



## Trustees' Annual Report for the period

**From**

Period start date

01

August

2023

Period end date

31

July

2024

**Charity name**

Friends of Selwyn School

**Other names charity is known by**

FOSS

**Registered charity number (if any)**

1145612

**Charity's principal address**

Selwyn Avenue

London

**Postcode**

E4 9NE

### 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 Joanna Bunting	Co-Chair		
2 Sophie Lucas	Co-Chair		
3 Gemma Saunders	Vice Chair		
4 Beverley Wells	Vice Chair		
5 Sarah Middleditch	Co-Treasurer		
6 Laura Irving	Co-Treasurer		
7 Alice Margoli	Secretary		
8 Suzanne Erbes	Trustee		

### 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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## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Election 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.

FOSS operates as a charity that is closely tied to Selwyn Primary School. The charity's organisational structure is relatively flat, with trustees acting as the key decision-makers who lead and manage the charity's activities. The trustees are responsible for overseeing the charity's strategic direction, finances, and compliance with regulations.

- The trustees are supported by members, including parents, families, and staff, who participate in activities and events to raise funds and support the school.
- FOSS works closely with Selwyn Primary School's staff, including the headteacher, to ensure that funds raised and activities undertaken align with the school's needs and priorities. The trustees must consult the headteacher for any activities within the school premises to ensure the charity's work complements the educational mission of the school.

The trustees of FOSS are committed to managing and mitigating risks to ensure the charity operates efficiently and remains compliant with legal and regulatory requirements. The main risks considered by the trustees include:

- **Financial Risks:** FOSS is responsible for managing funds raised through activities and events. To mitigate the risk of mismanagement, the charity adheres to financial controls, including regular reporting and accounting. The trustees are required to ensure that all financial decisions are in the best interest of the charity, with the goal of supporting the educational needs of the pupils.
- **Operational Risks:** Trustees assess risks related to the smooth running of events and activities, ensuring the safety and wellbeing of participants, especially children. To manage these risks, FOSS

holds public liability insurance and follows procedures to minimise the risk of accidents at events.

- **Reputational Risks:** FOSS values its reputation within the school community. The trustees are proactive in maintaining a positive relationship with the school and its stakeholders. Any activity that could potentially harm the reputation of the charity or the school is carefully considered before being approved.
- **Compliance Risks:** The trustees ensure that FOSS adheres to relevant charity regulations, including those set out by the Charity Commission.

To manage these risks, the trustees are responsible for reviewing and updating policies and procedures regularly. This may include:

- Having a contingency plan for unexpected events or changes.
- Regular communication with stakeholders to identify any concerns early.
- Implementing safeguarding procedures for events involving children.

By actively managing risks, the trustees ensure FOSS remains sustainable, complies with regulations, and maximises its positive impact on the school community.

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

In line with our constitution:

The object of **the association** is to advance the education of pupils in the school in particular by:

- 2.1 Developing effective relationships between the staff, parents and others associated with the school
- 2.2 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)**

FOSS successfully organised and hosted a variety of fundraising events throughout the year. These events played an important role in building a sense of community within the school through fundraising and social activities that promoted engagement amongst children and families.

Here's how we raised funds and how they furthered our development aims during 2023-2024:

1. **Preloved Uniform Sales:** £1,089.31  
Regular sales of pre-loved uniforms, providing affordable options for families while raising funds for the school.
2. **Spooky Autumn Disco:** £1,098.45  
A fun-filled event for pupils, with dancing and entertainment to kick off the autumn season.
3. **Tea Towels:** £635.77  
Sales of personalised tea towels featuring artwork from the pupils, a popular item for families to cherish as a memento of their child's time in school.
4. **Winter Fair:** £5,731.67  
A major highlight of the year, featuring festive stalls, activities, and raffles, raising significant funds for school projects.
5. **Valentine's Disco:** £671.68  
A disco for pupils to celebrate Valentine's Day, complete with music, games, and treats.
6. **Quiz Night:** £1,811.07  
A lively and engaging quiz night for parents, staff, and the wider community to enjoy while supporting the school.
7. **Mother's Day Shop:** £961.85  
A special event offering affordable gifts for pupils to purchase for their mums in time for Mother's Day.
8. **Easter Cake Sale:** £266.97  
A bake sale featuring delicious homemade cakes, raising funds for the school while celebrating the Easter season.
9. **Eid Celebration:** £208.58  
A celebration event recognising Eid, fostering inclusivity and raising funds for school initiatives.
10. **Father's Day Shop:** £910.21  
A shop offering a range of affordable gifts for pupils to buy for important caregivers around the time of Father's Day.
11. **Summer Festival:** £3,342.11  
A large-scale summer event, bringing together families for a day of fun, games, and entertainment while raising significant funds for the school.
12. **Little Recyclers:** £226.60  
Fundraising through the collection and recycling of used items, promoting sustainability.
13. **Easyfundraising:** £51.72  
Funds raised through the Easyfundraising platform, allowing supporters to raise money by shopping online.

