

Trustees' Annual Report for the period

From 1 August 2019 to 31 July 2020

Charity name: Friends of St Andrews ("FOSA")

Charity registration number: 1175620

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Our Constitution provides that:</p> <p>The purpose of the association is to advance the education of the pupils in the school in particular by:</p> <ul style="list-style-type: none"> • Developing effective relationships between the staff, parents and others associated with the school; and • Engaging in activities or providing facilities or equipment which support the school and advance the education of pupils. <p>FOSA carries out this purpose, by encouraging members of the school community to come together and support various events organised by the committee throughout the year. Funds generated at these events are then used to enhance the children's experience at school.</p>

<p>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.</p>	<p>Para 1.17 and 1.19</p>	<p>Through the school year FOSA organises a number of events. This year, due to the Global Pandemic, only a handful of fund raising events were held; the Autumn Ball, the Christmas Fayre, Bonfire Night and Wreath making and Christmas shopping for the children. All fund-raising events in 2020 were cancelled.</p> <p><u>The Autumn Ball</u> About once every 3 years, the St Andrews community organises a fundraising Ball. These events are slightly different to other FOSA events, in that money raised from a Ball is typically earmarked for a particular project in advance. (Funds raised from other FOSA events go into “the pot” which is available to all members to apply for.) As the FOSA committee were already organising the Christmas Fayre and Bonfire night in the Autumn term, a separate committee was set up to plan and organise the Ball. FOSA supported from a financial perspective.</p> <p>This year, the Ball raised money for the development of the Old School Hall into a Performing Arts Centre. The event took place in the first half of the Autumn Term and was attended by over 200 staff and parents. The event was paid for from ticket sales, whilst money raised from the auction, the raffle, the tree of life and the bar all went towards the Old School Hall development. Just over £21, 000 was raised.</p> <p><u>The Christmas Fayre</u> Taking place in the school’s new Sports Centre, the 2019 Christmas Fayre hosted over 40 stalls. The event is open to the public but there is no entry fee. FOSA raises money through a stall holder fee, the provision of food and drinks, a children’s craft room and a raffle. Food offered this year included savoury and sweet crepes (provided by a separate company), hot drinks and mulled wine, a selection of homemade cakes and some other snacks (crisps and chocolate bars). Prizes for the raffle are donated by the stall holders.</p> <p>It was certainly a challenging undertaking with the Christmas Fayre and Bonfire night falling in consecutive weeks, however the wonderful community aka ‘Parent Army’ stepped once more into the breach. This was of course aided by the large number of parents who also attended the School’s showing of South Africa vs England in the Rugby World Cup final. A slightly slower start than usual, with many people checking scores on phones with others blocking ears to avoid spoilers, the event burst into life after the final whistle blew! The many parent attendees were bolstered by locals from the wider community and beyond, keen to begin their searches for those unique festive gifts. The event was buzzing with atmosphere and the craving in the eyes of those in the queue for the delicious crêpes was palpable! A resounding success was felt by all and much delight was evident from the winners of the many kindly donated raffle prizes. The event itself raised over a whopping £4000, kicking off FOSA’s year with a boom.</p> <p><u>Bonfire Night</u> Bonfire night is for the immediate school community only i.e. staff, parents and children. Again no entry fee is charged, but rather FOSA raise money through the provision of food and drink, and flashing novelties. The latter however are being phased out for environmental reasons.</p>
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		<p><u>Bonfire night (cont)</u></p> <p>As the last baubles were packed away from the Christmas Fayre, attention shifted to the upcoming and much beloved FOSA Bonfire Night. We managed to keep the rain at bay and encountered a crisp evening perfect for fun and fireworks. As many warmed up on mulled wine and refreshments served by helpful parent volunteers, it was a lovely sight to see families mingling and excitedly chatting before the upcoming festivities. The huge bonfire, constructed by the stellar St Andrew's ground staff team - with its horde of well constructed Guy Fawkes perching on top, crackled away casting its familiar orange glow over the crowd. The fireworks themselves were spectacular and left many wanting more. The event itself was hugely enjoyable for all and we were able to raise another £700 towards items for the children. Despite the upbeat evening, memories are now tinged with sadness as it was to be the final 'whole school' community event that FOSA would run in the academic year.</p> <p><u>Wreath making</u></p> <p>This is a small event organised for parents. A participation fee is charged for this event, which then includes all materials for the participant.