

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS CIO

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022

LEGAL AND ADMINISTRATIVE INFORMATION

Name and address Leeds	The Parents and Friends of The Grammar School at c/o The Grammar School at Leeds Alwoodley Gates Harrogate Road Leeds LS17 8GS
Charity Number	1195863
Governing Document	Constitution
Trustees	Susan Woodroofe Saher Tariq Stephen Kingston Joanne Semple Lauren Evans Helen Forshaw Victoria Hart Kekeletso Mokete Anna Dyson Gail Aderinto
Officers	A Dyson (Chair) K Mokete (Deputy Chair) L Evans (Treasurer) G Aderinto (Secretary)

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022

OBJECTIVES

The PFA plays an important role in the School. Its purposes are to:

- develop effective relationships between Parents, the School and its staff, plus others associated with School; and
- engage in activities which support or provide benefit to School or contribute towards the improvement of the educational experience of pupils who attend the School; and
- provide opportunities that support increased parental engagement and sense of community; and
- provide and assist in the provision of additional or improved facilities at the School at the discretion of the Trustees.

In practice this means that the PFA will undertake activities to:

- Assist in furthering the objectives of the School as laid out in the WSDP
- Promote the interests of the pupils and the School
- Help to develop co-operation and understanding between Parents and the School
- Support the integration of new Parents into the School community
- Increase parental engagement within the School
- Enable Parents, staff and pupils to build community spirit through a range of events
- Provide an opportunity for Parents to work with the School through the organisation of fund-raising activities which contribute to the best possible education for the pupils.

The Parents and Friends' funds shall be held at the discretion of the Trustees.

ORGANISATION

The Parents and Friends of the Grammar School at Leeds CIO has a sole member/shareholder and this is GSAL. As the sole member, it is GSAL who elects Trustees of the PFA. There are 4 types of Trustee:

- One Trustee who is appointed by the Member, (i.e. appointed by GSAL)
- One Trustee who is a member of the Senior Leadership Team (referred to as a Deputy Head of School) and is appointed by the Principal
- Four “ex officio” Trustees. This means that they become Trustees by virtue of the roles that they hold at the School. They are: the Principal, the Vice Principal and Head of Primary; the Director of Finance and Operations; the Parents and Friends Liaison Officer (this can be anyone who the Principal thinks will provide a positive addition to the workings of the PFA, a current or past parent or a member of staff. Currently this is Helen Forshaw.)
- Elected Trustees who are appointed by the Member and there must be between 3 and 15 Elected Trustees

The Trustees shall meet at least once each term.

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

TRUSTEES’ REPORT FOR THE YEAR ENDED 31 AUGUST 2022 (Continued)

STATEMENT OF TRUSTEES’ RESPONSIBILITIES

The Trustees have the legal responsibility to control, manage and administer the affairs of the PFA and to ensure that it meets its objectives.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to :

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that enable them to disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with The Charities Act 2011 and The Charities (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the appointment of new trustees after having considered appropriate recommendations from the Committee.

REVIEW OF PROGRESS AND ACHIEVEMENTS

Activity for the Financial year ending August 2022, was conducted through the Parents and Friends of the Grammar School at Leeds Trust (Charity Number 1040990) as a bank account for the CIO was only opened in July 2022.

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022 (Continued)

RESERVES POLICY

The Charity has reserves at the end of the year amounting to £0.

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

Net income from social activities was £0. As a result, available funds at 31 August 2022 were £0.

No expenses have been incurred by the Trustees which have been reimbursed by the Parents and Friends of the Grammar School at Leeds.

By order of the Trustees

15th November 2022

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

I report on my examination of the accounts of the Parents and Friends of The Grammar School at Leeds for the year ended 31 August 2022 which are set out on pages 6 and 7.

