



**CHARITY COMMISSION
FOR ENGLAND AND WALES**



Trustees' Annual Report for the period

1st February 2024 to 31st January 2025

Charity name: Friends at Bevendean School (FABS)

Charity registration number: 1207514

Summary of charitable purposes

To advance the education of pupils in the school in particular by:

- (a) Developing effective relationships between the staff, parents and others associated with the school.
- (b) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.'

The trustees have taken account of the guidance issued by the Charity Commission on public benefit. We confirm all activities and spending have accorded with our charitable aims.

Main Activities and Performance

Getting set-up

We started our first year as a charity getting all of our paperwork in place and opening a new bank account. We set up our gift aid account and explored funding streams now available to us. We set up a large committee and we are growing our volunteer bank, doing outreach to parents when they join reception and via our online ticketing platform.

We set up 'easyfundraising' online shopping donations, which is an easy and cost free way for our community to support us when they shop online. We also set up a SumUp account meaning that we can now take card payments from parents at events. This has been a game changer in terms of flexibility and we have raised more money than we would have done without this facility.

We held a school wide logo competition to update our logo, and to raise awareness of FABS within the school community. A logo from each year group was selected for the final and the committee voted on the standout design, which has now been rolled out.

Fundraising Events

We ran an extremely successful programme of events, which was our main revenue stream for the year. This included the Valentine's disco, a Wonka Bar golden ticket event for world book day, a free Spring Craft event where we also ran a tuck shop and pocket money stall.

Our summer fair was a huge success, with performances, food stalls, games, facepainting, a pre-loved book stall and three bouncy castles. The pocket money stall was a bit hit. We were able to raise sponsorship money from local businesses which meant we could offer the bouncy castles at a low cost and all of the takings went into our funds. We had some wonderful raffle prizes, and it was by far the biggest earner at the fair. In total £1323.19 was raised.

For a second year, we held a series of summer car boot sales on the school field. Given the huge amount of work needed to run these bi-weekly, we decided to hold them monthly. Unfortunately, despite including family friendly things like a refreshments van, bouncy castle, etc., the car boots were not well attended, neither by buyers or sellers, and therefore were not as financially successful as the previous year. £412.65 was raised over all of the events.

We ran two film nights in May and another in September. These were largely successful and raised £362.96 but we have put a pause on running further night whilst we work out how to make them feel calmer.

The winter fair was an even greater success, costing less and raising more than the summer fair even with less local business sponsorship. The pocket money stall was again a success. Santa's grotto presents, which were books, were sponsored and we have enough left for next year. The tombola's all sold out and the Chocolate tombola was a big money maker. Of course the raffle was the biggest earner and the prizes that were donated were wonderful. In total, £2017.97 was raised.

Our events have been very popular and we have seen a growing number of families attending and getting involved. We aim always to have cheap or free options available so all of our families can be included and our film nights are donation only. The Spring craft fair is a free event and we hope to open it to the community this year so children joining the school community in September can come along and participate.

Sponsored activities

We organised a sponsored Santa Run with the school where children collected sponsorship for their efforts to help raise money for playground renovations. This will be an ongoing fundraising project and our own team contributed to the fundraising by participating in dry January for FABS.

Altogether we raised over £9,000 and have been working with the senior leadership of the school to identify areas of need where our funds can be used and to work on potential ideas for funding applications.

Other Fundraising

We successfully applied for two local grants, the Healthy Neighbourhood Fund, which raised £500, and the Fairness Fund for Place, which awarded £1,750. These grants allow us to support families which would otherwise not be able to afford to attend our events, to build a more inclusive community.

At Christmas we organised Christmas cards designed by children in each class, which could then be purchased through a company called Class Fundraising. This was a really popular idea for our parents and carers, with £231.62 being raised.

We participated in the winter 2024 Asda Cash Post for Schools and this has raised over £800 but it has not been paid out so will be reported in next year's accounts.

Spending on charitable purposes

Given our excellent fundraising efforts this year, we have been able to use these funds for many activities and items.

We contributed to the purchase of year 6 leavers hoodies, ensuring that every child was able to have a memento of their time at Bevendean Primary School. In addition, leavers all received a pen and book from FABS and the School. This will be an ongoing spend, so that all children will benefit as they complete their time at Bevendean.

We funded an enjoyable storyteller to visit the whole school, as part of the "I am a writer" activity which the school runs, to encourage all children to participate and enjoy writing. This event was a whole school activity and fed into the curriculum for every class for the following week.

A year 2 trip to London was subsidised by FABS, to enhance pupils learning about their topic "the great fire of London". This is one of the most expensive trips the school runs, so we were able to subsidise it for all pupils, making the trip possible.

