



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	09	2019	To	31	08 2020	

## Section A Reference and administration details

Charity name	Friends of Greenside Primary School		
Other names charity is known by	Greenside PSA		
Registered charity number (if any)	1182058		
Charity's principal address	Greenside Primary School		
	Westville Road		
	London		
	Postcode	W12 9PR	

### 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	Lucy Cook			
2	Melanie Lalou			
3	Alexander Hannay			
4	Virginie Waszak			
5				
6				
7				
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)

Charitable Incorporated Organisation

Trustee selection methods  
(eg. appointed by, elected by)

Volunteers put their name forward and the Trustees vote, a majority is required for that volunteer to become a Trustee

### 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.

The charity works closely with Greenside Primary School in Shepherd's Bush, London, and the Trustees are drawn exclusively from the parent body of that school.

## Section C Objectives and activities

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

To advance the education of the pupils at Greenside Primary School, by providing and assisting in the provision of facilities for education at the school.

To advance the mental and physical wellbeing of the pupils at Greenside Primary School by providing and assisting in the provision of facilities for recreation at the school.



**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)**

The charity works to raise funds for the benefit of all the pupils at Greenside Primary School by providing services and facilities that would not otherwise be affordable by the school using its budget alone.

Examples of the areas in which the charity is active are as follows: providing playground equipment, providing access to tuition in specialist subjects such as music or science, buying books to maintain the school library, providing funds for the refurbishment of school facilities.

The Trustees of the charity have all had regard to the guidance issued by the Charity Commission on public benefit.

**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.

It is hugely beneficial to the staff and parents of Greenside Primary School if both groups communicate effectively to understand each other's priorities and constraints. The charity aims to foster an atmosphere of openness and collaboration for the benefit of all who are associated with the school.

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

During the period covered by this report the charity has provided funding for the first two phases of the three-phase plan for improvements to the playground.

The first two phases were completed during the summer holidays in August 2019 – consisting of an outdoor class room/gazebo and a new activity trail, which replaced a tired set of playground furniture.

The charity also committed to paying for a new range cooker and oven for the school kitchen. Although the school purchased this equipment during the period of this report the charity was not required to disburse funds immediately, an invoice will be submitted at a later date.

The Trustees have been successful in persuading some of the parents to set up regular donations, which are handled via the Virgin Giving website. This has ensured that the charity continued to receive a stream of donations for the duration of the pandemic.

There are sufficient funds in the charity account to start work on phase 3 of the playground improvements when the right moment comes, sadly the pandemic will make the timing a little uncertain. The hope is to complete the playground improvements by the end of the next reporting period (August 31<sup>st</sup> 2021).



## Section E

## Financial review

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

The charity aims to retain sufficient money in the account to handle 6 months of expenditure at any time.

### 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.

The charity raises funds principally through holding fundraising events, these fall into two categories – regular small events which are open to the parents and staff only, and occasional larger events which are open to the wider community.

The small events are the weekly sale of tea and cakes (provided as donations by the parents), and the occasional quiz night.

The larger events are the Winter and Summer Fairs, and the Open Day when the school opens up its premises for tours (the school is a Grade 1 listed building, and contains a protected mural by Gordon Cullen).

Because of the pandemic it was not possible to run the usual range of events during this reporting period, everyone hopes that next year will be different!

## Section F

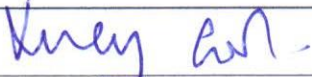

## Other optional information

## 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)	Lucy Cook	MELANIE LACEY
Position (eg Secretary, Chair, etc)		
Date	3/09/2020	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
Friends of Greenside Primary School	1182058

## Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01/09/19		31/08/20

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising Events	9,818	-	-	9,818	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	9,818	-	-	9,818	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	9,818	-	-	9,818	-
<b>A3 Payments</b>					
	-	-	-	-	-
Costs of Charitable Activities	20,110	-	-	20,110	-
Fundraising Costs	1,555	-	-	1,555	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	21,665	-	-	21,665	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	21,665	-	-	21,665	-
<b>Net of receipts/(payments)</b>	11,847	-	-	11,847	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	28,888	-	-	28,888	-
<b>Cash funds this year end</b>	17,042	-	-	17,042	-



## 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>	Cash held in the charity bank account	17,042	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>17,042</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	MELANIE WALSH	31/9/20
	VIRGINIE WASZAK	3/9/20