



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1.9.2023 Period start date To: 31.8.2024 Period end date

Charity name: Marshfield Primary School Parents & Friends Association

Charity registration number: 1157349

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Marshfield Primary School Parents & Friends Association exists to raise funds, provide experiences and opportunities for the advancement of learning, wellbeing and enjoyment of Marshfield Primary School pupils. This is achieved by a series of events, activities, workshops, community and business engagement, as well as the purchasing of equipment and resources for the benefit of pupils and 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	Activities included fundraising events, sales, pupil learning and wellbeing improvement activities, alongside grant applications, business engagement, and school enrichment support such as through provision of volunteers.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	I confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
	Para 1.38	The charity relies in the vast majority from volunteers- whether that be parents, community members, or staff from the

Contribution made by volunteers		school in which it aims to support. The contribution is vast, and the charity wouldn't be able to fulfil it's aims and objectives without volunteer time and skills.
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>The year has been a busy one for the charity, with a full calendar of events, activities, and engagement with the beneficiaries, as well as behind the scenes work to increase impact, efficiency, and public benefit.</p> <p><u>Fundraising</u> <i>The Autumn term:</i> We took part in community events with the local Football Festival to raise money, as well as 'treat' sales in September. We completed our annual Christmas fundraising during our busiest time of year with a series which involved creating Christmas Cards, pupil shops, disco, raffle and fayre- much loved experiences by the children. We Also auctioned off a series of event tickets donated to us by Utilita Arena.</p> <p><i>Spring term:</i> Pre-loved uniform sales, uniform fundraising, pupil shops for Mother's Day, and an Easter event saw the engagement of pupils and parents in charity activity.</p> <p><i>Summer term:</i> The main event of the year was a brand new engagement activity for parents and pupils, with a circus coming to the school grounds with a small fayre alongside. This was developed as a fun community engager for the beneficiaries, rather than a direct fundraiser. We also completed 'treat sales' on Fridays after school in good weather, and worked hard to maximise income from more passive projects such as through 'Easy Fundraising' within the community.</p> <p><u>Beneficiary impact</u> All of our work is completed with the beneficiaries – the pupils of Marshfield School- at the forefront of decision making. More often than not, each event and activity that we run will aim to benefit the</p>

		<p>children twice. Once through the activity and experience, learning, or wellbeing development through taking part in that activity, and again through benefitting from any funds raised where applicable. Where the pupils are not directly benefitting from the activity itself, the parents or school community do – and the pupils enjoy the funds raised!</p> <p>STEM skills development: Donation and facilitation of nearly £11,000 worth of IT equipment, with support from a Nominet grant. Provision of robotics and engineering resources to futureproof learning and improve employability skills- therefore with wider societal benefit.</p> <p>Enhancing sport provision, opportunity and inclusion The main focus for us this year was sport inclusion and provision. Donation of sports equipment was made to enable both in and after school sport provision and resources for all pupils across the school. Funding sports teams kits for three sports teams at school was also completed with support from a local business – including one new team for girls not ever done before at the school, enhancing provision for girls' inclusion in sport. Equally funding for gymnastics equipment to replace or develop aging and limited resource benefited the whole school and will for many years to come.</p> <p>Safety Provision of custom road safety bollards in conjunction with local council to further protect beneficiaries and the wider community.</p> <p>Literacy development in early years. Donating books for Nursery pupils, whereby books may not have been well utilised at home- therefore developing literacy provision and raising enjoyment and attainment in reading in early years.</p> <p>School trips and learning Contributing to learning outside of the classroom through part funding the Year 6 residential in Llangrannog, allowing all students to attend this much-loved trip.</p>
--	--	--

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	
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	The charity is in a great financial position at the end of the period, even after donating large sums of money / resource to the beneficiary compared to many other years. There has been a solid income, healthy use of funds throughout the year, as well as closing bank balance at the end of the year to enable the charity to plan for the future and think long-term in it's public benefit.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held this year for two reasons: <ol style="list-style-type: none"> 1. To allow for any challenges in the next financial year of fundraising, in order to pay for donations committed to. 2. To add to the subsequent years' fundraising in order to pay for a larger project – most likely a school library project.
Amount of reserves held	Para 1.22	£10,846 closing bank balance.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns about the charity continuing next year. Risk falls in reliance on volunteers in terms of the quantity and quality of fundraising- but activity will be completed.

