

# THE QUEEN'S SCHOOL PARENTS AND STAFF ASSOCIATION

England & Wales · Charity number 283103

## Details

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Other names	THE QUEEN'S SCHOOL PARENTS AND TEACHERS ASSOCIATION
Status	Registered
Legal form	Other
Registered	1981-09-03
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	The King's C Of E Primary School Cumberland Road Richmond TW9 3HJ
Phone	07716752715
Email	<a href="mailto:info@kings.richmond.sch.uk">info@kings.richmond.sch.uk</a>
Website	<a href="https://www.kings.richmond.sch.uk">https://www.kings.richmond.sch.uk</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL

**Activities:** Fundraising to support school activities.

## Classification

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- **How:** Provides Other Finance
- **What:** Education/training, Amateur Sport
- **Who:** Children/young People

## Geography

- **Area of benefit:** GREATER LONDON AREA
- Richmond Upon Thames
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£27,444	£36,006	-	-
2024-06-30	£28,592	£29,799	-	-
2023-06-30	£27,189	£36,324	-	-
2022-06-30	£28,146	£40,175	-	-
2021-06-30	£23,457	£67,856	-	-

## Trustees

Name	Role	Appointed
<b>Chloe Dennis</b>	Chair	2025-07-12
Anna Pipko		2025-07-15
Laurens Bruynseels		2025-07-15
Rowena Helen Ridout		2026-04-21

**THE QUEEN'S SCHOOL PARENTS AND STAFF ASSOCIATION**

England & Wales - Charity number 283103

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# Accounts

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### **The Queen's School Parent and Staff Association**

The Kings's Church of England Primary School (formerly The Queen's Church of England Primary School)

Cumberland Road, Kew  
Richmond Surrey TW9 3HJ

Co-Chairs: Melissa Hamilton-Beazley and Izzy Huzzey

### **Accounts for the 12 months ending 30 June 2025**

**Report of the Independent Examiner to the Officers as trustees of  
The Queen's School PSA**

I report on the accounts of the Association for the 12 months ended 30 June 2025, which are set out on pages 5 to 6.

**Respective responsibilities of members and examiner.**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

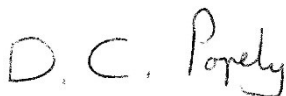
**Basis of independent examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 members, concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
24<sup>th</sup> September 2025

David Popely  
DP Associates (Accountancy) Limited  
Long Barn  
Ashwell Park  
Ilminster  
TA19 9DX

## Report of the Officers for the 12 months to 30 June 2025

The PSA has had another successful year raising funds for the enhancement of the school environment and community, in line with the objectives set out in the PSA's Constitution. The objectives of the PSA are to:

- (1) Develop effective relationships between the staff, parents and others associated with the school
- (2) Engage in activities or provide facilities or equipment which support the school and advance the education of the pupils

2024/25 was another busy year for the PSA, and our heartfelt thanks are extended to all the staff, governors, parents and children who have contributed time, effort, and resources to help the school and generously donated or spent their money at our various events over the year.

The year started with a return to our usual Summer fair held in July 2024, raising £6.4k. The PSA choose to change the format of the Christmas fair this year into two smaller events but still raised £6.7k which is comparable to last years £6.9k. The PSA also introduced a new Taylor Swift themed fundraising event which was extremely successful raising £2.3k.

PSA reduced the number of cake and tuck shop sales this year in line with parent feedback. Cake and tuck shop sales raised £1.6k this year which is a significant decrease from last years £6.1k. The PSA reintroduced the Yellow Brick Road fundraiser which raised £2.1k and profits from raffles from the previous year were paid to the PSA totalling £2.9k.

Miscellaneous fundraising of £2.1k included uniform sales, mufti day and funds from parents shopping through Easy-fundraising (an online charity shopping website).

General parent donations raised £1.3k, with the option for parents to contribute termly in amounts ranging from £10-£50.

Kew Market Grant of £1k was given to the PSA this year thanks to the efforts of our co-chair Izzy Huzzey.

The PSA continued to fund ongoing commitments it has made to the school such as supporting the year 6 leavers and a commitment to the Special Educational Needs 'SEN' funds. In addition, the PSA continued to make a more significant contribution by helping to fund a teaching assistant who works across different year groups. The total expenditure paid to the school (incl. direct PSA funding requests) for the school year 2024/25 came up to £32.3k.

In the Autumn term AGM meeting the additional total PSA committed funding items which were approved totalled £34k plus £3k of annual recurring funding for Thames Young Mariners and SEN commitments.

