

BRINDISHE MANOR PARENTS, STAFF AND FRIENDS ASSOCIATION

England & Wales · Charity number 1117178

Details

Other names	LEE MANOR PARENTS AND FRIENDS ASSOCIATION, LEE MANOR PARENTS, STAFF AND FRIENDS ASSOCIATION
Status	Registered
Legal form	Other
Registered	2006-12-07
Register	View on the Charity Commission register

Contact

Address	Brindishe Manor Primary School Leahurst Road London SE13 5LS
Phone	02088520852
Email	Brindishemanorpsfa@gmail.com

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL. IN FURTHERANCE OF THIS OBJECT THE ASSOCIATION MAY:A) DEVELOP MORE EXTENDED RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL.B) ENGAGE IN ACTIVITIES WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS ATTENDING

Activities: Raising of funds through events to support Brindishe Manor School.

Classification

- **How:** Provides Other Finance, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Area of benefit: LONDON
- Lewisham

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£30,924	£30,315	-	-
2023-08-31	£25,809	£21,294	-	-
2022-08-31	£10,620	£27,638	-	-
2021-08-31	£11,851	£5,089	-	-
2020-08-31	£9,873	£2,619	-	-

Trustees

Name	Role	Appointed
Emma Jayne Harris		2024-02-27
Helen Kathryn Steevens		2023-02-09
Jane Kenny		2025-02-03
Jillian Cameron Yeates		2025-02-03
Katy Joanne Ellsmore Clinch		2023-02-09

BRINDISHE MANOR PARENTS, STAFF AND FRIENDS ASSOCIATION

England & Wales - Charity number 1117178

Accounts



Trustees' Annual Report for the period

From 1st September 2023 to 31st August 2024

Charity name: Brindishe Manor Parents Staff and Friends Association

Charity registration number: 1117178

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Raising of funds through events to support Brindishe Manor School.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Fundraising through events such as sponsored challenges and school fairs, to provide the school with funds for new educational resources. Organising inclusive community events for all school families. Fundraising comes from donations, sponsorship and matched funding. We also occasionally receive grants.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	It has been a busy year for Brindishe Manor PSFA, with the new team of trustees going into their second year, and one new trustee elected in February. We had the charity's best year on record in terms of fundraising, with the amount raised +25% vs. the previous year. This has provided funds for a new non-fiction library. There has been a busy calendar of community and fundraising events including: <ul style="list-style-type: none">• Free events for all families attending the school throughout the year, such as breakfast to celebrate World Book Day and

		<p>holiday activities such as our local Halloween trail.</p> <ul style="list-style-type: none"> • Providing funds to the school to spend on new resources and equipment including: <ul style="list-style-type: none"> o A new non-fiction library which has had new seating and resources added to it including Yoto Players o Additional playground equipment o Launch package for the new Eco-Refill Shop run by Year 5 o New books for nursery and reception o Plants for the playground o DT Equipment o A new sensory space • Funds have also been raised to create a new art room for next year. • Putting on large scale fairs twice a year for the school community. • School discos for 400 children. <p>Fundraising has been boosted through matched funding from some of our volunteer's employers.</p> <p>The association has been well supported and gives thanks to the school's staff and parent and carer volunteers.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total funds (i.e. cash in the bank) = £13,096 (unreserved).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover a minimum of the next 3 months expected expenses. Additional funds were held at the end of the financial year to cover fundraising towards specific projects, namely the new art room.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 19 November 2006
How is the charity constituted?	Para 1.25	Registered charity

(e.g unincorporated association, CIO)		
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed or reappointed annually at the Annual General Meeting held in January.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees meet regularly with the school's senior leadership team to stay up to date with the plans and procedures. All trustees are DBS checked by the school.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is managed by the five trustees and works closely with school staff. There are another 10 regular volunteers who help with events and planning.

Reference and Administrative details

Charity name	Brindishe Manor Parents, Staff and Friends Association
Other name the charity uses	n/a
Registered charity number	1117178
Charity's principal address	Brindishe Manor Primary School Leahurst Road London SE13 5LS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jill Yeates	Trustee	10 February 2025	
2	Helen Kathryn Steevens	Trustee		
3	Jane Kenny	Trustee	10 February 2025	
4	Katy Joanne Ellsmore Clinch	Treasurer		
5	Emma Jayne Harris	Trustee		

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Katy Joanne Ellsmore Clinch	
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**Position (eg
Secretary, Chair, etc)**

Treasurer	
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Date

1/2/2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
FUNDRAISING TOTAL	21,965	-	-	21,965	-
DONATIONS TOTAL	8,959	-	-	8,959	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,924	-	-	30,924	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,924	-	-	30,924	-
A3 Payments					
EXPENSES	10,315	-	-	10,315	-
DONATION TO SCHOOL	20,000	-	-	20,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	30,315	-	-	30,315	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	30,315	-	-	30,315	-
Net of receipts/(payments)	609	-	-	609	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,487	-	-	12,487	-
Cash funds this year end	13,096	-	-	13,096	-

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	CASH AT BANK	13,096	-	-
		-	-	-
		-	-	-
	Total cash funds	13,096	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

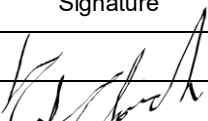
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	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			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Katy Clinch	20.03.26



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Brindishe Manor Parents, Staff and Friends Association

**On accounts for the year
ended**

31st August 2024

**Charity no
(if any)**

1117178

Set out on pages

5 and 6
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below) in connection with the examination which gives me cause to believe that in, any material respect:

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

INSERT COMMENTS

I confirm there are no other matters to which your attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Lorena Gabi

Date: 20/04/2026

Name: Lorena Gabi

**Relevant professional
qualification(s) or body
(if any):**

ICAEW Chartered Accountant (BFP ACA)

Address:

114 Fernbrook Road
SE13 5NH
London, UK



Only complete if the examiner needs to highlight 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.

