



Bishop Luffa Parents & Friends Association

Part of the Bishop Luffa Learning Partnership

Westgate Chichester West Sussex PO19 3HP
A CHURCH OF ENGLAND SCHOOL
Telephone: 01243 787741

Head: Mr Austen Hindman
www.bishopluffa.org.uk

Bishop Luffa Co-Chairs and Trustee Report

November 2024

It has been an amazing year for the Bishop Luffa PFA, and firstly we would like to say a massive thank you to all the Parents, Carers, Friends and sponsors that have supported the PFA, and us personally, in so many ways. We really couldn't have done it without you.

Highlights Summary November 2023 to November 2024

In September 2023, Sharon & Susan, Charity Trustees, stepped up and ran the Y7 Parents Cheese & Wine Evening - a social get together for new parents encompassing an opportunity to meet the PFA charity volunteers and understand the unique part the PFA charity plays within the secondary school community. After a heartfelt plea, some new monthly donations came forward, helping support the school minibuses, counsellors and school charity.

At November's AGM in 2023, Simon Tooley and Estella Wood stepped down and Julie Howard and Sharon Quail were voted in as the new Co-Chairs.

After formally taking responsibility for the PFA in **December 2023**, the first big PFA event we oversaw was Burns' night where the Barlett Hall was adorned in tartan and Scottish themed décor like never before! The turnout was lower than in previous years (56 people), but the PFA raised nearly £1,000 from the event. The great fun had by all attendees made for very positive feedback. This was also the first time that the PFA Charity trialled a collaboration with the Duke Of Edinburgh Co-ordinators and enabled a handful of Year 10s to undertake voluntary charity work to count towards their award.

In February 2024 we held the Pre-Loved Prom Dress Sale, **originally initiated and curated single handedly by a long standing PFA member Sam Pullen**. Her vision was to find new owners for expensive gowns, traditionally bought for single use, and create a sustainable less expensive way for all pupils to feel special on prom day whilst raise funds for the school charity, **"Quite a win, win win!"**

As it was Sam's final year, the new committee offered much more support, involvement and helped relocate the event into the main school building. A large new team evolved, and the

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event was taken to another level. The sense of community that this cultivated, and the pleasure derived from all involved, made this a truly inspired and emotional event.

“There is nothing quite as special as seeing the face of a young lady when she finds **that** perfect dress!”

“And nothing quite like the relief on a parents face as when it isn’t costing the earth!”

The morning of sales generated around £500 for the PFA to reinvest into the school. A Raffle helped push up the profit.

This Pre-Loved Prom Dress Sale is now permanent fixture on the PFA calendar event with a future sale taking place in October.

A meeting with the teachers to try to forge new relationships between the teaching staff and PFA to enable collaborations. In raising the PFA profile in a school this size is essential as lot of people are unaware of what the PFA charity does or can do.

February into March 2024 saw the school performance of Alice! The Musical which ran for four nights. With renewed vigour and an expanded refreshments team, a swathe of new volunteers came forward ensuring the event could be well supported by the PFA. The burgeoning of volunteers proved invaluable throughout the year and reinforced the PFA’s presence at the numerous events put on by the school. The trialling of new offerings in the product range helped to improve the financial takings! We are very grateful to all the volunteers for their time and hard work.

In **May 2024**, the Year 7/8 Disco made it onto the school calendar, and a great time was had by all the pupils. We were fortunate to have secured a fabulous DJ, (through Richard Green), and the Disco lighting was operated by the schools up-and-coming Tech Team. The DJ was kind enough to donate his time for free that night, helping to boost the funds raised, which was approximately £600.

The School’s Annual Fruition Event was held in **June 2024**. The PFA attempted to try a new idea and offered a BBQ. This was amazingly successful and very well supported by very hungry attendees who, in some cases, fed their whole family to save cooking dinner!

The highlight of this school calendar year took place in one weekend at **the end of June**. The PFA Prom team, with vastly increased volunteer numbers, delivered an incredible and memorable Prom for the Year 11s. The following day, to celebrate the School’s 60th Diamond Anniversary, a special commemorative service was held at Chichester Cathedral. Following the event, current and past alumni were invited back to the school for tours and a fabulous

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Vintage Cream Tea Afternoon hosted in the Marquee by the PFA. The success of this event was palpable and so much credit and thanks must go to the PFA members who turned up to rapidly “flip” the marquee from Prom themed to 1964 themed in a matter of hours, and provide an incredible offering in the form of a huge variety of cakes, scones and teas which whet the appetite of the long queues of guests that formed!

