



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year

Section A Reference and administration details

Charity name	Parents and Friends of St Joseph's School Highgate		
Other names charity is known by			
Registered charity number (if any)			
Charity's principal address	St Joseph's Catholic Primary School		
	140 Dartmouth Park Hill		
	London		
Postcode	N19 5DT		

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	Fiona Keane	Chair		
2	Nicole Marr	Co- chair		
3	Magda Aksamitova	Secretary		
4	Makhala Boyd-Little	Trustee		
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

association

Trustee selection methods
(eg. appointed by, elected by)

Elected by members at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The association is currently working towards adopting additional policies based on Parentkind model. These policies are conflict of interest, equal opportunities, expense and financial policy, safeguarding policy, volunteering policy, code of conduct, and risk assessment policy. The association is working in partnership with Senior School Leadership to maximize the benefits to pupils of St Joseph's Primary School Highgate.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objective of the association (the objective) is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Running events for the School Community and raising funds to support the school. Expending resources by contributing to the cost of specific items or general expense lines that match the charity's stated objectives.

The Trustees are aware of and have regard to the guidance issued by the Charity Commission on public benefit.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Our school objective for the year has continued to be to raise funds for St Joseph's Catholic Primary school, hold events to help to foster cohesive relationships within the school community and to promote positive relationships with catholic values.

Program of this year was very ambitious. We have organized two very successful fairs: Summer and Christmas fair which not only helped to raise funds but also help to foster a community feeling within the whole school community. We run three raffles where members of the community were able to purchase tickets to win donated goods and services. Early December we organized a Christmas shop, where pupils were able to buy small presents for their loved ones. Each term we held preloved uniform sale which helped to raise funds but also promoted the idea of reusing clothes to minimize ecological impacts on the environment. We organized a fun bounce where children could enjoy jumping on the bouncy castle while if possible, raising small amount of money. This event help to promote an active lifestyle and joy of physical activity. During hot summer months we run Frozen Friday – sale of ice lollies on Fridays.

In addition, the PFA was proud to give the children small treats on St Joseph's Day and during a visit of the Easter bunny.

We have managed to donate to the school £20,001 which were used among other to purchase interactive boards, substantial improvements to the playground which included PE sheds.

At our AGM we have adopted new constitution a based on a Parentkind model which is preapproved by the Charity Commission

Our main task for next year, besides continuing to strive to fulfil our objectives of developing positive relationships within the whole school community and raising funds to support the education of pupils is to register the charity with HRMC, to adopt further policies and increase involvement from parents.

Section E

Financial review

Brief statement of the charity's policy on reserves

The association's Constitution does not include any requirements regarding the level of reserves to be held. Distributions in any year are determined by the Trustees, and it has generally been the practice to distribute all of the funds on hand at the end of the financial year, subject to retaining sufficient working capital to fund the first activities for the following year.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Fiona Keane	Magda Aksamitova
Full name(s)	Fiona Keane	Magda Aksamitova
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	17.01.2025	

Parents and Friends of St Josephs School, Highgate 2023-24 Reconciliation

Opening Bank Balances	£23,474.58
Unpresented cheques	£0.00
Uncredited income	£0.00

Cashbook balance at 1st April 2023	£23,474.58
Total Income	£25,252.94
Total Expenditure	£32,058.44
Balance (inc b/f)	£16,669.08

Bank Balance as at 31st March 2024	£16,669.08
Uncredited income	£0.00
Unpresented cheques	£0.00
Balance	£16,669.08

Difference	£0.00
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Statement Number	n/a
Statement Date	19 May 24

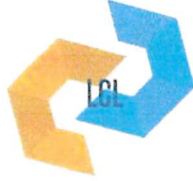
Signed	Date
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Signed	Date
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Parents and Friends of St Josephs School, Highgate 2023-24
Income & Expenditure

Date	Company	Description	Cheque No	Exp	Inc	Rec	St No
April	Sumup	Sumup receipts			53.10	0	
	Parentpay	Parentpay receipts			461.28	0	
01 Apr 23	Postoffice				157.00	0	
28 Apr 23	Baker Ross			46.75		0	
28 Apr 23	Poundland			40.25		0	
26 Apr 23	Cash			60.00		0	
May	Sumup	Sumup receipts			298.86	0	
	Parentpay	Parentpay receipts			2,850.73	0	
	Postoffice				116.47	0	
	Easy Fundraising				223.37	0	
	Various expenses			569.42		0	
June	Sumup	Sumup receipts			111.11	0	
	Various expenses			2,073.98		0	
July	Sumup	Sumup receipts			2,159.55	0	
	Parentpay	Parentpay receipts			1,516.25	0	
	Postoffice				59.00	0	
	Remittance	Summer Fair			4,052.25	0	
	Remittance	Uniform			30.00	0	
	Remittance	Ice cream			403.90	0	
	Various expenses			2,683.31		0	
Aug	Easy Fundraising				91.77	0	
Sep	Various expenses	Temu		585.19		0	
Oct	Sumup	Sumup receipts			289.22	0	
	Postoffice				102.00	0	
	St Josephs PFA contribution			20,000.00		0	
	Various expenses			1,201.61		0	
Nov	Easy Fundraising				35.62	0	
	Various expenses			4,015.08		0	
Dec	Sumup	Sumup receipts			2,649.91	0	
	Remittance	Xmas Fair			2,490.70	0	
	Remittance	Parentpay			1,405.83	0	
	Remittance	Xmas Shop			2,705.91	0	
	Remittance	Float			500.00	0	
	Remittance	Class Craft			124.60	0	
	Remittance	Xmas Shop			57.95	0	
	Rafall				843.75	0	
	Various expenses			167.35		0	
Jan	Parentkind	Membership		153.00		0	
	IQ Digital	IQ Cards			290.00	0	
Feb	Sumup	Sumup receipts			161.67	0	
	Easy Fundraising				51.51	0	
Mar	Sumup	Sumup receipts			506.67	0	
	Parentpay	Parentpay receipts			452.96	0	
	Various expenses			462.50		0	
TOTALS				32,058.44	25,252.94		

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p to agree to bank statement



Auditors Report
Parents and Friends of St Joseph's School Highgate
Charity Number: 1124037


Address: St Josephs Catholic Primary School
140 Dartmouth Park Hill
London N19 5DT

Trustees: Fiona Keane, Magda Aksamitova, Nicole Marr, Makhala Boyd-Little

Bankers: Nat West

I have examined the receipts and payments of Parents and Friends of St Joseph's School Highgate for the period 1st April 2023 – 31st March 2024. In my opinion the accounts are in accordance with the accounting records and explanations supplied to me.

I would recommend that the charity review their reserves policy in accordance with the Charity Commission's guidelines along with the need to serve beneficiaries as quickly as possible.

Signed Auditor:  Date: 27/01/24

Name: H. Keane Title: Director

Signed Treasurer:  Date: 18/10/24

Name:  MAHALA BOYD-LITTLE