



Bishop Luffa PFA Co-Chairs' Report

For year ended 31 July 2025

Introduction

We are delighted to have the privilege of reflecting on another great year for the Bishop Luffa Parent-Friends Association (PFA)!

Our heartfelt gratitude goes out to all Parents, Carers, Friends, and sponsors whose unwavering support has made possible every success we celebrate. You are truly integral in the endeavours of the PFA—thank you for being an essential part of our school community.

Highlights and Key Events

September 2024: Y7 Parents Cheese & Wine Evening

This non-profit event is organised by the PFA. It enables parents to visit their child's house and meet the heads of houses. The gathering provides an opportunity for the PFA to inform new families about its activities and introduce a few PFA charity volunteers. The event also explains the role of the PFA charity within Bishop Luffa school life. Additionally, the PFA seeks new monthly donors to replace those who have left after their children leave to school. This particular year saw a small number of new donors join the list.

October 2024: Annual Prom Dress Sale

The annual Prom Dress Sale underwent an exciting transformation in **October 2024**, thoughtfully rescheduled to align with the activities of local prom dress retailers! Relocated to the Dance Studio—an inviting, mirrored space perfect for trying on dresses—the event thrived under the leadership of PFA volunteers Naomi Godfrey and Anna-Jane Roebuck, with enthusiastic support from a dedicated team over two bustling days. Their hard work paid off, attracting visitors from as far afield as Southampton, Crawley, and East Grinstead, making it a truly memorable and inclusive occasion.

We would like to extend our sincere thanks to Naomi and Anna-Jane for the commitment and countless hours they devoted to making this event a success. Your sterling efforts are truly appreciated by the PFA and the wider school community.

November 2024: AGM & Committee News

- A particular highlight in **November 2024** was the Willow Wreath Making evening—a PFA-led pilot event that proved to be both highly popular and oversubscribed. Conceived and organised by main committee member Sara Thornton-Smith, the evening came together seamlessly, from securing a talented instructor to managing ticket sales and arranging the venue. The event was a tremendous success, with attendees offering glowing feedback on the experience. Thank you, Sara, for the confidence to run with a new event and raise vital funds for the students.
- The November's 2024 AGM saw the following changes:
 - Julie Howard and Sharon Quail resigned as Co-Chairs; Simon Tooley completed his Treasurer term.
 - Sharon Quail agreed to continue as caretaker Co-Chair; Julie Howard stepped in as interim Treasurer.
 - Tara Atkins became Refreshments Lead, Louise Skilicom took on Raffle Prizes Coordinator, and a Social Media Lead position was introduced but not filled.



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

November–December 2024: The Diamond Legacy Project

The heart of our 2024 fundraising efforts was the exciting "Diamond Legacy Project," launched to celebrate Bishop Luffa's 60th Anniversary. The vision? To create a legacy that every student could enjoy for years to come. Responding to overwhelming requests from pupils for more useable outdoor covered spaces and extra seating, the PFA set out on our most ambitious journey yet—one that would transform the school environment and encourage a stronger sense of community for the students.

To make this dream a reality, the project was divided into exciting, visible phases, ensuring that every milestone reached would spark new enthusiasm across the school. The first tangible results were delivered in **November and December 2024**: vibrant, multi-coloured benches set to brighten up school outdoor life, invite conversation, connection, and relaxation. Future phases include the installation of another stunning 10m x 10m canopy, promising shelter and a gathering space for all—rain or shine.

January 2025: Burns Night

January 2025 ushered in a lively celebration at Bartlett Hall, where guests gathered for an evening of dining, dancing, and the cherished tradition of Burns Night. The school hall was transformed with tartan and Scottish-themed décor, creating a festive atmosphere enjoyed by all. The highlight of the night was a spirited ceilidh led by a newly recruited band, which kept everyone on their feet.

Spearheaded by Greg James from the PFA Main Committee, the event proved to be a tremendous success, thanks to Greg's planning, menu creation, wine choices and the band he chose. Our heartfelt appreciation extends to Greg for the countless hours and attention to detail that made the evening so memorable and widely praised. We are also very grateful to the many volunteers whose enthusiasm and commitment of time and creativity helped ensure the night was truly special.

