

THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2023

# THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST

### 2023 LEGAL AND ADMINISTRATIVE INFORMATION

|                  |   |
|------------------|---|
| Name and address | The Parents and Friends of The Grammar School at Leeds<br>c/o The Grammar School at Leeds<br>Alwoodley Gates<br>Harrogate Road<br>Leeds<br>LS17 8GS |
|------------------|---|

|                |                      |
|----------------|----------------------|
| Charity Number | 1195863<br>1195863-1 |
|----------------|----------------------|

|                    |              |
|--------------------|--------------|
| Governing Document | Constitution |
|--------------------|--------------|

|          |  |
|----------|--|
| Trustees | Susan Woodroffe<br>Saher Tariq<br>Stephen Kingston<br>Joanne Semple<br>Lauren Evans<br>Helen Forshaw<br>Victoria Hart<br>Kekeletso Mokete<br>Anna Dyson<br>Gail Aderinto |
|----------|--|

|          |   |
|----------|---|
| Officers | A Dyson (Chair)<br>K Mokete (Deputy Chair)<br>L Evans (Treasurer)<br>G Aderinto (Secretary) |
|----------|---|

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023

### 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 (Charity Number 1195863) 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 Trust (Charity Number 1195863-1) 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

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023 (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 2023, moved from the Parents and Friends of the Grammar School at Leeds Trust (Charity Number 1195863-1) to the Parents and Friends of the Grammar School at Leeds CIO (Charity Number 1195863). All Social activity passed through the CIO, with only legacy activities passing through the Trust. Accounts are combined here, however you will see that funds are separately identifiable.

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 £20,451 (£18,996 CIO, £1,455 Trust) 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.

2kit gently 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. Primary and Multifaith social events have been extremely popular and a number of new initiatives such as Sports Night, Choirs and Bookclubs have been started.

A donation of £5,400 was committed to during the year to cover the cost of Classlist.

**THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT**

**TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023 (Continued)**

**RESERVES POLICY**

The Charity has reserves at the end of the year amounting to £87,347 (CIO: £13,447, Trust £73,900). The reserves are retained to provide future donations to the School as and when they are required.

**REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS**

Net income from social activities was £20,451 (CIO: £18,996, Trust: £1,455) and in 2022 it was £17,523 (CIO:£0, Trust: £17,523). Principal sources of income were the 2 kit gently used Uniform Shop (CIO: £15,956, Trust £511) and the Primary Halloween Disco (CIO: £1,475). As a result, available funds at 31 August 2023 were £87,347.

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



14<sup>th</sup> November 2023

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 2023.

Responsibilities and basis of report

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of 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



14<sup>th</sup> November 2023

# THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

|                               |             | Unrestricted<br>Funds | Unrestricted<br>Funds | Unrestricted Fund* | Unrestricted<br>Funds |
|-------------------------------|-------------|-----------------------|-----------------------|--------------------|-----------------------|
|                               |             | CIO                   | Trust                 | Combined           | Combined              |
|                               |             | 2023                  | 2023                  | 2023               | 2022                  |
| <b>Incoming Resources</b>     | <b>Note</b> |                       |                       |                    |                       |
| Subscriptions                 |             |                       | 463                   | 463                | 550                   |
| Income from social activities |             | 40,550                | 1,506                 | 42,056             | 22,092                |
| Income from Interest          |             |                       | 976                   | 976                |                       |
| Total incoming                |             | 40,550                | 2,945                 | 43,495             | 22,642                |
| <b>Resources Expended</b>     |             |                       |                       |                    |                       |
| Cost of social activities     |             | 21,554                | 51                    | 21,605             | 4,569                 |
| Administrative expenses       |             | 149                   | 139                   | 288                |                       |
| Donations to GSAL             |             | 5,400                 |                       | 5,400              |                       |
| Total resources expended      |             | 27,103                | 190                   | 27,293             | 4,569                 |
| <b>Net Incoming resources</b> |             | 13,447                | 2,755                 | 16,202             | 18,073                |
| Balance at 1 September 2022   |             |                       | 71,145                | 71,145             | 53,072                |
| Balance at 31 August 2023     |             | 13,447                | 73,900                | 87,347             | 71,145                |