**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.

Any funds raised by FOSS are allocated based on the needs of the school, as determined in consultation with the headteacher and school staff. These funds are used to purchase equipment, sponsor activities, or support other initiatives that align with the charitable purposes outlined in the constitution, such as improving educational facilities and promoting community engagement.

FOSS is a volunteer-led charity that primarily focuses on raising funds through events and community activities. The charity does not currently engage in programme-related investments, as the primary purpose is to raise funds for the school rather than invest in long-term financial programs.

### **Contribution Made by Volunteers**

Volunteers are essential to the success of FOSS and play a key role in the charity's activities. FOSS benefits greatly from the dedication and enthusiasm of its volunteers, who contribute their time and effort to support the educational goals of Selwyn Primary School.

- **Volunteer Roles:** Volunteers, primarily parents of pupils at the school, assist with a variety of tasks, including organizing and running fundraising events, supporting school-related activities, managing communications, and helping with administrative duties.
- **Volunteer Engagement:** Volunteers are encouraged to participate in FOSS activities through regular communication, newsletters, and meetings. The trustees ensure that volunteers have the resources and support they need to carry out their roles effectively, and that their contributions are recognised and valued.
- **Community Impact:** The volunteer-driven nature of FOSS creates a strong sense of community and collaboration. The efforts of volunteers directly impact the success of fundraising and community events, which in turn benefit the pupils at Selwyn Primary School.

The trustees acknowledge and appreciate the invaluable contribution of all of our volunteers, whose time, skills, and dedication help bring the mission of FOSS to life.

## Summary of the main achievements of the charity during the year

During the year 2023-2024, Friends of Selwyn School (FOSS) engaged in a variety of activities to support the public benefit of the school community, in line with our charitable objectives. These activities were designed to enhance the educational experience of our pupils, foster strong relationships within the school community, and provide resources and support for the school's ongoing needs.

### 1. Fundraising Events and Community Engagement

FOSS's key activities centered around organizing fundraising events that provided not only financial support but also opportunities for community building. These events brought together families, staff, and pupils, strengthening the sense of community and involvement within the school. The funds raised were used to support specific school projects and enhance educational experiences, including:

- **Fundraising for school initiatives:** Our initiatives raised substantial funds to support initiatives like school trips, pantomimes, and new equipment.
- **Community engagement through social events:** Through events like discos, fairs, and our Quiz Night, FOSS offered enjoyable activities for pupils and families, enhancing social bonds and fostering inclusivity.

### 2. Financial Support for School Projects

The funds raised through FOSS's activities were directed towards projects that directly benefit the pupils. These included:

- **Contribution towards pupil trips:** £3,000 (£1,000 per term) was allocated to reduce the cost of school trips for families, making these educational opportunities more accessible.
- **Subsidising special events:** FOSS funded a Christmas pantomime and Year 6 Leavers Disco, creating memorable experiences for pupils.
- **Purchasing resources for the school:** FOSS contributed to the purchase of PE equipment, parasols for the playground, and theatrical props, all of which enhance the school environment and support pupils' educational and recreational activities.

### 3. Retaining Assets for Future Use

FOSS also invested in assets that support the ongoing work of the school, such as:

- A **storage shed** for pre-loved uniforms, which provides families with affordable clothing options while promoting sustainability.
- **Event equipment** such as a gazebo and sound systems for hosting future activities and events.

These assets ensure that FOSS can continue to support future fundraising events, making a long-term impact on the school community.

### 4. Promoting Inclusivity and Diversity

FOSS's activities fostered inclusivity by recognizing important cultural events such as **Eid celebrations**, which helped to create a welcoming and diverse environment for pupils from different backgrounds.