The current PSA bank balance is £18.6k, of which approximately £12.4k is committed and not spent yet, and a further £5k is held in reserve for prudence, leaving approximately £1.2k of uncommitted funding.

The PSA are pleased with this years fundraising results and usually expect to raise around £25k - £30k in a 'normal' school year. This was reduced during the pandemic period, and the amount of future fundraising remains uncertain due to the ongoing cost of living crisis.

**This Report:**

The Charities Act 1993 and Charities (Accounts and Reports) Regulations 1995 imposed certain requirements on the PSA as a charity with annual income in the band £10,000 - £100,000. These requirements include this written report from the officers as trustees, and the 'independent examiner's report' on page 2, from David Popely.

**Officers:**

Isabella Huzzey was elected as Chair of the PSA in July 2023 and remained in post throughout 2024/2025.

Melissa Hamilton Beazley was elected Co-Chair in July 2023 and remained in post throughout 2024/2025.

Sophie Duigan was elected Treasurer in July 2023 and remained in post throughout 2024/2025.

Salma Makram was elected Co-Secretary in July 2023 and remained in post throughout 2024/2025.

Bethan Graham Collins was elected Co-Secretary in July 2023 and remained in post throughout 2024/2025.

Lauren Owen was elected Co-Communications Officer in July 2023 and remained in post throughout 2024/2025

Man Dick Tam was elected Co-Communications Officer in July 2023 and remained in post throughout 2024/2025.

**Balance Sheet**

<b>Current Assets:</b>	<b>2025</b>	<b>2024</b>
Cash – bank account	£18,572	£27,134
<b>Total Assets</b>	<b>£18,572</b>	<b>£27,134</b>
<b>Net Assets:</b>	<b>£18,572</b>	<b>£27,134</b>
Represented by:		
General Reserve – opening balance	£27,134	£28,321
(deficit)/ surplus	-£8,562	-£1,187
<b>(Note 1)</b>		
<b>General Reserve – closing balance</b>	<b>£18,572</b>	<b>£27,134</b>

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 Melissa Hamilton-Beazley, Co-Chair

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 Izzy Huzzey, Co-Chair

[DATE]

## **Income and Expenditure**

	<b>2024/2025</b>	<b>2023/2024</b>
Christmas Fair	£6,659	£6,935
Summer Fair	£6,419	£6,687
Quiz Night		£1,644
Year 6 Production	£426	-£5
<b>Annual Events (2)</b>	<b>£13,505</b>	<b>£15,221</b>
Yellow Brick Road	£2,137	
<b>Create a Brighter Future</b>	<b>£2,137</b>	
Miscellaneous Funding	£2,105	£1,854
Cake Sales	£1,564	£6,159
Bank Interest	£547	£549
General Parent Donations	£1,289	£1,313
Skipathon		£3,495
Raffle	£2,901	
Taylor Swift Night	£2,344	
Kew Market Grant	£1,051	
<b>Income Other (3)</b>	<b>£11,802</b>	<b>£13,371</b>
<b>Total Income</b>	<b>£27,444</b>	<b>£28,592</b>
<b>Expenditure</b>		
PSA Agreed Funding (note 4)	-£32,344	-£25,329
Other miscellaneous costs (note 5)		-£947
Prepaid summer fair	-£2,178	-£2,178
Prepaid Christmas fair	-£1,584	
PSA Skipathon Funding iPads		-£1,325
<b>Total Expenditure</b>	<b>-£36,006</b>	<b>-£29,779</b>
<b>Net income</b>	<b>-£8,562</b>	<b>-£1,187</b>

### Basis of Preparation

The officers of The Queen's School PSA have elected, as in previous years and as permitted for a charity of its size under section 42(3) of the Charities Act 1993, to present its financial statements on a receipts and payments basis. Provision is however made for expenses incurred or defrayed in respect of the year but not paid by the year-end. Specific reserves may be set up for major projects where fund-raising takes more than one year, however, there are currently no such specific reserves.

**Notes to the Balance Sheet:**

1. The "free funds" available to the PSA are £18.6k of which £12.4k is committed which has been approved by the PSA up to financial year ending June 2025, and a £5k reserve is held.

**Notes to the Income Statement:**

2. Main Annual Events are the recurring events the PSA run to raise funds for the school.
3. Other Income covers all the funding received by the PSA, which is not from Main Annual Events or CBF. Examples of these include income from: 2nd Hand Uniform sales, Easy Fundraising, Amazon Smile, parent, pupils and outside donations.
4. PSA Agreed Funding: the entries under this heading are for payments towards items voted in either historically by the PSA as committed funding or committed funding voted in within the 2024/2025 financial year. This principally consists of contributions to a teaching assistant, SEN costs, as well as outdoor and indoor areas improvement of the school.
5. Miscellaneous Costs: entries which contributed to this total did not form part of an annual event or committed funding vote. The examples of these are PSA annual membership and other minor costs relating to school activities like buying presents for outgoing PSA members and office staff.