Alongside this event there was the big PFA raffle of the year, where once again many kind businesses donated prizes for our cause, and we sold over a thousand tickets.

As this year is the school’s Diamond Anniversary, the PFA wanted to provide a legacy to mark this special year. So, the focus of this year's fundraising has been for a "Diamond Legacy Project". This project is a response to pupils' needs for more covered areas and seating around the school. This extremely ambitious endeavour comes at significant cost and as such has been split into phases to enable greater visibility of the results as each milestone is reached.

We are delighted and excited to confirm that the first two phases, coloured benches are due to be delivered imminently with the remaining phases being worked towards in the coming year. installation of a 10m x 10m canopy and ten benches. Thanks to a very generous donation from UK Housebuilding firm Redrow, we were able to invest in an adapted bench to allow wheelchair users to utilise the benches too. Our grateful thanks to Redrow.

As the year financially ended on July 31st, 2024, so did the roles of some key individuals on the PFA.

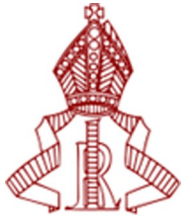
On behalf of Bishop Luffa PFA we would like to extend our thanks to the following people for their dedication and commitment to the Bishop Luffa PFA charity over the years.

Simon Tooley who, over the past fourteen years, has held various roles within the PFA, including that of Co-chair, Trustee Chair and in more recent years the Treasurer. It's been a very long commitment from Simon, who has faced some of the toughest challenges along the way, such as the impact of the Lockdown and effects it has had on fundraising.

Helen Solly who has resigned her position of Charity Trustee after many years of being a highly active member of the PFA and who has given many hundreds of hours to volunteer for the PFA to ensure the continued support for the school. Helen is also responsible for collecting, organising and running the School Uniform Shop on behalf of the PFA and has kindly offered to continue this role for the remainder of the school year.

Estella Wood who, also alongside Simon Tooley, was the previous year’s Co-chair and a valuable member of the refreshments team. Estella has now resigned her role as a Charity Trustee.

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Lisa Rustell, a huge supported of the PFA and its efforts to raise vital funds for the school. Lisa has volunteered at numerous events and has been instrumental in securing raffle prizes from local businesses for the various raffles held by the PFA.

You have all had an incredible impact on the Bishop Luffa PFA with the thousands of accumulated hours you have all willingly given to support the PFA. On Behalf of the PFA members before you and the ones to come after you, our heartfelt thanks.

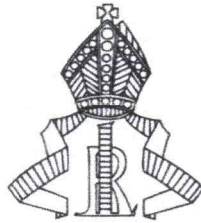
It has been quite a rollercoaster year for us, and not without its challenges and barriers, but we have had a truly wonderful journey and remarkable experience and are so proud of the team we have had supporting us along the way. The overarching purpose of the PFA is to raise money to support the school using just volunteer hours. The fact that the PFA does and continues to do so is testament to God's grace and the strong sense of support within the Parents, Friends and Carers in our school community who step forward to do what they can when they can for the greater good of the school.

On behalf of the PFA Trustees, thank you to everyone who supports and promotes the efforts of the Bishop Luffa Parents and Friends Association.

Julie Howard & Sharon Quail

Trustees and Outgoing Co-Chairs Bishop Luffa PFA

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BISHOP LUFFA PARENTS AND FRIENDS ASSOCIATION

Registered Charity Number 277012

ACCOUNTS FOR FINANCIAL

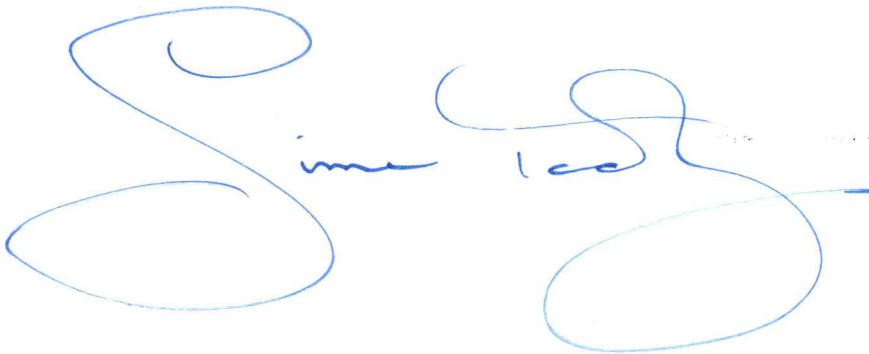
YEAR ENDED 31ST JULY 2024

Treasurers Comments :