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

Friends of Selwyn School (FOSS) aims to maintain a prudent reserve fund to ensure the charity's financial stability and ability to meet its ongoing obligations. The reserve policy is designed to protect the charity in the event of unforeseen circumstances, such as a sudden decrease in fundraising income or an unexpected expense.

- **Purpose of Reserves:** The reserves will be used to support the charity's core activities, including the provision of resources and support to the school. The reserve fund will also act as a safeguard to ensure that FOSS can continue to operate effectively without disruption, even in the event of temporary shortfalls in funding.
- **Level of Reserves:** The trustees have agreed that the reserve fund should be maintained at a level sufficient to cover three to six months' worth of operational costs, including event-related expenses, administration, and any other necessary outlays. This ensures that the charity can continue to function smoothly while providing the flexibility to respond to changes in funding or need.
- **Use of Reserves:** Any use of the reserve fund will be carefully considered by the trustees to ensure it aligns with the charity's purpose and mission. The trustees will periodically review the level of reserves and adjust as needed to ensure that the charity remains financially resilient.

The charity's reserve policy is reviewed regularly to ensure it remains in line with the charity's activities and the broader financial landscape.

#### Details of any funds materially in deficit

#### 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.

Please see our accounts, attached, for details of our fundraising figures for the year 2023-24. We were proud to use these funds to support several key initiatives and purchases for Selwyn Primary School:

#### WE FUNDED:

- A visit from a Christmas Pantomime production for the whole school to enjoy.
- The Year 6 Leavers' Disco for all children to enjoy. We also provided three celebration/graduation cakes for the event.
- A visit by an ice-cream van, enabling every child at the school to enjoy a cooling treat during the warm weather.



- £3,000 (£1,000 per term) towards the cost of pupil trips, reducing the amount to be paid by parents.

**PURCHASES to support the operation of the school:**

- Parasols for the playground, providing additional shade for pupils
- Underwear to restock the medical room supplies.
- Theatrical props for drama productions.
- PE equipment for use in lessons and during playtimes.

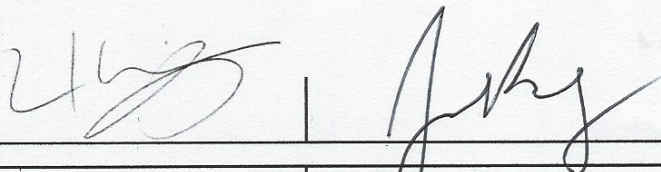
**Section F**

**Other optional information**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Laura Irving

Joanna Bunting

Position (eg Secretary, Chair, etc)

Treasurer

Chair

Date

09/03/2025





# Friends of Selwyn School

Reg Charity No. 1145612

## FINANCIAL REPORT FOR 1 AUG 2023 - 31 JULY 2024

The total income generated from fundraising activities and donations was £26,857.63 with expenditure of £19,888.83 The figures below show a breakdown by individual event.

### BREAKDOWN OF EVENTS FOR 2023/2024

EVENT	INCOME	EVENT EXPENDITURE	PROFIT	PROFIT %	
<a href="#">Spooky Disco</a>	£1,662.21	£563.76	£1,098.45	66%	
<a href="#">Winter Fair</a>	£7,161.71	£1,430.04	£5,731.67	80%	
<a href="#">Christmas Tea towels online</a>	£1,965.00	£1,329.23	£635.77	32%	
<a href="#">Valentines Disco</a>	£1,445.59	£773.91	£671.68	46%	
<a href="#">Quiz Night</a>	£2,680.77	£869.70	£1,811.07	68%	
<a href="#">Mothers Day Sale</a>	£1,541.70	£579.85	£961.85	62%	
<a href="#">Easter</a>	£266.97	£0.00	£266.97	100%	
<a href="#">EID</a>	£483.16	£274.58	£208.58	43%	
<a href="#">Fathers Day</a>	£1,605.30	£695.09	£910.21	57%	
<a href="#">Pre-loved Uniform/ Lollies</a>	£1,701.21	£611.90	£1,089.31	64%	
<b>The Little Recyclers (Clothes collection) 1</b>	£97.35	£0.00	£97.35	100%	
<b>The Little Recyclers (Clothes collection) 2</b>	£129.25	£0.00	£129.25		
<a href="#">Summer Festival</a>	£6,065.69	£2,723.58	£3,342.11	55%	
<a href="#">Year 6 Leavers</a>	£0.00	£1,156.55	-£1,156.55	n/a	
<b>Easyfundraising Q3</b>	£20.40	£0.00	£20.40	100%	14/11/23
<b>Easyfundraising Q1</b>	£31.32	£0.00	£31.32	100%	14/05/24
<b>EVENTS SUB TOTAL</b>	<b>£26,857.63</b>	<b>£11,008.19</b>	<b>£15,849.44</b>		