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	Parental support Business support Grants
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Risk is kept low due to the nature of the work that we do- we have no fixed assets, commitments, salary or regular costs.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution provided by ParentKind.
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 selected by the members of the charity - parents, guardians, school staff and the community - who nominate and vote based on skills, experience, and desire to be leading and setting the direction of the charity.

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	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Marshfield Primary School Parents & Friends Association
Other name the charity uses	MARSHFIELD PFA
Registered charity number	1157349
Charity's principal address	Marshfield Primary School, Marshfield Road, Castleton, Cardiff, CF3 2UW.

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	Bonnie Hall	Chair	<i>Whole year</i>	
	2	Joanne Healan	Treasurer	<i>Whole year</i>	
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<i>n/a</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>n/a</i>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<i>n/a</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)

--	--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

<i>n/a</i>

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Bonnie Kimberly Hall

Position (eg Secretary,
Chair, etc)

Chair

Date

20.6.25

	2023/24					
			Balance b/f	6978.51		
Date	Event	Income	Expenditure	Profit/Loss		
15/9/23	Cookie sale	61.00	0.00	61.00		
15/9/23	Football fest	300.00	0.00	300.00		
	Halloween party	197.50	11.00	186.50		
	Christmas Cards	1373.38	0.00	1373.38		
	Christmas Fayre	2239.09	655.51	1583.58		
	Christmas Shops	3010.70	1390.95	1619.75		
	Christmas Y Maerun disco	87.50	6.00	81.50	Receipt lost for box of sweets £6	
	Raffle	1881.00	103.62	1777.38	Receipt in invoice folder	
	Bryan Adams	50.00	0.00	50.00		
	Michael McIntyre	210.00	0.00	210.00		
	After school sale	26.00	0.00	26.00		
	Pre-Loved Sales	135.27	0.00	135.27		
	Uniform/Ties/Bags	441.50	345.80	95.70		
	Mothers Day Shops	2989.50	1547.53	1441.97		
	Easter	555.50	299.60	255.90		
	Circus ticket sales	2441.15	1650.00	791.15		
	Circus fayre	749.50	279.30	470.20		
	Fathers Day shops	2504.00	1023.20	1480.80		
	Ice pop sales	0.00	93.75	-93.75		
	Circus Incidentals (circus receipt folder)	0.00	85.17	-85.17		
	Event box	0.00	12.25	-12.25		
	EASY fundraising	501.83	0.00	501.83		
	Total	19754.42	7503.68	12250.74		
	EUI donation	500.00	0.00	500.00		
	Sports kit donation	1200.00	1698.00	-498.00		
	Sport equipment	0.00	329.00	-329.00		
	Freezer	0.00	255.86	-255.86		
	Nominet grant - IT to school	10000.00	10000.00	0.00		
	Internet hosting fee (Penguin)	0.00	36.00	-36.00		
	Clearwell farm donation	120.00	0.00	120.00		
	Bank charge	0.00	60.00	-60.00		
	Traffic signs	0.00	686.34	-686.34		
	Nursery books	0.00	93.58	-93.58		
	Newport council	0.00	20.00	-20.00		
	Parentkind Insur	0.00	153.00	-153.00		
	Amazon vouchers (class competition)	0.00	30.00	-30.00		
	School donations (gym equipment and Lar	0.00	6102.50	-6102.50		
	Printer ink (Chrissie - no receipt)	0.00	3.90	-3.90		
	IT school donation	0.00	751.80	-751.80		
	Total Non Event Financials	11820.00	20219.98	-8399.98		
	Overall Total	31574.42	27723.66	3850.76		
		1/9/23	opening balance	6,978.51		
			Bank balance	10,829.27		



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

MARSHFIELD PRIMARY PARENTS AND
FRIENDS ASSOCIATION

On accounts for the year
ended

31/8/2024

Charity no.:

1157349

Company no.:

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended DD/MM/YYYY.

Responsibilities and
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent
examiner's statement

~~[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

R Faulkner

Date:

16/7/25

Name:

RACHEL FAULKNER

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

Address:

A BUCCANEER GROVE

NEWPORT

NP10 8EQ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.