This is my last set of accounts as I will be stepping down as Treasurer at the next AGM. The PFA continues to offer great help and support to the school, but since Covid has lost 2 big sources of income, the Annual Big Raffle and the steady ongoing decline in Covenanted income. These will need to be addressed in the future if the PFA is to offer the same level of support to the school, with a review of the PFA's regular commitments and the amount it holds in Reserve.

The small loss of £1,725.01 was met from existing reserves , but is almost covered by the 2023-24 Gift Aid rebate which will be seen in next years accounts

The School Shop had a record year with just over £3700 in sales.

A handwritten signature in blue ink, appearing to read 'Simon Tooley', with a large, stylized 'S' at the beginning and a large, stylized 'S' at the end.

Prepared by : Simon Tooley
Treasurer of the PFA
4th November 2024

Head Teacher's Comments

Mr A Hindman Head Teacher

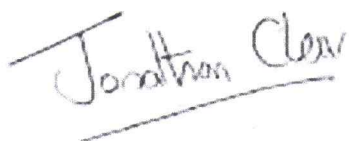
Dated :

Comments by the Accounts Examiner

I have examined to the best of my ability the Bishop Luffa Parents and Friends Association accounts, consisting of the balance sheet, receipts and payments account and notes, for the year ending 31st July 2024. My examination included a review of the financial records held by the Association and a comparison of the accounts presented with those records.

I was successful in agreeing my sample testing on income and expenditure items back to verifiable source documents and all closing bank account balances from their respective bank statements to figures included in the accounts.

On conclusion therefore, my examination leads me to believe that these accounts present a true and accurate record of the Bishop Luffa Parents and Friends Association finances for the period 1st August 2023 to 31st July 2024.

A handwritten signature in dark ink that reads "Jonathan Clear". The signature is written in a cursive style with a horizontal line underneath the name.

Jonathan Clear BSc (Accounts Examiner)
DATE: 10th November 2024.

BISHOP LUFFA PARENTS & FRIENDS ASSOCIATION

FINANCIAL YEAR ENDED 31-7-2024

RECEIPTS & PAYMENTS ACCOUNT

NOTES: RECEIPTS

Year ended 31-7-2024

FYE 31-7-2023

EVENTS

Yr 7/8 Disco	543.75
60th Anniversary Celebrations	4,017.79
Prom Fund Raising	1,700.01

Litvenko Opera Donations	£0.00	£24,624.50
Burns Night	£3,331.12	4,536.64
Raffles	£215.00	£765.00
Refreshment sales from other events	£1,175.16	£1,855.50
	£10,982.83	£31,781.64

OTHER INCOME

	Shop Sales	£3,729.58	£2,587.38
	Friends Subscriptions	£110.00	£115.00
i)	Covenant Income	£7,760.00	£9,370.42
	Well Being Income	£12.00	
	NET Prom Dress Sales, Refreshments & Raffle	£1,380.27	£1,021.46
	Open Evening	£0.00	£222.15
ii)	Gift Aid Rebate	£1,975.74	£0.00
iii)	Amazon Smile	£0.00	£131.57
	Easy Fund Raising	£338.30	£230.36
	Pay Pal Just Giving	£35.00	
iv)	Repayment of Medieval Loan	£1,600.00	£0.00
v)	Interest	£454.56	£124.71
	Clothing Bank	£213.60	£0.00
vi)	Donations	£772.71	£0.00
		£18,381.76	£13,803.05

TOTAL REVENUE

£29,364.59

£45,584.69

EXPENDITURE

EVENTS

	Burns Night	£2,135.36	£2,976.84
	Raffles	£20.00	£120.00
	Yr 7/8 Disco	£331.32	£0.00
	Prom Dress Sales Payments	£515.25	£452.50
vii)	Prom PFA costs	£1,969.09	£1,143.70
	60th Anniversary	£228.90	
	AGM / End of Year Refreshments	£28.95	£0.00
	Yr 7 New Parents Cheese & Wine Evening	£445.31	£456.32
	Open Evening Costs	£0.00	£110.20
	Refreshments	£839.40	£320.60

