



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024**

**Charity name: Friends of Woodford Green Primary School**

**Charity registration number: 1197198**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The object of the charity is to support the advancement of education at Woodford Green Primary School (part of Arbor Academy Trust) for the public benefit in particular but not exclusively by organising events and activities at the school and within the local area.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The charity's main activities are to organise events and activities such as fetes, cake sales, quiz evenings, children's discos and book sales in order to:</b> <ul style="list-style-type: none"><li>• <b>raise funds for the School, contributing to resources that benefit the experience, attainment and progress of pupils;</b></li><li>• <b>boost the wellbeing of pupils who attend the School, looking to have an impact on their social, emotional, physical and mental health;</b></li><li>• <b>promote and enhance the profile of the School within the local area; and</b></li><li>• <b>provide opportunities for parents and carers to meet each other and engage with the School.</b></li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees confirm that, in planning activities for the year, they have had due regard to the Charity Commission's guidance on public benefit.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>The trustees wish to extend their sincere thanks and appreciation to the time offered and contribution made by all volunteers throughout the year, including parents, carers, teachers, pupils, family and friends.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Friends of Woodford Green Primary School enjoyed another successful year of events that were ran throughout the year.</b></p> <p><b>Events during the year included Halloween and Valentine's Discos, a Christmas Fair, an Easter Bonnet Competition, a Summer Fair, and a Year 6 Leavers' Party.</b></p> <p><b>Events which have taken place have given an opportunity for students to have fun and be creative, providing a well rounded experience surrounding the school.</b></p> <p><b>In the past year FoWGPS, working closely with teachers, made concerted efforts to further engage and involve Year 6 students in helping to run events, particularly the Christmas and Summer fairs, where students helped to run stalls and games. This experience and responsibility helps to prepare these students as they prepare to leave primary school as they move on to the next level of education. Their efforts were rewarded as through the Year 6 Leavers' Party which FoWGPS helped to support.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The net income for the year amounted to £3,390 (2023: net deficit £407).</b>  <b>Income totalled £5,096 (2023: £6,147), with expenditure totalling £1,706 (2023: £6,604).</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The trustees believe that reserves should be kept at a level of at least £500 in order to cover any overheads and expenses ahead of future events.</b>
Amount of reserves held	Para 1.22	<b>The balance of unrestricted reserves at the year end was £6,044 (2023: £2,654).</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>The trustees believe that the charity has sufficient resources to continue operations for the foreseeable future.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>The charity's principal source of funding is through the funds raised at various events throughout the year. FoWGPS wishes to extend thanks to local businesses who have supported the charity, and donated goods and services, primarily as raffle prizes.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by the CIO – Foundation Constitution registered 17 December 2021.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Friends of Woodford Green Primary School (FoWGPS) is a CIO registered with the Charity Commission for England and Wales, registration number 1197198.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>According to the constitution, trustees may be appointed by the existing trustees for a fixed term of up to 4 years, provided that the total number of trustees does not exceed 12.</p> <p>Woodford Green Primary School (part of Arbor Academy Trust) may appoint up to three charity trustees provided that at the time of appointment the total number of nominated trustees does not exceed 40% of the total number of charity trustees.</p> <p>A trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is a member of Parentkind, a network of PTA fundraisers in the UK providing support and advice.
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Friends of Woodford Green Primary School
Other name the charity uses	FoWGPS
Registered charity number	1197198
Charity's principal address	Woodford Green Primary School Sunset Avenue Woodford Green IG8 0ST

### 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	Sally Henley	Chair (until 24 Sept 2024)		
2	Stefan Clark	Treasurer		
3	Lena Fox			
4	Farah Khan		Resigned 23 Nov 2023	
5	Michael Pilling			
6	Natalie Mather	Chair	Appointed 24 Sept 2024	
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17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

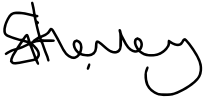
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sally Henley	
Position (eg Secretary, Chair, etc)	Trustee (Chair until 24 Sept 2024)	
Date	13 May 2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Woodford Green Primary School

1197198

## Receipts and payments accounts

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For the period  
from

01/09/2023

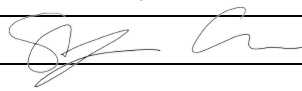
To

31/08/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Sales during events & activities	1,558	-	-	1,558	2,083
Tickets for events & activities	1,203	-	-	1,203	1,536
Donations & sponsorship (incl Gift Aid)	722	-	-	722	886
Raffle ticket sales	850	-	-	850	808
Games & activities	553	-	-	553	664
Stall fees	210	-	-	210	170
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,096</b>	<b>-</b>	<b>-</b>	<b>5,096</b>	<b>6,147</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,096</b>	<b>-</b>	<b>-</b>	<b>5,096</b>	<b>6,147</b>
<b>A3 Payments</b>					
Sale items	626	-	-	626	521
Refreshments, food & drink	585	-	-	585	1,029
Resources & Materials	275	-	-	275	287
Licenses & subscriptions	195	-	-	195	222
Equipment & stationary	23	-	-	23	400
Bank & card charges and fees	2	-	-	2	2
Donations & equipment for school	-	-	-	-	4,144
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,706</b>	<b>-</b>	<b>-</b>	<b>1,706</b>	<b>6,604</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,706</b>	<b>-</b>	<b>-</b>	<b>1,706</b>	<b>6,604</b>
<b>Net of receipts/(payments)</b>	<b>3,390</b>	<b>-</b>	<b>-</b>	<b>3,390</b>	<b>- 457</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>2,654</b>	<b>-</b>	<b>-</b>	<b>2,654</b>	<b>3,111</b>
<b>Cash funds this year end</b>	<b>6,044</b>	<b>-</b>	<b>-</b>	<b>6,044</b>	<b>2,654</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account(s)	5,420	-	-
	Cash	624	-	-
			-	-
	<b>Total cash funds</b>	<b>6,044</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Stefan Clark	13/05/2025	