Responsibilities and basis of report

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ('The Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect :

- the accounting records were not kept in accordance with Section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Geoff Daniel ACA
27 Plantation Gardens

Leeds

LS17 8SX

15th November 2022

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2022

	Note	Unrestrict ed Funds 2022 £
Incoming Resources		
Subscriptions		0
Income from social activities		0
Total incoming resources		<u>0</u>
Resources Expended		
Cost of social activities		0
Administrative expenses		0
Donations to the Grammar School at Leeds		0

Total resources expended	0
Net Incoming Resources	0
Balance at 1 September 2021	0
Balance at 31 August 2022	0

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

BALANCE SHEET AS AT 31 AUGUST 2022

	Note	2022 £
Current Assets		
Stock		0
Cash at Bank		0
		0
Creditors due within one year		0
Net Current Assets		0
Unrestricted Funds		0

Approved by the Trustees on 15th November 2022

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

1 ACCOUNTING POLICIES

The financial statements are prepared in accordance with applicable United Kingdom accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015).

Subscription income is included in the financial statements when received.

Donations to the Grammar School at Leeds are included in the financial statements when the expenditure is committed by the Trustees.

Registered Charity No 1040990

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022

LEGAL AND ADMINISTRATIVE INFORMATION

Name and address Leeds	The Parents and Friends of The Grammar School at c/o The Grammar School at Leeds Alwoodley Gates Harrogate Road Leeds LS17 8GS
Charity Number	1040990
Governing Document	Constitution (Amended September 1994)
Trustees	The Parents and Friends of the Grammar School at Leeds CIO (Charity Number 1195863)
Officers	A Dyson (Chair) K Mokete (Deputy Chair) L Evans (Treasurer) G Aderinto (Secretary)

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022

OBJECTIVES

The PFA plays an important role in the School. Its purposes are to:

- develop effective relationships between Parents, the School and its staff, plus others associated with School; and
- engage in activities which support or provide benefit to School or contribute towards the improvement of the educational experience of pupils who attend the School; and
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- Provide an opportunity for Parents to work with the School through the organisation of fund-raising activities which contribute to the best possible education for the pupils.

The Parents and Friends' funds shall be held at the discretion of the Trustees.

ORGANISATION

The Parents and Friends of the Grammar School at Leeds Trust (Charity Number 1040990) has one sole Trustee, The Parents and Friends of the Grammar School at Leeds CIO (Charity Number 1195863). The Parents and Friends of the Grammar

School at Leeds CIO has a sole member/shareholder and this is GSAL. As the sole member, it is GSAL who elects Trustees of the PFA. There are 4 types of Trustee:

- One Trustee who is appointed by the Member, (i.e. appointed by GSAL)
- One Trustee who is a member of the Senior Leadership Team (referred to as a Deputy Head of School) and is appointed by the Principal
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- Elected Trustees who are appointed by the Member and there must be between 3 and 15 Elected Trustees

The Trustees shall meet at least once each term.

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

TRUSTEES’ REPORT FOR THE YEAR ENDED 31 AUGUST 2022 (Continued)

STATEMENT OF TRUSTEES’ RESPONSIBILITIES

The Trustees have the legal responsibility to control, manage and administer the affairs of the PFA and to ensure that it meets its objectives.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to :

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REVIEW OF PROGRESS AND ACHIEVEMENTS

Whilst in previous years, raising funds for the School's development within a friendly and enthusiastic environment has been the Parents and Friends main aim, greater focus has been placed this year (and will be in future years) on developing a sense of community within the parent group alongside this. This activity is carried out on a wholly voluntary basis by the committee members and a number of additional helpers. All funds generated are used to improve and enhance the facilities at the Grammar School at Leeds which are offered in a number of ways for the benefit of the public.

The Parents and Friends aim to raise at least £10,000 each year and in the year under review cash of £17,523 was raised. This is above the target level due to the increased success of the 2 Kit used uniform sales and an increase in the number of events held as COVID restrictions began to ease.

2kit used uniform sales continue to be popular and following the appointment of new officers in December 2021, a reinvigorated team began to plan different events and experiences to bring a sense of community to the Grammar School at Leeds. A Parents and Friends Choir was launched, a very successful multi-faith Iftar was held and the Primary PFA team put on both events for families and for the children. Nil donations were committed to during the year.