At Christmas, we purchased a pair of gloves for all children, to ensure that everybody had a pair, and to advertise the work that FABS does to parents. We provided Christmas hampers to all staff, as a token of thanks for their hard work throughout the year. These hampers were largely classroom supplies and also included some sweet treats.

We will continue to work with the school and committee members to agree on our priorities to spend for the forthcoming year.

Contribution made by volunteers

The charity could not function without the selfless efforts of our committee members and volunteers. The time and energy they invest in planning and executing our fundraising activities has really paid off this year. We have raised significant funds and

been able to support our school community to do more. Children and families have had wonderful experiences at our events and made memories that will link them with our school community for a lifetime.

Financial Review

The charity is in a healthy financial position at the end of the period holding £7,965.44 in funds.

£4,512.77 is ringfenced money, either awarded as grants or earmarked for the school's playground renovation. This leaves £3,542.67 in unallocated funds. We are in conversation with the school and our committee members about the best way to use these funds beyond funding events.

Structure, Governance and Management

FABS is governed by its constitution adopted on 6th March 2024.

FABS is constituted as a Charitable Incorporated Organisation.

Trustees can be nominated by any member of the school community, including themselves. They can be voted by a majority of members at a relevant meeting. The same applies to committee members.

FABS has a trustee group and a wider committee. The trust requires a minimum of three trustees. There is no maximum but five is the preferred number.

There is no limit to the number of committee members and anyone from the school community can be elected to the committee.

Due to the nature of the activity and the competing commitments of trustees and committee members much of the business of the charity is conducted via direct electronic messages. Where possible in person meetings are held for significant votes and to plan large events. An in person AGM is held to approve the financial accounts and the trustee report.

FABS works closely with the Senior Leadership Team of the school to agree dates and plan events. We also discuss the needs of the school and aim to support their fundraising efforts for specific projects, such as the library or playground refurb. We also agree with the SLT to fund or purchase smaller items from our reserves.

FABS reports to the School Governors on a regular basis to update them on our activities.

Reference and Administrative details

Charity name	Friends at Bevendean School (FABS)
Registered charity number	1207514
Charity's principal address	Bevendean Primary School and Nursery Heath Hill Avenue Brighton BN2 4JP

Schedule of trustees and committee members as at 31/1/24

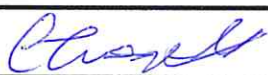
Trustee name	Office (if any)	Dates acted if not for whole year
Mrs Candice Tugwell	Chair	6/3/24 onwards
Dr Estelle Marks Adair	Secretary then Treasurer	6/3/24 onwards
Ms Leah Docherty	Secretary	6/3/24 onwards
Mr Adam Woodlands	Treasurer	6/3/24 to 8/7/24
Ms Felicity Erin-Robinson	Fundraising Lead	6/3/24 onwards
Ms Felicity Alder	Secretary then Fundraising Lead	1/10/24 onwards
Committee Member Name		Dates acted if not for whole year
Nicola Clewer		6/3/24 onwards
Jess Gardiner		6/3/24 onwards
Gayle Chapman		6/3/24 onwards
Leila Erin-Jenkins		6/3/24 onwards
Tammie Cook-Duncan		6/3/24 to 12/12/24
Donna James		1/10/24 onwards
Jessie Buckley		1/10/24 onwards
Frankii Cosby		1/10/24 onwards
Truong Thi Tuyet Hong		1/10/24 onwards

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Candice Tugwell	Estelle Marks Adair
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Position (eg Secretary,
Chair, etc)

Chair	Treasurer
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Date

03/03/2025

FABS Annual Accounts

Name

Friends at Bevendean School (FABS)

Time period

1 February 2024 to 31 January 2025

Financial statements in Great British Pounds (GBP)

Income

Funds raised

9,542.03

Gift Aid

N/A

Sponsorship

1,238.31

Funding awarded

2,250.00

Total Raised

13,030.34

Costs

Event costs (excl. Food and Drink)

-3,013.00

Running costs and equipment purchase

-235.56

Food and Drink

-817.93

Insurance

-153.00

Total expenses

-4,219.49

Charitable contributions

Equipment purchased for school

-745.50

Other donations for school activities

-1,676.12

Total to school

-2,421.62

Net Income (Loss)

6,389.23

Financial reserves as at 31st January 2025

Cash Float

90.00

End of Year Bank Balance

7,965.44

Ringfenced grant money

-2,550.00

Ringfenced playground fund

-1,502.77

Already committed funds

-460.00

Unallocated funds bank and cash float

3,542.67