March 2025: Buggy School Performance

The PFA provided refreshments at four packed-out evening shows, thanks to our willing volunteers.

April 2025: Busy Fundraising Month

- **April 2025** proved to be a bustling month for the PFA. The Year 7/8 Disco, expertly organised by PFA main committee member and teacher representative Damien Clarke, saw a remarkable turnout and ticket sales that eclipsed last year's record. The energy and enthusiasm were palpable throughout the evening - made possible by the fantastic support of our dedicated team of volunteers. Special thanks go to our talented resident DJ, James (at the time in Year 8), who generously provided his equipment and expertise free of charge—helping us maximize the funds raised that evening.
- In addition, the Interhouse Dance Finals and Celebration of Dance performance evenings took place, with the PFA once again providing refreshments in support of the Drama department—adding a warm and welcoming touch to these spirited events.
- A particularly joyful milestone was reached as part of our canopy and bench installation project. Thanks to a generous £800 donation from Redrow to the school, facilitated by Tara Atkins, a specially designed bench to accommodate wheelchair users was procured, ensuring greater accessibility for all. This act of kindness was celebrated with a photo opportunity and a feature article in the Chichester Observer, marking a proud moment for the school and the PFA. It was truly an occasion to honour the spirit of inclusivity and community that drives our efforts.



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May–June 2025: Exam Period

May 2025 into June 2025 was the school's exam period. During this time, the PFA avoids large events and instead focuses on less prominent fundraising activities. The summer raffle began in mid-June, featuring a range of prizes provided by PFA main committee members.

Sharon Quail and Sian Blanshard were officially appointed as Co-Chairs for the rest of the academic year, and this was agreed by the committee.

June 2025: Annual Fruition Event & Prom Night

- **June 2025** saw the much-anticipated Annual Fruition Event, a true showcase of the school's talent within the vibrant Arts, Music, Drama, and Dance departments. The PFA brought their ever-popular BBQ to the festivities, and it proved to be an overwhelming success. Fortunately, the weather was on our side, blessing us with plenty of sunshine and only the occasional cloud. The BBQ was a hit, with families gathering to enjoy a delicious meal together, many grateful for a night off from cooking!

A heartfelt thank you goes to all the incredible PFA volunteers who made this possible. Your efforts helped to foster a warm and welcoming atmosphere, something that was remarked upon by countless visitors. It was a wonderful reminder of the strength and spirit of our school community.

Glorious weather and a festive atmosphere allowed families to gather at the school to enjoy good food, showcasing entertainment and great company.

- In the lead-up to the highlight of the Year 11 calendar, we launched a GoFundMe Prom campaign to help offset the costs associated with organising such a fantastic and memorable event. Thanks to the generosity of our supporters, and the incredibly large number of volunteers this year, we were able to create a truly spectacular prom night for our Year 11 students. A memory we hope will stay with them for years to come.

The atmosphere was incredible, and it may well have been the best prom we've hosted in recent history. I feel immensely fortunate to have partnered with PFA Main Committee member Susan Bromell to deliver the very best experience possible for our Year 11s. Together we secure, arrange, design and plan out the whole event a year in advance. A heartfelt thank you to Susan for her constant unwavering commitment to the PFA for so many years, and to the Prom. And our thanks to Mrs Shona Charge, our invaluable school liaison, with whom we collaborate closely to ensure this memorable event's success.

July 2025: Welcoming New Year 7 Parents and Carers and Summer Raffle Draw

- As the academic year progressed, we welcomed the parents and carers of our soon-to-be Year 7 students to the school for information evenings. On one particularly hot evening in **July 2025**, the decision was made to hold the meeting in the now-vacant marquee, offering some respite from the heat. Newly elected Co-Chair Sian Blanshard delivered an engaging presentation to the families joining our school community. Afterwards, together with Nicky Christopher and Sarah Gleeson, Sian opened the PFA Uniform Shop, achieving record takings for the evening. We take great pride in our uniform shop; not only is it a significant source of revenue for the PFA, but it also promotes sustainability by reducing uniform waste. This initiative benefits both our school community and the environment.
- Many lucky winners and a wonderful collection of prizes, generously donated by the school community made the Summer Raffle Draw a great event.



