



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	15	September	2022		14	September	2023

## Section A Reference and administration details

<b>Charity name</b>	St Mary's CEVA Primary School Parents and Friends Association		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	1143771		
<b>Charity's principal address</b>	Hall Lane		
	Shenfield		
	Brentwood, Essex		
	<b>Postcode</b>	CM15 9AL	

### 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	Mrs Pru Heidemans	Chair		
2	Mrs Joanne Gurney	Secretary		
3	Mrs Stacey Rubery	Treasurer		
4	Mrs Kirsty Nash	Trustee		
5	Mrs Melanie Bryant	Advisor		
6				
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8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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 parents at the school

### 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.

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## Section C Objectives and activities

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

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.

**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)**

During the past year we are delighted to report that, we were able to hold all face-to-face fundraising events, now the Covid restrictions have been removed. Our Christmas and Summer Fairs were popular and very well attended and with a new team leading able to develop new ideas to not only be fund raisers but community events. We also held a childrens disco which was attended by nearly all of the pupils in the school, a coronation event for the local community, pancake races, mothers and fathers day sales for the children, which take place in the school.

Our regular fundraisers have also been running, for Adventure Island wristband sales, our 2<sup>nd</sup> uniform shop and the online shopping Amazon smile and Easyfundraising. We have also added selling Barleylands wristbands to our sales. The events have helped considerably to maintain good relationships between parents and staff, in addition to a continual contribution of funds to the PFA for the benefit of the school.

We also received a generous donation from a parent of the school, which we hope to claim gift aid on. This fund will go to the school for the purchase of permanent shade structures for the children which is a much needed instalment in the playground for the hot summer months which was planned for last year and in addition have been able to improve the school environment with wall art and continued support with IT and book bags for foundation students. We have plans next year to raise funds to purchase a new outdoor sound system.

**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**

The sum of money raised by the charity this year has been extremely successful thanks to the dedication and commitment of the PFA and the support of our St Mary's families. We are therefore, very happy to have contributed over £45,000 to the school for various equipment, resources and events for the children from existing and new funds during the year. We very much hope that this will continue for next year and will once again be able to make considerable contributions to the school for the benefit of the children.

We take great pleasure to be able to respond to the requests of staff to provide items that have immediate benefits to their teaching alongside with providing the nice things for the children to enjoy.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We have £28,170 in our main account at year end which is an incredible amount. Thank you to our ever committed and dedicated PFA team and our parents who always support these events so generously. A large sum of this amount is what was already in the account from the previous year. The business account balance of £14,216 will be held to cover the remaining financial commitment to the computer contract for the school which costs £8,000 per 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)		
Full name(s)	Melanie Bryant	Stacey Rubery
Position (eg Secretary, Chair, etc)	Advisor	Treasurer
	21/09/22	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Shenfield St Marys Parents & Friends Assoc.

No (if any)  
1143771

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## Receipts and payments accounts

For the period  
from

Period start date  
9/15/2022

To

Period end date  
9/14/2023

### 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 £
<b>A1 Receipts</b>					
Fundraising events	27,052	-	-	27,052	-
Fundraising schemes	7,268	-	-	7,268	-
St Marys	900	-	-	900	-
Late payments from 20/21	-	-	-	-	-
Miscellaneous	804	-	-	804	-
interest	93	-	-	93	-
Donations and legacies	8,101	-	-	8,101	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	44,218	-	-	44,218	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	44,218	-	-	44,218	-
<b>A3 Payments</b>					
Fundraising events	6,788	-	-	6,788	-
Fundraising schemes	6,250	-	-	6,250	-
Late payments from 20/21	84	-	-	84	-
Miscellaneous	341	-	-	341	-
Payments to St Marys	46,524	-	-	46,524	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	59,987	-	-	59,987	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	59,987	-	-	59,987	-
<b>Net of receipts/(payments)</b>	- 15,769	-	-	- 15,769	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	58,153	-	-	58,153	-
<b>Cash funds this year end</b>	42,384	-	-	42,384	-

## 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 £
<b>B1 Cash funds</b>	Main a/c	28,167	-	-
	Business a/c	14,217	-	-
		-	-	-
	<b>Total cash funds</b>	<b>42,384</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	