



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.09.2019 Period start date To 31.08.2020 Period end date

Charity name: Westfield First School Parent Staff Association

Charity registration number: 1149519

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To raise money to provide the school with equipment and extras that enhance the experience of pupils (age 3-11) who attend Westfield Primary 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	W1SPA is run by members who voluntarily provide a great contribution of effort and resources to support the school in various fundraising activities. The fundraising benefits the school and its pupils.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have reviewed and understood the guidance on public benefit issued by the Charity Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<i>This is not applicable to the charity</i>
Policy on social investment including program related investment	Para 1.38	<i>This is not applicable to the charity</i>
Contribution made by volunteers	Para 1.38	
Other		

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>Despite the unprecedented situation posed by the Covid-19 pandemic, W1SPA managed to raise an overall surplus for the year (paying due consideration to <i>monies owed to the charity and liabilities payable by the charity</i>), of £2,218.</p> <p>The biggest fundraising events and activities held during the year were as follows:</p> <ul style="list-style-type: none"> - Christmas fair and parties: <i>profit of £2,193</i> - Weekly Art Club: <i>profit of £516</i> - Cake sales: <i>profit of £511</i> - Quiz night: <i>profit of £494</i> - Halloween disco: <i>profit of £389</i> - Wine tasting: <i>profit of £326</i> - Film night: <i>profit of £266</i> - Mr Banana head event: <i>profit of £146</i> - Christmas cards: <i>profit of £120</i> - Book hunt: <i>profit of £90</i> - Bingo: <i>profit of £55</i> <p>We repeated the Santa Sleigh event and were able to raise a fantastic £945.50 due to a great team of volunteers.</p> <p>We continued to make money through the Supermarket voucher scheme, Giving Machine, second hand uniform sales and Bags2school.</p> <p>£5,000 was put aside into the BMM account to provide for future computer equipment purchases as and when they are required.</p> <p>W1SPA were able to provide substantial funding totalling £7,524, for experiences and learning support materials in response to a teacher's Wish List. This included science resources and books for all classes, funding P.E. Equipment, as well as funding for a Chinese Ribbon Dance (one-day) Workshop and a Bollywood Dance workshop.</p> <p>Furthermore, we funded coaches for the Y2, Y3 and Y4 trips as well as entry for the Y2 trip to Mountfitchet Castle. We funded Art Supplies, a flipchart, water bottles for Reception, Sand and water trays, Two Classroom Carpets (Fruit Square and Back to Nature themes), together with contributing towards the leaver's hoodies.</p>

		<p>The Covid-19 pandemic and the resulting school closures and lockdowns from March through to August 2020, has undoubtedly had a significant impact on the Charity and its fundraising ability, as planned events were cancelled – including one of the biggest fundraising events of the year, the Summer Fair.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	<p>It has been noted that fundraising events have recently been making less money than in previous years and so we are adapting our events to suit the changing needs of the school. We continue to welcome feedback from parents as to what will engage them and to encourage new parent volunteers to get involved in future events.</p>
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period total reserves were £39,366. The BMM account held £25,160 as a fund for replacing IT equipment in future years, together with the Charity's current account with a balance held of £14,156. The petty cash balance held was £50.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>W1SPA aims to spend a large proportion of the funds that it raises within the relevant school year, with the following provisions:</p> <ul style="list-style-type: none"> - Sufficient reserves must be kept on a monthly basis to cover outlay on Supermarket vouchers (for this reporting period approx. £2,400 per month) - Sufficient reserves must be kept covering expenditure during the Winter Term until the significant cash injection of fundraising from the Christmas Fair - W1SPA aims to reserve £5,000 per year into the BMM account to replace IT equipment. If W1SPA identifies other long term fundraising projects, funds may be reserved. - W1SPA aims to avoid any kind of deficit and spending is phased to protect this situation. The Chair and other Trustees meet regularly with the school to discuss planned spending. Current cash levels are a key consideration before committing to fund future items.
Amount of reserves held	Para 1.22	£39,366 as detailed above
Reasons for holding zero reserves	Para 1.22	<i>Not applicable</i>
Details of fund materially in deficit	Para 1.24	<i>Not applicable</i>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<i>Not applicable, no uncertainties surrounding going concern</i>

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any	Para 1.46	

social investment policy adopted		
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution raised 22 nd February 2010
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
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 at the Annual General Meeting held in September each year.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The management of the association shall be vested in a committee, consisting of a Chairperson, Secretary and Treasurer, along with additional committee members. These positions are voted for by the parents of pupils at the school, who are the W1SPA members.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Westfield First School Parent Staff Association
Other name the charity uses	W1SPA, Westfield School Association
Registered charity number	1149519
Charity's principal address	Westfield Primary School Durrants Lane Berkhamsted Hertfordshire HP4 3PJ

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	Sianne Plenderleith	Chair		W1SPA Members
2	Angharad Harrison	Co-Chair		W1SPA Members
3	Gina Shelton	Treasurer		W1SPA Members
4	Emily Perks	Secretary		W1SPA Members
5	Lisa Engel	Committee Member		W1SPA Members
6	Emily Millar	Committee Member		W1SPA Members
7	Bex Plenderleith	Committee Member		W1SPA Members
8	Paul Banham	Committee Member		W1SPA Members
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<i>Not applicable</i>
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<i>Not applicable</i>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<i>Not applicable</i>

Additional information (optional)

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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Exemptions from disclosure


Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

Signature(s)	
Full name(s)	Gina Shelton
Position (eg Secretary, Chair, etc)	Treasurer
Date	28/06/2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WESTFIELD FIRST SCHOOL PARENT STAFF ASSOCIATION

**On accounts for the year
ended**

31st AUGUST 2020

**Charity no
(if any)**

1149519

Set out on pages

1-2

(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 **31/08/2020**.

**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 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.

Signed:

Date:

28th June 2021

Name:

Tamzyn Wright

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

FCCA

Address:

31 Durrants Road

Berkhamsted

Hertfordshire, HP4 3PG

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.

NONE