



Prestfelde Preparatory School Friends of Prestfelde Annual Trustee Report

September 2023 – August 2024
Registered Charity Number: 1198969

Charities Principal Address: Prestfelde Preparatory School
London Road
Shrewsbury
SY2 6NZ

Trustees and Office:

Imogen McCormick
Rebecca Lutz
Victoria Wysome
Katherine Mills

Chairperson
Treasurer
Secretary
School Liaison

Volunteer Members:

Briony Wells
Emma Jackson
Kulwinder Duhra
Georgina Walton-Manning
Corinne Mckenna
Leslie Carter

Committee Member
Committee Member
Committee Member
Committee Member
Uniform Shop
Committee Member

Structure, Governance and Management

Constitution

FOPS is a committee, governed by an adopted constitution dated April 2022 and registered with the Charity Commission in England and Wales on 16th May 2022. The membership is composed of staff at Prestfelde School and parents or legal guardians of currently enrolled pupils at Prestfelde School. The association does benefit from the help and support of the wider school community for events and fundraising.

Appointment of trustees

The trustees of FOPS are taken to be the officers, as defined to include Chair, Treasurer, Secretary and School Liaison Officer. The charity is managed and administered by its trustees and other volunteer members, elected at the AGM. We currently have a volunteer managing the uniform shop and are looking to fill further volunteer roles for class representatives and event sub committees.

Each trustee automatically retires with effect from the next AGM following their appointment but is eligible for re-election at that AGM if they are proposed and seconded by the membership and willing to stand. The number of co-opted trustees must not be more than 50% of the total number of trustees.

Objectives and Activities

Charity Objectives

The object of the association (as outlined in our constitution) is to advance the education of pupils in the school in particular by:

- 1 Developing effective relationships between the staff, parents and others associated with the school
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Activities

With due regard to the Charity Commissions public benefit guidance and in line with our objectives, FOPS runs a range of events both to raise funds to help support activities, equipment and facilities that advance the education of pupils and we also put on events to bring parents, teachers, pupils and the community together to help build relationships and provide a positive, happy environment for our young people where everyone works together effectively. These include regular annual events such as the Fireworks Night, the May Ball and the Christmas Shop. The committee would welcome any suggestions for future events that would bring our community together.

All activities are planned by the committee, drawing on volunteers from the parent/guardian membership, school staff and wider community of supporters where appropriate, having regard to safeguarding and risk assessments. The committee is very grateful for the time, expertise, and donations given by all involved, without them FOPS would not be able to achieve so much for our wonderful young people.

The work of FOPS helps to provide activities, equipment and facilities that enrich our students education and wellbeing that the school would not otherwise be able to provide. Over the last year we have paid for author visits, IT coding equipment, school trips, Christmas celebrations and more.

We are currently working with the head Mr Robinson and his staff to come up with a strategy and ideas for future spend.

Achievements and Performance this year

On 21st March 2024 the AGM saw all four trustees voted back in with no applications for any of the roles. We voted in 2 new committee members to help with all events and said goodbye to 4 members that had joined us the previous year. We said a sad goodbye to Helen Edginton who has managed the 2nd hand uniform shop for several years. We would like to say a huge thank you on behalf of the Prestfelde Community for the work you and the other leaving officers have done.

Another very successful year for the FOPS committee, we raised £7,889 on the events we have run during this school year. We also raised £8,000 for Shropshire Mental Health Support from the Auction at the May Ball.

As seen in last year's accounts, we had a small balance outstanding relating to events from previous years which have been broken out in the account's summary.

We opened the year with a bank balance of £44k and closed with £28.9k, we spent a significant chunk of money on projects that came from across LP, MS and SS, signed off by SLT and put forwards to FOPS.

During the financial year to 31st August 2024 the total profit raised from fundraising activities was £7,889:

- For the first time the uniform shop brought in more than the other events we ran throughout the year - £2,915 was made after donations were paid out (to those who signed up to receive 50% of the sales back).
- The fireworks night raised £2,313, this is much more than seen in previous years as we expanded our range of drinks on offer and upgraded to Posh dogs.
- The very successful Halloween trail raised £581 and despite the rain was talked about for weeks after by the Prestfelde community. A huge effort by a great number of Prestfeldians and their families.
- Unlike previous years we did not raise any money on the LP Christmas shop event as we voted to improve the quality of the gifts.
- The quiz was a super community event, again no funds were raised for the pot but it was a super evening and made very affordable for both teachers and parents.

As mentioned and seen in the significant reduction in the bank balance we have made a large investment of £29.9k in equipment and experiences for the whole school. We have funded:

- Adventure Playground £17,478
- Roll-out cricket pitches £7,392
- Nursery Shed and slide £1,241
- Year 8 National Careers Challenge £1,860
- School Wide Author Visits £981
- Middle School Outdoor playground toys £425

There was a requirement for some additional equipment for the events that we run. We have purchased an additional gazebo and some drinks urns and dispensers. These can be used at all FOPS events and by school when required.