### GENERAL EXPENSES / EQUIPMENT PURCHASES

			Receipt No.
ParentKind Membership including Insurances	£153.00	renewal date 01/01/24	
Printer suppliers	£6.47		308
Xmas Thank you Gifts - Kitchen staff and Caretaker	£42.20		335
Xmas Thank you Gifts - Office staff	£33.00		336
Printer Supplies (Bulk buy of Sticky Labels - coloured)	£50.98		341-342
4 x Reuseable UV lamps for Discos	£41.88		343
A4 paper, blu tac, batteries, highlighter pens	£19.85		352
A4 Display Stands for price list/signs	£22.99		359
Printer Cartridges	£17.97		369
Online Raffle (Gambling) License renewal	£20.00		383
Storage Boxes	£99.98		391
Printer Ink Cartridge	£9.94		397
Thank You Gift - Caretaker	£67.99		409
Gazebo Weights - water fillable - x8	£65.90		410
AGM Refreshments	£142.80		418-421
Prizes for 2024/5 Re-stock- Discounted bubbles and water pistols (Tesco)	£66.80		426

[illegible]

**NOTES: SCHOOL FUNDING & PURCHASES / RETAINED ASSETS / GOALS & COMMITMENTS****WE FUNDED:**

- the staging of a Christmas Pantomime for the whole school to enjoy.
- the Year 6 Leavers Disco with snacks & a take-home treats. We also supplied 3 celebration/graduation cakes
- a visit by an ice-cream van so that every child could enjoy a cooling ice-cream in the warm weather
- £3000 (£1000 per term) towards the cost of pupil trips to reduce the amount to be paid by parents

**PURCHASES** to help support the operation of the school:

- Parasols for the playground to provide additional shade
- Undewear to re-stock the medical room supplies
- Theatrical Props for drama productions
- PE equipment for use in PE lessons and playtimes

**RETAINED ASSETS:**

1 Gazebo & weights (1 is broken and requires fixing or disposal)

1 Freezer with a small number of ice lollies

1 Storage Shed with shelves & storage boxes - containing pre-loved uniform

Miscellaneous equipment and props for: Traditional Games Stalls, Santa's Grotto/Halloween decorations, Discos (bubble machine, UV Lights)

Miscellaneous Mother's Day Shop stock - very limited amount

Miscellaneous small prizes stock for Traditional Games Stalls

4 x Sum UP payment devices

**COMMITMENTS FOR NEXT YEAR (2024/2025):**

We are confident that we have sufficient retained reserves to host a similar number and range of events as this year and to fulfil the following financial commitments

- We have made a commitment to pay for a Pantomime event in Nov 2024 for the whole school to enjoy.
- We have agreed to pay for a new PA system for the school hall which has been ordered and will be installed in the Autumn term 2024
- We will pay £20,000 towards the costs of new playground equipment in year 1/2 and 3/4/5 playgrounds. The playground makeover will make use of the two grassy mounds surrounding the Year 1 & 2 and Years 4, 5 & 6 playgrounds with new bespoke equipment, including a 'hillside tower' (with a climbing ramp, an embankment slide and a scramble net) and a challenging 'trim trail' with hillside stepping logs.. The works started mid August and were due to be completed in Sept 2024.
- We will review our ability to continue to provide funds to subsidise the cost of trips, reducing the cost for all parents
- We will consider our capacity to put on additional events once the volunteer numbers for 24/25 are known

**SIGNED - Chair**

Jo Bunting

**SIGNED - Treasurer**

Laura Irving

**SIGNED - Independent Examiner**

Anna Dueweke



Section A

Independent Examiner's Report

Report to the trustees/  
members of

FOSS (Friends of Selwyn School)

On accounts for the year  
ended

31/07/2024

Charity no  
(if any)

1145612

Set out on pages

1-3

(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 / 07 / 2024**.

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

07/03/2025

Name:

Anna Dueweke

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

Address:

38 Frances Road

London

E4 9DL

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.**