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Looking Back, Looking Forward

Despite the challenges of dwindling monthly donor contributions, we are grateful that event income has continued to hold if not be improved upon from previous years. And volunteer numbers are at a five-year high. The Diamond Legacy Project stands as a testament to what we can achieve together - lasting symbols of inclusion and school spirit.

Our Gratitude

Some of our volunteers give multiple days of their time, often unseen, and always with the aim of continuing to help make Bishop Luffa the best it can be. Thank you to every parent and carer whose generosity and dedication have made this possible. Your time is valued beyond the monetary worth and the school community is richer for you being in it.

We would like to thank Julie Howard for stepping in as Interim Treasurer. Her tireless efforts have brought greater clarity to our charity's finances, enhancing transparency for the committee and ensuring we have a better understanding of how our funds are managed and spent.

Our heartfelt thanks to Helen Solly, who, despite her intention to step back from the demanding responsibilities of running the Uniform Shop, has continued to dedicate her time and energy to this role over the past year. Entering her twelfth year of contribution to the PFA, and with her youngest child nearing the end of their time at Bishop Luffa in two years, Helen understandably will gradually reduce her involvement. Nonetheless, her commitment and hard work have remained unwavering. Thank you, Helen, for all that you do.

Austen Hindman and Mark Nicholds – our appreciation for the many meetings you attend to reinforce your support for the PFA. Your steadfast advocacy within the school community has a significant impact. And we are grateful for all that you bring to our meetings.

Tara Atkins, our gratitude for taking on the role of Refreshments Lead and ensuring a PFA presence at the events when it is requested and required.

Thanks to Kelly Sewrey for her role as Committee Secretary for the last two years, ensuring we have our agendas and minutes despite life's busy schedules.

We are grateful to the other members of the main committee who consistently, where they are able, put energy into fundraising for the school for this last year: Susan, Sara, Steph, Hester, Emily, Greg, Jordon, Nikki, Kristi and Damien.

We would also like to extend our thanks to Nicky Christopher, our main liaison with the school and an invaluable source of support for the PFA. Nicky assists with correspondence to parents and carers, advertising our events, and the administration behind the scenes of some key PFA activities, such as the raffle and Uniform shop.

A Final Word

While leading the PFA comes with many challenges, it has been an overwhelmingly positive year. Our fundraising and volunteer community are stronger than ever, and the events we put on are all well received. Together we continue to help create an inclusive, vibrant environment for all students to enjoy.

Thank you - past, present, and future members - for your dedication to the aims of the PFA and creating the heart of the Bishop Luffa PFA community.

 Sharon Quail (Feb 4, 2026 13:56:20 GMT)

Sharon Quail and Sian Blanshard

Co-Chairs, Bishop Luffa PFA

Date: 05/02/26

 Sian Blanshard (Feb 5, 2026 21:40:22 GMT)



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BISHOP LUFFA PARENTS AND FRIENDS ASSOCIATION

Registered Charity Number 277012

ACCOUNTS

FOR FINANCIAL YEAR ENDED

31 JULY 2025



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Bishop Luffa PFA Treasurer's report

For year ended 31 July 2025

Status

Bishop Luffa Parents and Friends Association ("BL PFA") is a registered charity in England and Wales with a registration number 277012 and registered address at Bishop Luffa School, Westgate, Chichester, PO19 3HP. The bank accounts are held with Barclay's plc.

Accounts preparation

The accounts have been prepared on a receipts and payments basis as the gross income for the financial year ended 31 July 2025 did not exceed £250,000. The accounts have been reviewed by an independent examiner in line with the relevant requirements.

The accounting records are maintained in excel, with appropriate reconciliations performed regularly.

Mission

BL PFA helps to support the Bishop Luffa School by raising money to provide the "extras" that the school budget simply cannot cover. Its members strive to help foster a strong sense of community and inclusion with the activities and events put on throughout the year, as well as supporting the school's own activities and events.