BRINDISHE MANOR PARENTS, STAFF AND FRIENDS ASSOCIATION

England & Wales - Charity number 1117178

Accounts



Trustees' Annual Report for the period

From 1st September 2022 to 31st August 2023

Charity name: **Brindishe Manor Parents Staff and Friends Association**

Charity registration number: **1117178**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Raising of funds through events to support Brindishe Manor School.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Fundraising through events such as sponsored challenges and school fairs, to provide the school with funds for new educational resources. Organising inclusive community events for all school families. Fundraising comes from donations, sponsorship and matched funding. We also occasionally receive grants.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>It has been a busy year for Brindishe Manor PSFA, with a new team of trustees being elected in February. We had the charity's best year on record in terms of fundraising, going over the £25k mark for the first time.</p> <p>This has provided funds for a range of new playground equipment, art materials, and plants and trees for the school. Some funds have been carried over for the new school library planned for summer 2024.</p> <p>There has been a busy calendar of community and fundraising events including:</p> <ul style="list-style-type: none">• Free events for all families attending the school throughout the year, such as breakfast to celebrate World Book Day and holiday activities such as our local Halloween trail.

		<ul style="list-style-type: none"> ● Providing funds to the school to spend on new resources and equipment including: <ul style="list-style-type: none"> ○ Art materials ○ Playground equipment ○ Plants and trees ● Putting on large scale fairs twice a year for the school community. ● School discos for 400 children. ● Celebrations for the King's Coronation. <p>Fundraising has been boosted through matched funding from some of our volunteer's employers.</p> <p>The association has been well supported and gives thanks to the school's staff and parent and carer volunteers.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total funds (i.e. cash in the bank) = £12,487 (unreserved).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover a minimum of the next 3 months expected expenses. Additional funds were held at the end of the financial year to cover fundraising towards specific projects, namely plants and trees for the playground and a new school library.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 19 November 2006
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Registered charity
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed or reappointed annually at the Annual General Meeting held in January.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees meet regularly with the school's senior leadership team to stay up to date with the plans and procedures. All trustees are DBS checked by the school.
The charity's organisational structure and any wider		The charity is managed by the five trustees and works closely with school staff. There are

network with which the charity works	Para 1.51	another 10 regular volunteers who help with events and planning.
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Reference and Administrative details

Charity name	Brindishe Manor Parents, Staff and Friends Association
Other name the charity uses	n/a
Registered charity number	1117178
Charity's principal address	Brindishe Manor Primary School Leahurst Road London SE13 5LS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alison Bailey	Co-Chair	1 March 2023	
2	Helen Kathryn Steevens	Co-Chair	9 February 2023	
3	Hannah Frances Blair	Vice Chair	9 February 2023	
4	Katy Joanne Ellsmore Clinch	Treasurer	9 February 2023	
5	Emma Jayne Harris	Secretary	27 February 2024	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *Katy Clinch*

Full name(s) Katy Joanne Ellsmore Clinch

Position (eg Secretary, Chair, etc) Treasurer

Date 30/06/2024



Receipts and payments accounts

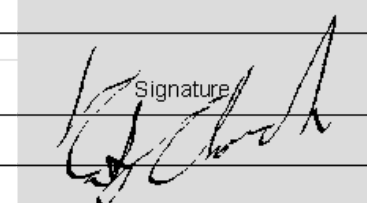
CC16a

For the period from 1st September 2022 To 31st August 2023

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					
Fundraising total	18,854	-	-	18,854	10,620
Donations total	6,955	-	-	6,955	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,809	-	-	25,809	10,620
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,809	-	-	25,809	10,620
A3 Payments					
Expenses	9,294	-	-	9,294	3,858
Donation to school	12,000	-	-	12,000	23,780
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	21,294	-	-	21,294	27,638
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	21,294	-	-	21,294	27,638
Net of receipts/(payments)	4,516	-	-	4,516	- 17,018
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,971	-	-	7,971	-
Cash funds this year end	12,487	-	-	12,487	7,971

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	Cash at bank	12,487	-	-
		-	-	-
		-	-	-
	Total cash funds	12,487	-	-
	<small>(agree balances with receipts and payments account(s))</small>	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
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			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	 Signature	Print Name	Date of approval	
		Katy Clinch	17/06/2024	

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

On accounts for the year ended **Charity no (if any)**

Set out on pages (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

Responsibilities and basis of report As the charity trustees of the Trust, 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 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 (other than that disclosed below) in connection with the examination which gives me cause to believe that in, any material respect:

- * accounting records were not kept in accordance with section 130 of the Act or
- * the accounts do not accord with the accounting records

In carrying out my examination, I noted an instance when evidence was missing to support one of the fundraising events receipts under the Fundraising account. The bank pay-in slip for the Winter fair fundraising could not be provided so the receipt amount of £4,351 in the bank statement could not be substantiated. This balance was however included in the Fundraising account and could be separately identified in the accounting records. You confirmed that processes are more robust now and you are now keeping all bank paying in slips on file. You provided an example of a paying in slip for the summer fair fundraising which could corroborate the amount in the accounting records.

I confirm there are no other matters to which your attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: **Date:**

Name:

Relevant professional qualification(s) or body (if any): ICAEW Chartered Accountant (BFP ACA)

Address: 114 Fernbrook Road
SE13 5NH
London, UK

Section B

Disclosure

Only complete if the examiner needs to highlight 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.