</p> <p>A happy and creative group of parents lucky enough to get a coveted spot on the FOSA Wreath Making Morning spent a few hours designing some fabulous festive wreaths in the Coffee Shop. This year with the indispensable help of Y3/6 parent Jo Robb, not only were there fresh flowers and greenery directly from the early hour flower markets of London but also a move away from the single use plastics of oasis construction, instead using wire hoops and moss. This wonderful morning produced some beautiful creations and raised £360.</p> <p><u>The Christmas Pop Up Shop</u></p> <p>Our final event was not one attended by parents but rather a chance for the children in the Junior School and Pre Prep to come along to the FOSA Christmas Pop Up Shop and have the opportunity to choose a gift for a family member and have it wrapped by one of our dedicated team of wrapping elves! As always this event relies on the kind donations of unwanted gifts by parents within our community, without these it would not be possible - thank you! It was perhaps fitting that the final event held was not about fundraising but the spirit of giving and community support which would prove important in the coming months of a tortuous 2020.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Throughout the year the trustees have had due regard of the guidance issued by the Charity Commission 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	<p>Requests for funds can be made by any member of FOSA - teachers, parents or pupils. Requests are submitted to the Committee detailing their purpose, benefits and costs. The Committee meets once a term to discuss and decide on the funds requested. Fund requests are decided upon, based on:</p> <ul style="list-style-type: none">• The nature of the item or experience - typically FOSA funds are used for “luxury” items or experiences• The year group(s) the item(s) or experience will benefit - FOSA is looking for the funds to benefit all the year groups, over a number of years so this is taken into account• The variability of the item or experience - FOSA tries to benefit different aspects of the children’s educational experience - sport, music, drama, pastoral etc.
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	<p>FOSA depends entirely on volunteers. The FOSA committee and trustees are all volunteers. Whilst the FOSA committee does much of the planning and organisation of events, they then rely on many other parents and staff to volunteer their time to enable the smooth running of events. It is an enormous team effort of volunteers from start to finish.</p>
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>2019 / 20 Main achievements</p> <p>The raising of £21,000 for the Performing Arts Centre; In addition to this, the raising of over £5,000 in one term; The delivery of the Christmas Fayre and Bonfire night in two consecutive weeks; and The inclusion of more parents in the organisation and delivery of events.</p> <p>In addition to the £21,000 given to the school for the Performing Arts Centre, the following funds were granted :</p> <p>20 x Branded bench coats costing £1040 - requested by the sports Department to be available for the children during tournaments and sporting events in the colder months where there may be prolonged periods of waiting between matches. 20 x Blank keyboards costing £493- requested by the Learning Support Department to assist with children learning to type and improving their typing skills. 4 x Section Banners costing £501 - requested by the school to enhance the children's sense of section identity, camaraderie and friendly competitive spirit during Section competitions such as Section Music and the Dolman. Year 8 First Aid course costing £500 - requested by FOSA committee members to give the children leaving St Andrew's a life skill to carry with them and build upon in their futures.</p> <p>The Committee also agreed to fund the development of a new STEM project the school would like to undertake. Unfortunately due to COVID, the project has been put on hold, but the Committee has earmarked £3,000-£5,000 for this item.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>FOSA's objective is to provide opportunities for parents, staff and children to mix and enjoy social occasions whilst raising money for the school.</p> <p>FOSA aimed to deliver 6 major events in this academic year - The Autumn Ball, the Christmas Fayre, Bonfire night, the Quiz, FOSA Funday and the Summer Social - but unfortunately only delivered three of these due to the global pandemic. Even so, to deliver 3 large scale events in one term is no mean feat, and the Committee are very grateful to the army of parent and staff volunteers !</p> <p>Smaller activities organised / supported by FOSA include Wreath making, the Christmas Pop Up Shop, Easter activities for Pre-Prep, and Ice cream Fridays through the summer term (whereby FOSA sell ice creams after school). Again, only the first two of these activities were able to be delivered due to the pandemic, but both activities were very much enjoyed by all those who partook.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>All fundraising activities are monitored in terms of their year on year margins.</p> <p>Bonfire night margins improved fractionally from 16 to 17%.</p> <p>The Christmas Fayre margins improved significantly from 55% to 75% largely as a result of more stalls / pitch fees in 2019 and the school not charging FOSA staff costs for car parking help.</p> <p>The profit from wreath making also exceeded prior years, due to an increased number of participants and a generous donation from Mrs Robb for the materials used.</p>
Investment performance against objectives	Para 1.41	n/a
Other		n/a

