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Trustees' Annual Report for the period

Period start date		Period end date	
From	27 06 2019	To	31 08 2020

Section A

Reference and administration details

Charity name	Friends of Gusford Primary School
Other names charity is known by	FoG; Friends of Gusford
Registered charity number (if any)	1184135
Charity's principal address	Gusford Primary School
	Sheldrake Drive
	Ipswich
Postcode	IP2 9LQ

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	Natalie Cooch	Chair		
2	Samantha Collins	Treasurer		
3	Laura Kowalczyk	Secretary	27/6/2019 to 19/07/2020	
4	Helen Jackson	Vice Treasurer		
5	Mandy Welham	Vice Chair	27/6/2019 to 20/07/2020	
6	Natasha Glading	Vice Secretary	27/6/2019 to 22/07/2020	
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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
Bank	Barclays Bank Plc	Bury St Edmunds, Leicester, Leicestershire, LE87, 2BB

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)	Trustees are appointed or reappointed at the Annual General Meeting. Nominations are invited in advance of the meeting and can also be made at the meeting itself

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.

Friends of Gusford's meetings are open to all members of the school community and all parents/carers are automatic members. Everyone is welcome at our meetings which are advertised on our own Facebook page and in regular school newsletters.

Trustees are responsible for overseeing the day to day running of the group. Agendas and minutes are kept of all formal meetings.

To maintain transparency all email communication is carried out through our school email address and all key documents are held on a google drive associated with this email.

Financial controls are in place with only the treasurer and vice treasurer having access to the bank account. Money spent outside of the charity bank account has to be pre-approved and is only reimbursed from a receipt or invoice. All cash based events have double counting of monies which are recorded and signed by the two people involved in the count. At least one of these must be a trustee or named official.

Trustees seek the view of school staff, parents and children in deciding which activities and fundraising events will go ahead and also how funds should be spent

All regular members are expected to hold a current and valid DBS certificate so that they may enter and volunteer within school premises, these DBS certificates are applied for through the school.

All trustees give their time voluntarily and received no remuneration or other benefits.

Section C

Objectives and activities

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

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

- 2.1 Developing effective relationships between the staff, parents and other 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)

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefits at our trustee meetings.

The main events for Friends of Gusford this year have been as follows: We were able to run the first Summer Fete and Christmas Market for the school in many years. We ran a tuck shop, seasonal shows with photos and raffles, a Spring disco, Easter bunny hunt and a Bags2school recycling collection. We also started a School Lottery to raise additional funds during the pandemic.

These events have all been fully inclusive and all children can participate and attend.

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.

We are as always grateful for the many hours that our trustees, volunteers and school staff contribute by attending meetings, planning events, shopping for stock, cleaning up and running events.

Without their valuable contribution of time, energy and expertise we would not have been able to achieve so much.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Summer Fete – This was the first major event for the charity and was planned in a short timescale from set up as the group only came together in March 2019 and registered as a charity in June 2019. The event was held outside with games stalls, inflatables, donkey rides, sports activities, food and drink, face painting, drinks, cakes and sweets and a raffle. This event was hugely popular and was a lovely way to bring the school community together.

Christmas Market – The first in many years at Gusford Primary School. This was a hugely successful event and was very well received by the school and its wider community. Attendance was much higher than expected and included market stalls, games and activities, decorating tables, a Father Christmas Grotto, a Christmas hamper raffle, a gift room, hot and cold drinks and cake and sweet stall.

Tuck Shop – An opportunity for us to sell on left over stock of sweets, crisps and drinks. We also had the school council help us to sell on some no longer needed school supplies.

Seasonal show photos and raffle – Great support from local businesses allowed us to have a raffle at the end of each of our Summer and Christmas shows. We were also fortunate to be able to sell photos of the production to parents to help raise further funds.

Spring Disco – Another chance for us to run a disco slightly differently to those that had taken place in the past. Tickets and goodie bags were able to be sold in advance meaning that more volunteers were able to supervise the disco and children didn't need to bring cash into school. Great feedback from staff, pupils and volunteers on how much easier to run this way and how much they enjoyed the event.

