



Trustees' Annual Report for the period

Period start date

Period end date

From

01092023

To

31082024

Section AReference 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

PostcodeIP2 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	1.9.23 to 13.6.24	
3	Laura Kowalczyk			
4	Elizabeth Dubbeld			
5	Sandra Burgess	Secretary		
6	Gemma Coleman			
7	Laura Street		From 14.6.24	
8	Charlotte Duell		From 14.6.24	
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



## 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:  
Developing effective relationships between the staff, parents and other associated with the school. 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.

A new leadership at the school meant we have been able to put on more fundraising events and activities this year although we still do not have a permanent Chair in place for the charity. Events and fundraisers this year have been as follows: Christmas Cards, Christmas Disco, Spring Disco, Pop Up Circus summer event including a raffle, a Gonka Bar sale for World Book Day. We also continued to run a School Lottery, second hand uniform collections and benefit from Easy Fundraising 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

Christmas and Spring Disco – The discos are always very popular and well supported by the families of the school with a large number of children attending.

Christmas Cards – Children across the school were able to create Christmas artwork to be added to cards and gifts and purchased. This was our third year of doing this project and it remained popular however sales have dropped this year.

Pop Up Circus – this was a return to holding a big summer event for us. We had an external Circus provider come into school which we paid for and sold tickets to and external food and drink providers and face painter who paid a commission on their sales to our charity. We also ran a raffle with prizes donated by local businesses. The event used mainly external providers as although this does not raise as much money we continue to struggle with volunteer support from the parent/carer base at school so run with only a very small number of staff and parent helpers in comparison to the size of the school. Unfortunately we had very bad weather on the day so turnout was lower than we had hoped but it was still a successful event overall.

Gonka Bars – this is an event ran for World Book Day to encourage reading with chocolate bars sold and a number of these containing tickets to win books as prizes as well as one bar with a cash prize. This proved to be an extremely popular event and is one that we will run again.

School Lottery – this ran for the full school year and continues to provide a steady income with little work needed by the committee other than marketing of the lottery.



**Section E****Financial review**

Brief statement of the charity's policy on reserves

Cash at bank and in hand as at 31 August 2024 was £5,665  
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.

Our main spending for the year was a £1,500 for the hire of an Immersive Dome to be used by all classes for a unique learning experience.

We also purchased all students an A3 display folders to give better visibility and storage of their art and DT work. Other purchases included remote control cars, a firepit and cover for use at the annual stargazing sleepover event and a large outdoor chalkboard.

The school has started a Forest School so to aid in the running of this we purchased a storage shed specifically for this to provide storage for all the equipment and resources needed to run this.

Finally to contribute towards the wider experiences and sense of community at school we purchased sports day ice poles.

**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*

*S Burgess*

Full name(s)

Samantha Collins

Sandra Burgess

Position (eg Secretary, Chair, etc)

Treasurer

Secretary

Date

30 June 2025





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Gusford Primary School

1184135

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1/9/2023

To

Period end date  
31/8/2024

### 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 £
<b>A1 Receipts</b>					
Disco ticket sales	1,718	-	-	1,718	953
Cake sales	-	-	-	-	348
School Lottery	1,093	-	-	1,093	1,222
Raffle tickets	909	-	-	909	487
Gonks Bar sales	1,301	-	-	1,301	-
Christmas card sales	381	-	-	381	434
Second hand clothing	243	-	-	243	94
Easy Fundraising	16	-	-	16	29
Amazon Smile	-	-	-	-	72
Pop Up Circus sales	3,284	-	-	3,284	-
Other income	36	-	-	36	52
AR)	8,982	-	-	8,982	3,691
<b>A2 Asset and investment sales</b>					
	-	-	-	-	-
Sub total	-	-	-	-	-
<b>Total receipts</b>	<b>8,982</b>	<b>-</b>	<b>-</b>	<b>8,982</b>	<b>3,691</b>
<b>A3 Payments</b>					
Insurance	153	-	-	153	140
Prizes	163	-	-	163	31
Food and drink	162	-	-	162	133
Entertainment	3,390	-	-	3,390	110
Sundry	889	-	-	889	108
Games and activities	-	-	-	-	47
Coronation badges	-	-	-	-	129
School - floodlights contribution	-	-	-	-	1,500
School - Coronation badges	-	-	-	-	281
School - Sports Day Ice Poles	44	-	-	44	51
School - Class wish lists	-	-	-	-	28
Raffle tickets	128	-	-	128	-
School - remote control cars	136	-	-	136	-
School - firepit and cover	89	-	-	89	-
School - outdoor chalkboard	437	-	-	437	-
School - A3 display folders	896	-	-	896	-
School - Immersive dome	1,500	-	-	1,500	-
School - Forest school shed	375	-	-	375	-
	-	-	-	-	-
Sub total	8,362	-	-	8,362	2,556
<b>A4 Asset and investment</b>					
Wooden shed	740	-	-	740	-
	-	-	-	-	-
Sub total	740	-	-	740	-
<b>Total payments</b>	<b>9,102</b>	<b>-</b>	<b>-</b>	<b>9,102</b>	<b>2,556</b>
<b>Net of receipts/(payments)</b>	<b>- 120</b>	<b>-</b>	<b>-</b>	<b>- 120</b>	<b>1,135</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>5,785</b>	<b>-</b>	<b>-</b>	<b>5,785</b>	<b>4,650</b>
<b>Cash funds this year end</b>	<b>5,665</b>	<b>-</b>	<b>-</b>	<b>5,665</b>	<b>5,785</b>



## 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	5,665	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,665</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

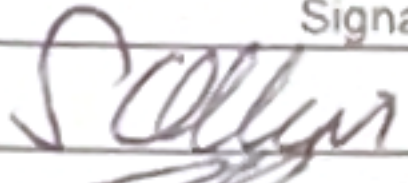

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	-
	Table top spinning wheel		30	-
	Bubble Machine		34	-
	Gazebo weights		60	-
	Clothes rail		23	-
	Fridge Freezer		40	-

	Details	Fund to which	Amount due	When due
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf

Signature	Print Name	Date of
	Samantha Collins	
	Sandra Burgess	30 June 2025