Governance and control

BL PFA is governed by the Board of Trustees following the principles of its governing documents which detail the policies and controls in place. The Trustees do not receive remuneration for the work carried out on behalf of the BL PFA, other than reimbursement of legitimate expenses. The Trustees in office during the year ended 31 July 2025 and up to the date the accounts have been approved were:

<u>Name</u>	<u>Date of appointment</u>	<u>Date of resignation</u>
Sharon Quail	22/11/2022	
Sian Elizabeth Blanshard	23/09/2025	
Jana Thomas	23/09/2025	
Kelly Sewrey	13/11/2024	
Julie Howard	20/11/2023	
Susan Bromell	13/11/2018	
Estella Wood		26/11/2024
Helen Solly		26/11/2024
Simon Tooley		04/11/2024



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All payments, including cheque and electronic transfers require dual signature or authorisation.

The Trustees and the Committee meet regularly to discuss, and where appropriate approve, the charity's financial position, funding requests from the school and event planning and execution.

The BL PFA is a charity that anyone with links to Bishop Luffa can join.

Accounts summary

Total closing balance of the general fund as at 31 July 2025 was £33,205.73 (2024: £41,890.09), all held as cash at bank or in hand, of which £7,652.95 was ringfenced in a Wellbeing fund (2024: £12,914.04).

The net income from various events held throughout the year increased to £17,557.27 (2024: £5,849.52), with the most significant difference being the amounts raised from the Big Walk. The regular donations continued the downward trend reducing to £6,047.00 (£7,760.00).

Payments to the school included a contribution to various projects totalling £23,480.76 (2024: £9,416.20), including a contribution towards the outdoor covered spaces and extra seating, part of the Diamond Legacy Project launched to celebrate the school's 60th anniversary.

Total deficit for the year of £8,684.36 (2024: 1,725.01) was met from existing reserves.

Jana Thomas
Treasurer, Bishop Luffa PFA

Date: 04/02/26



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CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Bishop Luffa Parents & Friends Association

On accounts for the year ended

31 July 2025

**Charity no
(if any)**

277012

Set out on pages

i-iii

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 July 2025**.

Responsibilities and basis of report

As the charity's trustees, you 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 Charities 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.

** Please delete the words in the brackets if they do not apply.*

Signed:


Svetlana Silvestre (Feb 5, 2026 19:31:10 GMT)

Date:

05/02/26

Name:

Svetlana Silvestre FCCA

Relevant professional

Association of Chartered Certified Accountants

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**qualification(s) or body
(if any):**

--

Address:

70 Alzey Gardens

Harpenden

AL5 5SY

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of
any items that the
examiner wishes to
disclose.**

No further disclosures required



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	As at 31-Jul-25	As at 31-Jul-24
<u>Balance Sheet</u>		
<u>CURRENT ASSETS</u>		
Cash at bank	24,515.23	28,783.00
Well Being Fund	7,652.95	12,914.04
Cash in hand	1,037.55	193.05
TOTAL ASSETS	33,205.73	41,890.09
TOTAL NET ASSETS	33,205.73	41,890.09
<u>GENERAL FUND</u>		
Opening balance as at 1 August	41,890.09	43,615.10
Surplus / (Deficit) for the Year	(8,684.36)	(1,725.01)
Closing balance as at 31st July	33,205.73	41,890.09
<u>BANK ACCOUNTS</u>		
Premium int (955)	20,064.80	33,878.48
Refreshment 485)	24.32	390.00
Prom (321)	2,376.30	2,976.03
Mthly donations (453)	1,199.81	792.65
RCE Baker donations (415)	15.00	125.50
Diamond Legacy/Wbeing (425)	7,323.02	2,492.20
Chq book (283)	800.99	(551.78)
Uniform (291)	363.94	1,593.96
Total balance	32,168.18	41,697.04