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See Appendix 1.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	All funds raised by FOSA are available for Requests for Funds. However, FOSA will retain a minimum of £1,000 in the bank account in order to buy supplies for the next event. This does not mean the £1,000 cannot be allocated to a particular request, but it does mean that the money will not be paid out until there are sufficient funds available over £1,000. FOSA generates funds from the events it holds and therefore it must have enough money to buy supplies (consumables) for these events. FOSA has no other ongoing running costs to consider.
Amount of reserves held	Para 1.22	£1,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	FOSA's principle source of funds is from Events it holds throughout the year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	FOSA does not hold sufficient funds for long enough to warrant an investment policy.
A description of the principal risks facing the charity	Para 1.46	<p>The current restrictions imposed due to COVID-19 mean that social gatherings are limited. This means that for the foreseeable future FOSA cannot run any events and hence it's principal source of funds is curtailed.</p> <p>Five members of the current committee have voiced a desire to step down from the committee. One of these has ceased being a parent of the school, while the remaining four have all served many years on the committee and would like to pass on the baton. At the moment, very few other parents are stepping forward. Future fundraising for the charity will be significantly curtailed if no-one in the community is willing to take it on. The current committee members have vowed to continue until others come forward.</p>

Structure, Governance and Management

Description of charity's trusts:		None.
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated 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	Elected by members.

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	<p>Induction of trustees includes DBS checks and reading of Safeguarding guidance.</p> <p>There is no formal training required or given, but informal shadowing of events and handover meetings take place.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>All current parents and staff are members of FOSA.</p> <p>The FOSA committee comprises between 6-10 trustees at any one time. These trustees set out the main activities that will be held in an academic year to raise funds. They plan, organise and execute these activities, drawing on volunteers from the community to do so.</p> <p>FOSA also draw on the support of Year Group Reps (typically 2 in each year) to communicate with parents, both formally and informally, about FOSA events and activities. Going forward it is intended that the Year Group Reps are also much more involved in organising the various events and activities.</p> <p>FOSA also seeks to encourage staff, parents and pupils to submit Request for Funds, and in this regard liase with the Headmaster and Staff members.</p>
Relationship with any related parties	Para 1.51	<p>The Chairs meets with the Headmaster at the beginning of each academic year, to set out the stall for the year. The committee liases with the bursar and other school staff regularly through the year about events happening and grants being made. There is an open and two way relationship in this regard.</p>

Reference and Administrative details

Charity name	Friends of St Andrews School, Pangbourne
Other name the charity uses	FOSA
Registered charity number	1175620
Charity's principal address	St Andrew's School Buckhold Pangbourne RG8 8QA

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)
Amelia Sint Jago	Chair	Whole year	All members
Emily Havers	Treasurer	Whole year	All members
Felicity Routledge		Whole year	All members
Donna Sanderson		Whole year	All members
Lulu Huelgas		Whole year	All members
Bronwyn Wynne		Whole year	All members
Jo Aitken		Whole Year	All members

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

Director name		
NONE		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NONE		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiners	Goringe Accountants	5 Theale Lakes Business Park, Moulden Way, Sulhampstead, Reading Berkshire, RG7 4GB

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

Nicky Larkin, Managing Director

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Emily Havers	Amelia Sint Jago
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Position (eg Secretary,
Chair, etc)

Treasurer	Chair Person
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Date

1 December 2020

FOSA Treasurer's Report 2019/20

Appendix 1

	19/20	18/19
Income	70,996	21,354
Expenditure	45,055	11,096
Annual profit	25,941	10,258
Grants made in that year	23,548	10,414
Carried forward	2,393	-156
Opening balance	8,627	8783
Closing Balance	11,020	8,627

Income only	2019-20	2018-19
Spotlight Ball	61,952	0
Bonfire night	2,416	3,124
Christmas Fayre	5,346	6,851
Quiz	0	1,238
FOSA Funday	0	4,478
Summer Social	0	3,373
Ice creams	0	1,415
Easyfundraising	262	429
Collection for staff leaving gift	540	0
Wreath making	360	250
Sundry	120	196
	70,996	21,354

The significant increase in the Income and Expenditure in 2019/20 in FOSA's financials is due to the inclusion of the Autumn Ball. The Autumn Ball is an event that is arranged every 3-4 years as a specific fundraiser. This year it was organised by a separate committee with FOSA supporting from a financial perspective. The monies raised from this event were specifically for the development of the Performing Arts Centre.

2019/20 saw the charity organise two other main events in the year, Bonfire Night and the Christmas Fayre. Unfortunately due to COVID-19, all events that normally take place in the second half of the school year were cancelled. This included the Quiz, FOSA Funday and the Summer Social. Income from the main events is shown above.

Margins remained good on the two main events FOSA organised this year. There was a slight improvement on Bonfire night where margins improved from 16% to 17%. For the Christmas Fayre, like for like margins improved significantly year on year from 55% to 75%. This improvement was driven by more stallholder pitch fees and less marketing costs in this second year of hosting. In addition the school kindly paid the grounds personnel staff costs in this second year.

Profit before Grants amounted to £26,871. Of this, profit from the Autumn Ball contributed £21,100. This was donated direct to the school for the improvements to be made to the Old School Hall. The Christmas Fayre was the biggest contributor to FOSA's normal fundraising, contributing nearly £4,230. Bonfire night (including the sale of novelties) contributed £740, and then with Easyfundraising contributing £260, wreath making £360, sundry items £120 (sale of left-over stock to FOSA members at cost) this makes up the majority of the £26,871 Profit before Grants.