The closing balance at 31st August 2024 is £28,886, £15,327 less that prior year.

Accounting is done on a receipts and payments basis so some of the costs and receipts that are associated with these events have fallen out of this financial year (as seen in the notes to the accounts).

We are currently working with Mr Robinson and his staff to look at future projects FOPS can support with the money we have raised.

FOPS Financial Accounts September 2023 - August 2024

Fundraising	Income	Expenditure	Profit/ Loss	Notes	LY	vs LY
Halloween	1,316	(735)	581		0	581
Fireworks	5,775	(3,461)	2,313		606	1,708
Christmas Shop	980	(1,053)	(73)		320	(393)
May Ball 23	1,238	(28)	1,210	Note A		
May Ball 24	26,902	(25,950)	952		3,489	(2,537)
May Ball 24 Auction*	7,943		7,943	Note B		
Uniform Shop	4,164	(1,250)	2,915	Note C	3,542	(627)
Quiz	1,028	(1,037)	(10)		0	(10)
Christmas Card Art Project				Note D	444	(444)
Total Fundraising	49,346	(33,514)	15,832			
Total Fundraising less Auction	41,403	(33,514)	7,889		8,400	(1,721)

School Purchases/Projects Funded

Christmas Lunch Decs	(371)	
Outdoor Toys	(425)	
Adventure Playground	(17,478)	
Author Visits	(981)	
Cricket Pitches	(7,392)	
National Careers Challenge Year 8	(1,860)	
Nursery Shed	(1,241)	
Total school projects funded	(29,749)	Note E

Administration Costs

Parentkind Membership	(153)
Meeting	(132)
Audit	(120)
Total Administration Costs	(405)

Equipment Costs

Drinks Urns and Dispensers	(422)
Tubs and Counters	(68)
Gazebo	(515)
Total Equipment Costs	(1,005)

Total Expenditure (excluding Fundraising Cost) **(31,159)**

Account Balance at 31st August 2023	44,194
Income for current financial year	49,346
Total Expenditure	(64,673)
Cash surplus after expenditure	(15,327)
Account balance at 31st August 2024	28,866

*£8,000 raised for Shropshire Mental health Support (SMS)

Notes to Accounts

1. Fundraising Activities

- A. Gift Aid claimed relating to previous years May Ball and late sponsorship payment from Malvern
- B. £7,943 broken out as these funds were raised for Shropshire Mental Health Support and not FOPS.
- C. £1,250 paid out to those who donated uniform
- D. No monies received for the Christmas Card art project this year. Follow up to be made.
- E. Funding is agreed once official process has been followed. School submit a business case to SLT who then sign off and put to the FOPS committee. The FOPS committee vote in support of the spend.

2. Basis of Accounting

The accounts have been prepared on the Receipts and Payments basis in accordance with the requirements of the Charities Act 2011. The notes form part of the trustee's accounts.

3. Nature and Purpose of Funds

Unrestricted funds are those funds that the trustees are able to spend for any of the charity's objectives or purposes. Restricted funds may only be used for specific purposes, either because money is raised for that purpose or because the donor specifies it. FOPS currently has no restricted funds.

4. Income

Any income received via the sum-up card machine is net of the transactional charges applied.

5. Asset Purchases

This includes equipment purchased for the use of the charity over the course of more than one year, in the achievement of its objectives. None were purchased this year.

6. Administration Costs

Administration costs include bank account charges, sum-up equipment costs, Audit costs, and Parentkind subscription fee, a PTA membership organisation which provides insurance, advice and support.

7. Equipment Costs

Equipment Costs are purchases (accounted for on basis of Receipts and Payments) and are used for all FOPS events and activities.

Approval

Approved by the trustees and signed on their behalf by the Chair, Secretary and Treasurer

Signed Imogen McCormick .

Chair – Imogen McCormick

Signed Rebecca Lutz

Treasurer – Rebecca Lutz

Signed Victoria Wosome .

Secretary – Victoria Wosome

Independent Examiner's Report to the Friends of Prestfelde School

I report on the accounts of Friends of Prestfelde School for the year ended 31 August 2024, which comprise a Receipts and Payments Account together with the related notes.

Respective responsibilities of Committee and Examiner

The Committee is responsible for the preparation of the accounts. The Committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. (1) Which gives me reasonable cause to believe that any material respect the requirements:
 - To keep accounting records in accordance with section 130 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of

the 2011 Act
Have not been met; or
2. (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Simon Cook, ACPA, MILM Managing Director MJ&Co Accountants Ironmaster House

37 Wyle Cop Shrewsbury SY1 1XF

Date: 27th June 2025