OTHERS

Misc	£23.00	£425.85
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TOTAL COSTS

£6,536.58

£6,006.01

GROSS SURPLUS FOR YEAR

£22,828.01

£39,578.68

	<u>PAYMENTS to THE SCHOOL 2023-24</u>	<u>2023-24</u>	<u>2022-23</u>
	Minibus Leases - 50%	£5,304.00	£5,304.00
	Counselling	£3,000.00	£3,000.00
	Well Being Activities	£3,832.82	£1,500.00
	School Charitable Fund	£3,000.00	£3,000.00
	Lighting Desk	£4,250.00	
	Art Dept - Tile Printing Equipment	£4,636.20	
	Donation received in error	£30.00	
	Textiles - Sewing Machines	£0.00	£777.00
	After School Games Club	£0.00	£200.00
vi)	Ukranian Appeal	£500.00	£24,524.50
	6th Form Laptops	£0.00	£200.00
	Ukranian Parents Social Evening	£0.00	£600.00
	School Chickens Project	£0.00	£1,000.00
iv)	Medieval Fayre - LOAN	£0.00	£1,600.00
	Reader Pens & Tablets	£0.00	£2,211.00
	Sphere Bolt Robots	£0.00	£1,575.39
		£24,553.02	£45,491.89
	PROFIT / DEFICIT FOR THE YEAR	-£1,725.01	-£5,913.21

Notes:

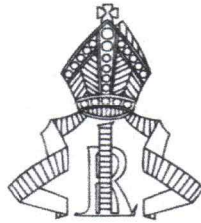
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- iii) Amazon Smile ceased to function and no longer makes charitable donations in this way
- iv) In the 2023 Year End accounts, the PFA granted a loan to the school to assist with the costs of the Medieval Fayre and this was subsequently repaid in full from the profit it made.
- v) There was a big increase in the amount of Interest Received due to the increase in the Banks Base Rate
- vi) Within the Donations figure, there was a £500 donation from the P Beecham Trust which was to given to assist with the education of the Ukranian Students and there is a corresponding £500 Donation to the school
- vii) This includes a £91 expense from the 2023 Prom which was submitted late

BISHOP LUFFA PARENTS & FRIENDS ASSOCIATION

YEAR ENDED 31-7-2024

BALANCE SHEET

	<u>As at 31-7-2024</u>	<u>As at 31-7-2023</u>
<u>Current Assets</u>		
Cash at bank	£28,783.00	£26,687.19
Well Being Fund	£12,914.04	£16,734.86
Cash in hand	£193.05	£193.05
<u>TOTAL ASSETS</u>	£41,890.09	£43,615.10
<u>Current Liabilities</u>		
Accrued Expenses	£0.00	£0.00
<u>TOTAL LIABILITIES</u>	£0.00	£0.00
<u>TOTAL ASSETS LESS TOTAL LIABILITIES</u>	£41,890.09	£43,615.10
GENERAL FUND		
As at 1st August 2023	£43,615.10	£49,528.31
Deficit for Year	-£1,725.01	-£5,913.21
As at 31st July 2024	£41,890.09	£43,615.10
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ACCOUNTS FOR FINANCIAL

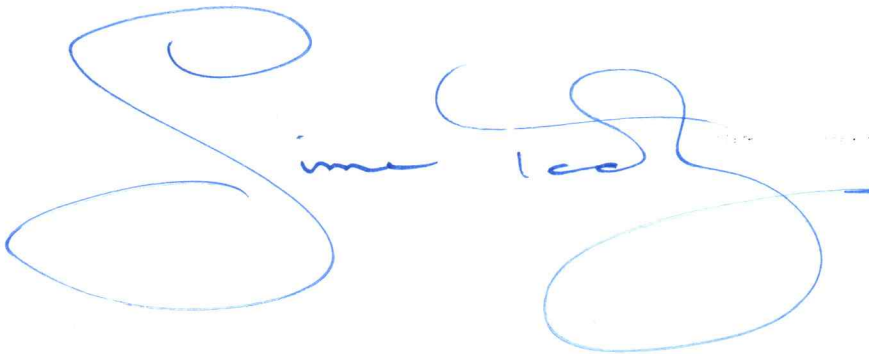
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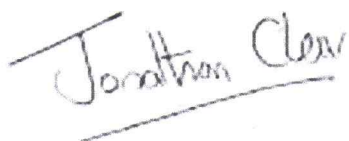
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