

's



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2020	To	31 08 2021

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	8/3/2019 to 14/4/2021	
2	Samantha Collins	Treasurer		
3	Helen Jackson	Vice Treasurer		
4	Laura Kowalczyk	Secretary	14/4/2021 to present	
5	Elizabeth Dubbeld		14/4/2021 to present	
6	Sandra Burgess		14/4/2021 to present	
7	Gemma Coleman		14/4/2021 to present	
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
Bank	Barclays Bank Plc	Bury St Edmunds, Leicester, Leicestershire, LE87, 2BB

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

--

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 activities Friends of Gusford had been very limited due to the effect of Covid and school closures. Events and fundraisers this year have been as follows: Virtual disco, Halloween hunt, Easter hunt, Christmas card and gift designs, Pet photo competition, Bag2School collections and Christmas, Easter and Summer raffles. We also continued to run a School Lottery and benefit from Amazon Prime commission.

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.

Summary of the main achievements of the charity during the year

Christmas Card and Gifts, Christmas Raffle – Children across the school were able to create Christmas artwork to be added to cards and gifts and purchased. This is the first time in many years the school has done this and it was very popular with the children and families with lots of items being purchased. A Christmas hamper raffle was also run which again proved very popular.

Virtual disco – We were unable to hold a traditional disco in school so arranged for a virtual disco to be screened into all classes. The disco was well received as a replacement but didn't have the same excitement as a whole school event in the hall.

Pet photo competition – this was an online competition run to help with community engagement during Covid. We had lots of amazing entries and children loved being able to show off their pets.

Halloween and Easter Hunt – These were events run during the school day. Due to Covid restrictions the preparation was completed by FoG but the hunts themselves were run by the school staff. Children were allowed to come in non-uniform and there were separate hunts for Key Stage 1 and Key stage 2. Each child who chose to take part received a small prize. All children were included and the children enjoyed the hunts.

Bags2school collections – 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.

School Lottery and Amazon Smile – both of these ran the full year and provided a consistent income during the period where events were difficult to facilitate.

Section E**Financial review****Brief statement of the charity's policy on reserves**

Cash at bank and in hand as at 31 August 2021 was £3,820. The majority of the funds are unrestricted, there was one restricted amount which was given to us for a specific use and was spent as required in the same financial year.
Funds are only spent when available and all spending has to be agreed in advance.

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.

Money raised allowed us to fund the balance of the staging purchased in the previous financial year to be used in future school productions and presentations.

We also funded the remaining purchases of the class wish lists from the previous year where teachers chose class resources or activities which they felt would benefit their learning and welfare.

The main purchase for the year was playground panels which were installed in the KS1 playground and funded with restricted funds from Suffolk County Council.

We purchased a large quantity of playground resources and portable PA system to be used by all ages across the school in their recreation time to help in their personal and social development.


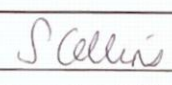
We made a significant contribution towards a school Fogger which was purchased to allow quick and efficient deep cleaning in the school and thereby ensure the wellbeing of the children.

We purchased resources for both the Family Engagement Team and the Thrive Team as well as a virtual panto and continued subscription to TT Rockstars

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)	Laura Kowalczyk	Samantha Collins
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	29/06/2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of Gusford Primary School

1184135

Receipts and payments accounts

CC16a

For the period
from

Period start date
1/9/2020

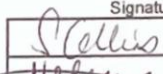
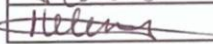
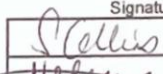
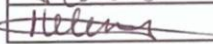
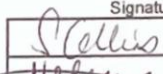
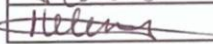
To

Period end date
31/8/2021

Section A Receipts and payments

	Unrestricted to the nearest	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Disco ticket sales	44	-	-	44	1,197
Food and drink sales	-	-	-	-	1,055
Bag2School collections	189	-	-	189	360
School Lottery	1,414	-	-	1,414	263
Raffle tickets	3,689	-	-	3,689	4,075
Grotto tickets	-	-	-	-	313
Event game stalls	-	-	-	-	2,531
External stalls	-	-	-	-	489
Non-uniform donation days	520	-	-	520	515
Tuck shop	-	-	-	-	181
Show photo sales	-	-	-	-	557
Seasonal hunt donation days	864	-	-	864	466
Donations	-	-	-	-	450
Taylor Wimpey Community Prize Fund	-	-	-	-	1,000
Christmas card sales	806	-	-	806	-
Second hand clothing	26	-	-	26	-
Suffolk County Council Playground funding	-	4,483	-	4,483	-
Amazon Smile	67	-	-	67	5
Other income	46	-	-	46	73
Sub total (Gross income for	7,665	4,483	-	12,148	13,530
A2 Asset and investment sales,					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,665	4,483	-	12,148	13,530
A3 Payments					
Insurance	123	-	-	123	239
Equipment	30	-	-	30	216
Show photos	-	-	-	-	103
Raffle tickets	151	-	-	151	184
Prizes	542	-	-	542	831
Food and drink	209	-	-	209	1,075
Santas grotto	-	-	-	-	193
Present room	-	-	-	-	104
Entertainment	-	-	-	-	794
Sundry	-	-	-	-	279
School - sports day ice poles	-	-	-	-	37
School - pop up gazebo	-	-	-	-	35
School - christmas crackers	-	-	-	-	76
School - Dictionary 4 Life	-	-	-	-	364
School - craft supplies	-	-	-	-	26
School - class wish lists	-	-	-	-	934
School - sports kit	-	-	-	-	993
School - TT Rockstars subscription	-	-	-	-	95
School - Staging	-	-	-	-	5,500
School - Marmax benches	-	-	-	-	1,000
School - fogger contribution	500	-	-	500	-
School - panto screening and treats	113	-	-	113	-
School - portable PA system	150	-	-	150	-
School - playground resources	682	-	-	682	-
School - Thrive resources	148	-	-	148	-
School - Family Engagement resources	137	-	-	137	-
School - class wish lists	198	-	-	198	-
School - sports kit	44	-	-	44	-
School - TT Rockstars subscription	95	-	-	95	-
School - Staging	1,115	-	-	1,115	-
School - Playground equipment	-	4,483	-	4,483	-
Sub total	4,237	4,483	-	8,720	13,078
A4 Asset and investment					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,237	4,483	-	8,720	13,078
Net of receipts/(payments)	3,428	-	-	3,428	452
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	3,428	-	-	3,428	452

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £								
B1 Cash funds	Cash at bank and in hand	3,820	-	-								
		-	-	-								
		-	-	-								
	Total cash funds	3,820	-	-								
	(agree balances with receipts and payments account(s))											
B2 Other monetary assets		-	-	-								
		-	-	-								
		-	-	-								
		-	-	-								
		-	-	-								
		-	-	-								
		-	-	-								
B3 Investment assets												
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	-								
	Table top spinning wheel		30	-								
			-	-								
			-	-								
B5 Liabilities												
Signed by one or two trustees on		<table border="1"> <thead> <tr> <th>Signature</th> <th>Print Name</th> <th>Date of</th> </tr> </thead> <tbody> <tr> <td></td> <td>Samantha Collins</td> <td>30/6/22</td> </tr> <tr> <td></td> <td>Helen Jackson</td> <td>30/6/22</td> </tr> </tbody> </table>		Signature	Print Name	Date of		Samantha Collins	30/6/22		Helen Jackson	30/6/22
Signature	Print Name	Date of										
	Samantha Collins	30/6/22										
	Helen Jackson	30/6/22										