# THE PARENTS AND FRIENDS OF THE GRAMMAR SCHOOL AT LEEDS

## BALANCE SHEET AS AT 31 AUGUST 2023

|                                      |             | 2023-<br>CIO  | 2023-<br>Trust | 2023 •<br>Combined<br>£ | 2022 •<br>Combined<br>£ |
|--------------------------------------|-------------|---------------|----------------|-------------------------|-------------------------|
| <b>Current Assets</b>                | <b>Note</b> |               |                |                         |                         |
| Stock                                |             | 0             | 328            | 328                     | 328                     |
| Cash at Bank                         |             | 13,447        | 74,422         | 87,869                  | 71,467                  |
|                                      |             | <u>13,447</u> | <u>74,750</u>  | <u>88,197</u>           | <u>71,795</u>           |
| <b>Creditors due within one year</b> | 6           | 0             | (850)          | (850)                   | (650)                   |
| <b>Net Current Assets</b>            |             | <u>13,447</u> | <u>73,900</u>  | <u>87,347</u>           | <u>71,145</u>           |
| <b>Unrestricted Funds</b>            |             | <u>13,447</u> | <u>73,900</u>  | <u>87,347</u>           | <u>71,145</u>           |

Approved by the Trustees on 14<sup>th</sup> November 2023



**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 - CIO**

|                                | Income        | Costs         | Net<br>2023   | Net<br>2022 |
|--------------------------------|---------------|---------------|---------------|-------------|
|                                | £             | £             | £             | £           |
| 2Kit Used Uniform Shop         | 16,747        | 791           | 15,956        | 0           |
| Primary - Halloween Disco      | 2,000         | 525           | 1,475         | 0           |
| Primary - Summer Disco         | 1,242         | 466           | 776           | 0           |
| Primary - Coronation           | 2,436         | 1,981         | 455           | 0           |
| Primary - Year 6               | 1,978         | 1,562         | 416           | 0           |
| Multifaith - Iftar             | 5,530         | 5,294         | 236           | 0           |
| Primary - Costume Exchange     | 121           | 0             | 121           | 0           |
| Primary - Christmas Event      | 3,735         | 3,672         | 63            | 0           |
| Primary - Easter Egg Hunt      | 1,070         | 1,067         | 3             | 0           |
| Primary - Ice Lollies          | 0             | 0             | 0             | 0           |
| Music + Arts - Bookclub        | 0             | 16            | (16)          | 0           |
| Music+ Arts - Choir            | 880           | 908           | (28)          | 0           |
| Primary - Christmas Event 2023 | 0             | 75            | (75)          | 0           |
| Senior - Year 7 Welcome        | 0             | 97            | (97)          | 0           |
| Senior - Wreath Making         | 818           | 950           | (132)         | 0           |
| Sport                          | 3,993         | 4,150         | (157)         | 0           |
|                                | <u>40,550</u> | <u>21,554</u> | <u>18,996</u> | <u>0</u>    |

**2 SOCIAL ACTIVITIES • TRUST**

|                          | Income       | Costs     | Net<br>2023  | Net<br>2022   |
|--------------------------|--------------|-----------|--------------|---------------|
|                          | £            | £         | £            | £             |
| 500 Club                 | 995          | 0         | 995          | 1,440         |
| 2Kit Used Uniform Shop   | 511          | 0         | 511          | 13,742        |
| Primary Disco            | 0            | 44        | (44)         | 1,499         |
| Primary Crown Jewel Hunt | 0            | 7         | (7)          | 481           |
| Primary Year 6 Moving Up | 0            | 0         | 0            | 444           |
| Senior Year 7 Welcome    | 0            | 0         | 0            | (23)          |
| Primary Halloween        | 0            | 0         | 0            | (60)          |
|                          | <u>1,506</u> | <u>51</u> | <u>1,455</u> | <u>17,523</u> |

**3 INTEREST**

|               | 2023       | 2022     |
|---------------|------------|----------|
|               | £          | £        |
| Bank Interest | <u>976</u> | <u>0</u> |
|               | 976        | 0        |

**4 DONATIONS TO THE GRAMMAR SCHOOL AT LEEDS**

|           | 2023         | 2022     |
|-----------|--------------|----------|
|           | £            | £        |
| Classlist | <u>5,400</u> | <u>0</u> |
|           | 5,400        | 0        |

**5 STOCK**

|                         | 2023       | 2022       |
|-------------------------|------------|------------|
|                         | £          | £          |
| GSAL Merchandise - Cups | <u>328</u> | <u>328</u> |
|                         | 328        | 328        |

**6 CREDITORS**

|                             | 2023       | 2022       |
|-----------------------------|------------|------------|
|                             | £          | £          |
| 500 Club prizes outstanding | <u>800</u> | <u>600</u> |
| Other creditors             | <u>50</u>  | <u>50</u>  |
|                             | 850        | 650        |

**OTHER CREDITORS**

|                 | 2023      | 2022      |
|-----------------|-----------|-----------|
|                 | £         | £         |
| Covenanted loan | <u>50</u> | <u>50</u> |
|                 | 50        | 50        |