,439			2,439	
Non-school Uniform Day	218			218	
PSA Donations	1,476			1,476	7,671
Referrals					204
Richmond May Fair Pimms Stall	3,500			3,500	
School Assistance					
Snowdon Expedition 2025	1,235			1,235	
Spring Gifting (Mother's Day)	249			249	
Summer Disco					
Summer Fair	9,228			9,228	14,255
Valentine's Day Bake and Book Sale	305			305	
Winter Fair	5,111			5,111	7,605
Winter Party	2,438			2,438	
Year 6 Books					
Year 6 Leavers Disco					
Bank Interest Received					
Sub total(Gross income for AR)	29,171	-	-	29,171	38,323
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,171	-	-	29,171	38,323
A3 Payments					
Prior Year(s) Outstanding	26,153			26,153	
Bake Sale and Book Bazaar					

Bingo Night	726			726	573
Crazy Hair Day					
Easter Egg Hunt					
Film Nights					387
Financial Services	143			143	
Ice Pop Sale (June)					
Management & Administration	269			269	431
Neutral Transactions	2,440			2,440	
Non-school Uniform Day					
PSA Donations					288
Referrals					
Richmond May Fair Pimms Stall					
School Assistance	3,921			3,921	4,387
Snowdon Expedition 2025					
Spring Gifting (Mother's Day)					
Summer Disco	515			515	
Summer Fair	3,919			3,919	6,902
Valentine's Day Bake and Book Sale					
Winter Fair	2,706			2,706	4,499
Winter Party	2,998			2,998	
Year 6 Books	456			456	
Year 6 Leavers Disco	347			347	
Bank Interest Received					
Bad debt/lost cash					
Sub total	44,593	0	0	44,593	17,467
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	
Total payments	44,593	-	-	44,593	17,467
Net of receipts/(payments)	- 15,422	-	-	- 15,422	20,856
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	62,195	-	-	62,195	
Cash funds this year end	46,773	-	-	46,773	20,856

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Bank - Natwest	44,443	-	-
	Fundraising Platform - Peoples Fundraising	2,331	-	-
		-	-	-
	Total cash funds	46,773	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

			-	-
			-	-
	Details	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	
		Helen Lancaster	11/05/2026	
		Leon Marsh	07/05/2026	