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Trustees' Annual Report for the period

Period start date

Period end date

From

01 09 2021

To

31 08 2022

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	Samantha Collins	Treasurer		
2	Helen Jackson	Vice Treasurer		
3	Laura Kowalczyk	Secretary		
4	Elizabeth Dubbeld			
5	Sandra Burgess			
6	Gemma Coleman			

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 of Friends of Gusford have remained scaled back due to the effects of Covid, changes in leadership at the school and not having a permanent Chair in place. Events and fundraisers this year have been as follows: Halloween disco, Christmas cards, Christmas raffle, Coin Challenge and Jubilee week. 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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Halloween Disco - This was our first school disco to be held in person following Covid and was very well supported by the families of the school with a large number of children attending.

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 was our second year of doing this project and it remained popular with lots of items being purchased again. A Christmas hamper raffle was also run which again proved very popular.

Coin Challenge - this was an event run through the spring term with all classes given a jar place coins into. At the end of the challenge each class used their coins to create a design of their choice. Winning classes were chosen based on the best design and the most money raised.

We held a full week of activities to celebrate the Jubilee. This included paper plate designs with winning designs copied to ceramic plates, an after school cake sale, a tree planting for the Queen's Green Canopy with a jubilee themed raffle, a jubilee hunt around the playground and finally an outside picnic with music and bubbles. All the activities (except the raffle) were free to join in with so everyone could take part.

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 £4,650. 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 purchases for each class based on their wish list as requested by the class teachers and agreed by the committee to benefit learning and welfare.

We purchased a number of items to improve the EYFS Home corners as well as wet play activities to be used during bad weather days. Both of these will support the wellbeing and social skills of the children.

We paid a contribution towards a Little Hoot for the school to be part of the local towns Owl Trail which the children created designs for and also printed their fingerprints on.

We also purchased hygiene packs for the Family Engagement Team to use for under privileged children and a continued subscription to TT Rockstars.

Finally to contribute towards the wider experiences and sense of community at school we purchased Christmas crackers, a virtual panto, sports day ice poles, and jubilee items (a pin badge gift to all children to commemorate the occasion, a tree for the Queen's Green Canopy and a plaque to accompany the tree).

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)

S Collins

L Konal

Full name(s)

SAMANTHA COLLINS

LAURA KONALCZYK

Position (eg Secretary, Chair, etc)

TREASURER

SECRETARY

Date

30.08.2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of Gustaf Primary School

1184135

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Receipts and payments accounts

For the period
from

1/9/2021

To

31/8/2022

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	306	-	-	306	44
Bag2School collections	-	-	-	-	189
School Lottery	1,262	-	-	1,262	1,414
Raffle tickets	2,101	-	-	2,101	3,689
Non-uniform donation days	-	-	-	-	520
Seasonal hunt donation days	-	-	-	-	864
Coin Challenge	503	-	-	503	-
Christmas card sales	562	-	-	562	806
Second hand clothing	-	-	-	-	26
Suffolk County Council Playground funding	-	-	-	66	4,483
Amazon Smile	66	-	-	66	67
Other income	-	-	-	4,800	46
Sub total (Gross income for AR)	4,800	-	-	4,800	12,148
A2 Asset and investment sales,					
	-	-	-	-	-
Sub total	-	-	-	4,800	12,148
Total receipts	4,800	-	-	4,800	12,148
A3 Payments					
Insurance	128	-	-	128	123
Equipment	156	-	-	156	30
Raffle tickets	138	-	-	138	151
Prizes	100	-	-	100	542
Food and drink	166	-	-	166	209
Entertainment	129	-	-	129	50
Sundry	42	-	-	42	10
Games and activities	111	-	-	111	-
School - Fogger Contribution	-	-	-	-	500
School - Virtual Panto	90	-	-	90	113
School - portable PA system	-	-	-	-	150
School - playground resources	-	-	-	-	682
School - Thrive resources	70	-	-	70	148
School - Family Engagement resources	-	-	-	-	137
School - class wish lists	-	-	-	-	198
School - sports kit	-	-	-	-	44
School - IT Rockstars subscription	95	-	-	95	95
School - Staging	-	-	-	-	1,115
School - Playground equipment	41	-	-	41	4,483
School - Sports Day Ice Poles	394	-	-	394	-
School - Jubilee Pin Badges	145	-	-	145	-
School - Jubilee Tree Plaque	60	-	-	60	-
School - Jubilee Tree	95	-	-	95	-
School - Little Hoot	460	-	-	460	-
School - EYFS home corner	150	-	-	150	-
School - Christmas crackers	1,038	-	-	1,038	-
School - class wish lists	362	-	-	362	-
School - Wet play games	-	-	-	-	-
Sub total	3,970	-	-	3,970	8,780
A4 Asset and investment					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,970	-	-	3,970	8,780
Net of receipts/(payments)	830	-	-	830	3,368
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,820	-	-	3,820	452
Cash funds this year end	4,650	-	-	4,650	3,820

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	4,650	-	-
		-	-	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	4,650	-	-
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		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	-
	Table top spinning wheel		30	-
	Bubble Machine		34	-
	Gazebo weights		60	-
	Clothes rail		23	-
	Fridge Freezer		40	-
B5 Liabilities		Fund to which	Amount due	When due
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf		Signature	Print Name	Date of