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		Y/e 31-Jul-25	Y/e 31-Jul-24
<u>Profit and loss</u>			
<u>INCOME</u>			
Events	Note 1	34,129.54	12,363.10
Other income			
Regular donations		6,047.00	7,760.00
Uniform shop sales		3,675.19	3,729.58
Donations - Chicken club		0.00	0.00
Donations	Note 2	2,240.00	772.71
Gift Aid rebate		1,222.58	1,975.74
Repayment of Medieval Loan		0.00	1,600.00
Interest		362.89	454.56
Easy Fundraising		340.94	338.30
Friends Subscriptions		0.00	110.00
Well Being Income		0.00	12.00
Pay Pal Just Giving		0.00	35.00
Clothing Bank		0.00	213.60
Total income		48,018.14	29,364.59
<u>EXPENDITURE</u>			
Events	Note 1	(16,572.27)	(6,513.58)
Other expenditure			
Miscellaneous		(3.46)	(23.00)
Equipment		(80.92)	0.00
Total expenditure		(16,656.65)	(6,536.58)
GROSS SURPLUS FOR THE YEAR		31,361.49	22,828.01
<u>PAYMENTS TO THE SCHOOL</u>			
Minibus leases		(5,304.00)	(5,304.00)
Counselling		(3,000.00)	(3,000.00)
School charitable fund		(3,000.00)	(3,000.00)
Wellbeing activities		(5,261.09)	(3,832.82)
Projects	Note 3	(23,480.76)	(9,416.20)
Total payments to the school		(40,045.85)	(24,553.02)
TOTAL SURPLUS / (DEFICIT) FOR THE YEAR		(8,684.36)	(1,725.01)

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Notes:

Note 1

Event	Y/e 31- Jul-25			Y/e 31- Jul-24		
	Income	Expenditure	Net	Income	Expenditure	Net
Cheese & Wine	0.00	(225.61)	(225.61)	0.00	(445.31)	(445.31)
Open Evening	290.28	(76.89)	213.39	0.00	0.00	0.00
Performers' Platform	80.59	(101.47)	(20.88)	0.00	0.00	0.00
Big Walk	10,566.42	(575.00)	9,991.42	0.00	0.00	0.00
Prom Dress Sales	3,516.04	(1,828.93)	1,687.11	1,380.27	(515.25)	865.02
Willow Star workshop	700.62	(609.15)	91.47	0.00	0.00	0.00
Burns Night	3,523.50	(2,676.34)	847.16	3,331.12	(2,135.36)	1,195.76
Bugsy Malone	893.87	(352.12)	541.75	0.00	0.00	0.00
Inter-house Dance Finals	246.47	0.00	246.47	0.00	0.00	0.00
Celebration of Dance	198.78	(67.00)	131.78	0.00	0.00	0.00
Y7/8 Disco	1,177.50	(151.36)	1,026.14	543.75	(331.32)	212.43
Fruition	915.34	(268.51)	646.83	0.00	0.00	0.00
House Drama	138.18	(45.36)	92.82	0.00	0.00	0.00
Prom	10,189.41	(9,594.53)	594.88	1,700.01	(1,969.09)	(269.08)
Prom Dress Raffle	526.00	0.00	526.00	0.00	0.00	0.00
Summer Raffle	870.00	0.00	870.00	215.00	(20.00)	195.00
60th Anniversary Celebrations	0.00	0.00	0.00	4,017.79	(228.90)	3,788.89
Other	296.54	0.00	296.54	1,175.16	(868.35)	306.81
Total	34,129.54	(16,572.27)	17,557.27	12,363.10	(6,513.58)	5,849.52

Note 2

Donations	Y/e	Y/e
	31-Jul-25	31-Jul-24
Chicken club	1,700.00	0.00
Broyst Foundation	500.00	0.00
Charities Trust	40.00	0.00
P Beecham Trust	0.00	500.00
Other	0.00	272.71
	2,240.00	772.71

Note 3

Projects	Y/e	Y/e
	31-Jul-25	31-Jul-24
Yoga mats	0.00	0.00
ESSA finals contribution	0.00	0.00
Popcorn maker for film club	0.00	0.00
Diamond legacy	(21,280.76)	
Chicken club	(1,700.00)	0.00
La Diva choir	(500.00)	0.00
Lighting Desk	0.00	(4,250.00)
Art Dept - Tile Printing Equipment	0.00	(4,636.20)
Donation received in error	0.00	(30.00)
Ukranian Appeal	0.00	(500.00)
	(23,480.76)	(9,416.20)

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BL PFA Accounts to 31 Jul 2025

Final Audit Report

2026-02-05

Created:	2026-02-04
By:	Jana Thomas (jana3thomas@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAO-JibJmg6zIlo3SsZj1QLa1Dy_NVcJ78

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Signature Date: 2026-02-05 - 9:40:22 PM GMT - Time Source: server- IP address: 151.230.150.44

 Agreement completed.

2026-02-05 - 9:40:22 PM GMT



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