In addition to the £21,100 donated from the Autumn Ball, four other grants were made in this academic year.

- 20 Branded bench coats costing £1,040, requested by the Sports Department to be available for the children during tournaments and sporting events in the colder months where there may be prolonged periods of waiting between matches.
- 20 Blank keyboards costing £493 - requested by the Learning Support Department to assist with children learning to type and improving their typing skills.
- 4 Section Banners costing £502, requested by the school to enhance the children's sense of section identity, camaraderie and friendly competitive spirit during Section competitions such as section singing and the Dolman.
- Year 8 First Aid course costing £416, requested by FOSA committee members to give the children leaving St Andrew's a life skill to carry with them and build upon in their futures.

Unfortunately due to the unprecedented circumstances surrounding the global pandemic inflicted by SARS-CoV-2, our 'major grant' of the year has had to be put on hold for a little while. We look forward to bringing FOSA members news of its progression in the new academic year as FOSA looks to assist the school in developing its STEAM capabilities within its learning environment. Of the £11,020 Closing Cash noted above up to £5,000 has been set aside for this purpose.

It should also be noted that of the £11,020 closing cash, £970 was repaid to individual stallholders post year end. The £970 was fees already collected from stallholders to secure pitches at the 2020 Christmas Fayre, but unfortunately again due to the pandemic, the fayre was cancelled so these fees were returned.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of St Andrews School Pangbourne

1175620

Receipts and payments accounts

CC16a

For the period
from

1 August 2019

To

31 July 2020

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 £
A1 Receipts					
Spotlight Ball	61,952	-	-	61,952	-
Christmas Fayre 2018	- 0	-	-	-	4,951
Christmas Fayre 2019	4,376			4,376	1,900
Christmas Fayre 2020	970			970	-
Bonfire night	2,416			2,416	3,124
Wreath making	360	-	-	360	250
Easyfundraising	262	-	-	262	429
Collection for Staff Leaving gift	540	-	-	540	-
Sundry stock sales	120	-	-	120	196
Funday	- 0			-	4,478
Quiz	- 0			-	1,238
Summer Social	- 0	-	-	-	3,373
Ice creams	- 0				1,415
Sub total(Gross income for AR)	70,996	-	-	70,996	21,354
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	70,996	- 0	- 0	70,996	21,354
A3 Payments					
Spotlight Ball	40,575	-	-	40,575	280
Christmas Fayre	2,049	-	-	2,049	2,863
Bonfire night	1,678			1,678	2,661
Staff Leaving gift	560	-	-	560	-
Quiz	35	-	-	35	460
Parentkind membership	110	-	-	110	105
Funday				-	1,469
Summer Social				-	2,421
Ice creams				-	459
Grants	23,548	-	-	23,548	10,414
	- 0	-	-	-	-
	- 0	-	-	-	-
Sub total	68,555	-	-	68,555	21,132
A4 Asset and investment purchases, (see table)					
Cash boxes	48	- 0	- 0	48	
Urns				-	206
Walkie Talkies				-	65
iZettle Card readers	- 0	- 0	- 0	-	106
Sub total	48	- 0	- 0	48	377
Total payments	68,603	- 0	- 0	68,603	21,509
Net of receipts/(payments)	2,393	-	-	2,393	- 155
A5 Transfers between funds	- 0	-	-	-	-
A6 Cash funds last year end	8,628	-	-	8,628	8,783
Cash funds this year end	11,021	-	-	11,021	8,628

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 £
B1 Cash funds	Lloyds Bank	11,021	-	-
		-	-	-
		-	-	-
	Total cash funds	11,021	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Urns	Unrestricted funds	206	-
	Walkie Talkies	Unrestricted funds	65	-
	Cash boxes	Unrestricted funds	48	-
	Consumable Stock	Unrestricted funds	260	-
	Craft stock	Unrestricted funds	214	-
	iZettle card readers	Unrestricted funds	106	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Refunds owed to Christmas Fayre 2020 Stallholders, as Fayre cancelled due to Covid	Unrestricted funds	970	Immediate
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval



Section A

Independent Examiner's Report

Report to the trustees/
members of

Friends of Saint Andrews School Pangbourne

On accounts for the year
ended

31 July 2020

Charity no
(if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 07 / 2020.

Responsibilities and
basis of report

As the charity's trustees, 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 all 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 (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:

Emily Crowson

Date:

19/01/2021

Name:

Emily Crowson

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

FCCA

Address:

Goringe Accountants

Unit 5, Theale Lakes Business Park, Suhamstead, Reading, RG7 4GB

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.