Easter bunny Hunt – This was an event run during the school day. Children were allowed to come in non-uniform and take part in a bunny hunt outside. There were separate hunts for Key Stage 1 and Key stage 2. Each child who chose to take part received a small sweet treat as a prize. All children were included and this event was very well received.

Bags2school collection – Small collection of used clothing/items by a national businesses. This was run twice in this charity year and will be run in the future.

Section E Financial review

Brief statement of the charity's policy on reserves

Cash at bank and in hand as at 31 August 2020 was £452. The majority of the funds are unrestricted, there were three restricted amounts which were given to us for specific uses and these were all spent in the same financial year.

Funds are only spent when available and all spending has to be agreed in advance. We had a significant purchase during the year for staging which would exceed our funds so it was agreed that school would make the purchase and we would pay contributions when funds allowed.

Details of any funds materially in deficit

Funds are not operated 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.

Our principal source of funding has come through fundraising from the events as documented above.

Funds raised have allowed us to purchase new staging and seating for the school to be used in future school productions and presentations.

We have purchased a new multiuse sports kit for the school teams to use to help encourage pupils and bring greater pride to their involvement.

All classes were given a budget to spend on class resources or activities of their choice which they felt would benefit their learning and welfare.

We have paid for the school's subscription to an educational website for all children to use both in school and at home called TT Rockstars, which was used widely when schools were not open due to COVID19.

Funds also helped to purchase all children and staff Christmas crackers for the school Christmas dinner and ice poles for sports day.

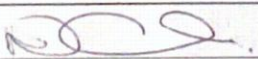

Competition money was used to purchase additional outside seating and tables. And a Rotary donation was received for illustrated dictionaries to be used in the school

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)	Natalie Cooch	Samantha Collins
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	28/06/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of Gusford Primary School

1184135

Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	27/6/2019		31/8/2020

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 £
A1 Receipts					
Disco ticket sales	1,197	-	-	1,197	-
Food and drink sales	1,055	-	-	1,055	-
Bag2School collections	360	-	-	360	-
School Lottery	263	-	-	263	-
Raffle tickets	4,075	-	-	4,075	-
Grotto tickets	313	-	-	313	-
Event games stalls	2,531	-	-	2,531	-
External stalls	489	-	-	489	-
Non-uniform donation days	515	-	-	515	-
Tuck shop	181	-	-	181	-
Show photo sales	557	-	-	557	-
Seasonal hunt donation days	466	-	-	466	-
Donations		450	-	450	-
Taylor Wimpey Community prize fund		1,000	-	1,000	-
Amazon Smile	5			5	-
Other income	74			74	-
Sub total (Gross income for AR)	12,080	1,450	-	13,530	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,080	1,450	-	13,530	-
A3 Payments					
Insurance	239	-	-	239	-
Equipment	216	-	-	216	-
Show photos	103	-	-	103	-
Raffle tickets	184	-	-	184	-
Prizes	831	-	-	831	-
Food and drink	1,075	-	-	1,075	-
Santa's grotto	193	-	-	193	-
Present room	104	-	-	104	-
Entertainment	794	-	-	794	-
Sundry	281	-	-	281	-
School - sports day ice poles	37	-	-	37	-
School - pop up gazebo	35	-	-	35	-
School - christmas crackers	76	-	-	76	-
School - Dictionary 4 Life	14	350	-	364	-
School - craft supplies	26	-	-	26	-
School - class wish lists	934	-	-	934	-
School - sports kit	893	100	-	993	-
School - TT Rockstars subscripion	95	-	-	95	-
School - Staging	5,500	-	-	5,500	-
School - Marmax benches	-	1,000	-	1,000	-
Sub total	11,628	1,450	-	13,078	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,628	1,450	-	13,078	-
Net of receipts/(payments)	452	-	-	452	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	452	-	-	452	-

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	Cash at bank and in hand	452	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	452	-	-

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	3 Pop up gazebos		90	-
	Christmas decorations		76	-
	4 Walkie Talkies		40	-
	Splat the Rat		10	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature

S Collins
Helen

Print Name

Samantha Collins
Helen Jackson

Date of approval

28.6.2021
28.6.2021