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022 (Continued)

Funds raised have historically been allocated where considered appropriate based on the requirements of the School and further donations will be considered in the future.

RESERVES POLICY

The Charity has reserves at the end of the year amounting to £71,145. The reserves are retained to provide future donations to the School as and when they are required. They have not been distributed as there were no further projects requested by the School and approved by the Committee in this year.

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

Subscription income for the year was £550 (2021 : £571). Net income from social activities was £17,523 (2021 : £4,277). Principal sources of net income this year were the 2 Kit Used Uniform Shop (£13,742) and the Primary Disco (£1,499). As a result, available funds at 31 August 2022 were £71,145.

No expenses have been incurred by the Trustees which have been reimbursed by the Parents and Friends of the Grammar School at Leeds.

By order of the Trustee

The Parents and Friends of the Grammar School at Leeds (1195863)

15th November 2022

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

I report on my examination of the accounts of the Parents and Friends of The Grammar School at Leeds for the year ended 31 August 2022 which are set out on pages 1 to 4.

Responsibilities and basis of report

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ('The Act').

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Geoff Daniel ACA
27 Plantation Gardens

Leeds

LS17 8SX

15th November 2022

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2022

	Not e	Unrestric ted Funds 2022 £	Unrestric ted Funds 2021 £
Incoming Resources			
Subscriptions	1	550	571
Income from social activities	2	22,092	5,311
Total incoming resources		22,642	5,882

Resources Expended

Cost of social activities	2	4,569	1,034
Administrative expenses		0	160
Donations to the Grammar School at Leeds	3	0	0
Total resources expended		<u>4,569</u>	<u>1,194</u>
Net Incoming Resources		18,073	4,688
Balance at 1 September 2021		<u>53,072</u>	<u>48,384</u>
Balance at 31 August 2022		<u><u>71,145</u></u>	<u><u>53,072</u></u>

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS**BALANCE SHEET AS AT 31 AUGUST 2022**

	Note	2022 £	2021 £
Current Assets			
Stock	4	328	328
		71,46	53,46
Cash at Bank		7	9
		<u>71,79</u>	<u>53,79</u>
		5	7
Creditors due within one year	5	<u>(650)</u>	<u>(725)</u>
		71,14	53,07
Net Current Assets		<u>5</u>	<u>2</u>
		<u><u>71,14</u></u>	<u><u>53,07</u></u>
Unrestricted Funds		<u><u>5</u></u>	<u><u>2</u></u>

Approved by the Trustee on 15th November 2022

The Parents and Friends of the Grammar School at Leeds

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

1 ACCOUNTING POLICIES

The financial statements are prepared in accordance with applicable United Kingdom accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015).

Subscription income is included in the financial statements when received.

Donations to the Grammar School at Leeds are included in the financial statements when the expenditure is committed by the Trustees.

2 SOCIAL ACTIVITIES

	Income	Costs	Net 2022	Net 2021
	£	£	£	£
2Kit Used Uniform Shop	14,016	274	13,742	1,376
Primary Disco	2,169	670	1,499	0
500 Club	1,440	0	1,440	2,115
Primary Crown Jewel Hunt	1,492	1,011	481	0
Primary Year 6 Moving Up	2,975	2,531	444	0
Senior Year 7 Welcome	0	23	(23)	0
Primary Halloween	0	60	(60)	0
Xmas Raffle	0	0	0	814
Wreath Making	0	0	0	52
Santa Suit	0	0	0	(80)
	<u>22,092</u>	<u>4,569</u>	<u>17,523</u>	<u>4,277</u>

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

3 DONATIONS TO THE GRAMMAR SCHOOL AT LEEDS

	2022	2021
	£	£
Total Donations	<u>0</u>	<u>0</u>

4 STOCK

	2022	2021
	£	£
GSAL Merchandise - Cups	328	328

<u>328</u>	<u>328</u>
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5 CREDITORS

	2022	2021
	£	£
500 Club prizes outstanding	600	675
Other creditors	<u>50</u>	<u>50</u>
	<u>650</u>	<u>725</u>