**THE QUEEN'S SCHOOL PARENTS AND STAFF ASSOCIATION**

England & Wales - Charity number 283103

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# Accounts

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## Trustees' Annual Report for the period

From 1 July 2023 to 30 June 2024

**Charity name:** The Queen's School Parents and Staff Association ("The Queen's PSA")

**Charity registration number:** 283103

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance education of pupils in the school
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	<p>The Queen's PSA held 2 school fairs plus a number of other smaller fundraising events this year and raised funds of £28,592 to improve education and school community at Kings's (formerly Queen's) Primary CoE School.</p> <p>The benefit that arises to the public is education and improvement of educational resource to its 400+ students. Details are included in the financial report.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 and have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing the Charity's aims and objectives, and in planning future activities.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not currently receive or award grants.
Policy on social investment including program related investment	Para 1.38	<p>None (not applicable).</p> <p>Any significant amounts of cash at bank, is used for charity operations and reserves management.</p>

## 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>The Queen's PSA continued to fund ongoing commitments it has made to the school such as supporting the Year 6 leavers and a commitment to the Special Educational Needs 'SEN' funds.</p> <p>In addition, the Queen's PSA continued to make some more significant contributions by helping to fund a teaching assistant who works across different year groups.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>No formal targets were set with regards to donations.</p> <p>Trustees are pleased to report that the Queen's PSA continues to have sufficient funds to meet committed expenditure.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>No formal targets were set with regards to fundraising.</p>
Investment performance against objectives	Para 1.41	<p>Not applicable. The charity does not have any investments.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>At the end of the period, the charity had funds amounting to £27,134.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>While no reserves policy is necessary, given the charity has no ongoing financial commitments, the Queen's PSA operates a policy of holding £5k seen as adequate reserves to cover the cost of the next event.</p>
Amount of reserves held	Para 1.22	£5,000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in	Para 1.24	Not applicable

deficit		
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable. There are no uncertainties about the charity continuing as a going concern.

**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	<p>The principal source of funds is fundraising. The Christmas and Summer fairs raised £13.6k of the £28.6k of total funds raised in the period. A skipathon fundraiser introduced this year raised £3.5k The remaining £11.5k was raised through various parent targeted fundraising campaigns such as uniform sales, cake sales, quiz nights and mufti days.</p> <p>The Queen's PSA remains free to join with no membership fees.</p> <p>Included in the £13.6k above, the charity also received £700 of funding by commercial sponsors to sponsor the Summer and Christmas fairs.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>None (not applicable).</p> <p>Any significant amounts of cash at bank, is used for charity operations and reserves management.</p>

<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>The trustees carried out an annual risk assessment in March 2023.</p> <p>As a charity providing services in relation to children, safeguarding is deemed the principal risk in this reporting period. This is mitigated by ensuring the required level of DBS checks for all roles, which were eligible, are in place.</p> <p>All required DBS checks have been obtained. Specific risk assessments (approved by trustees and with the school's business manager) are carried out for each fundraising event where children will be in attendance and shared with volunteers for training purposes.</p> <p>An appropriate safeguarding policy is in place.</p> <p>The two other key risks are (i) trustees don't have the required knowledge to carry out their duties and (ii) financial management. Both of these risks are mitigated through succession planning and handovers with appropriately documented processes. The financial management risk is further mitigated as the Queens PSA only commits to providing funds if it has available uncommitted funds available</p>
<p>Other</p>		<p>The following policies have been adopted by the PSA :</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Equal Opportunities</li> <li>• Risk assessment and management</li> <li>• Conflict of interest</li> <li>• Complaints</li> <li>• Volunteering</li> <li>• Financial Control and Expense</li> </ul>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Queen's PSA was registered as a charity in 1981. It is governed by its constitution, which was adopted on then and amended only once since, on 24/10/2012.
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	The management of the Queens PSA is the responsibility of the trustees who are appointed under the terms of the constitution and are elected by decision of members at the annual general meeting.

## Reference and Administrative details

Charity name	The Queen's School Parents and Staff Association
Other name the charity uses	The Queen's PSA
Registered charity number	283103
Charity's principal address	THE QUEENS C OF E PRIMARY SCHOOL CUMBERLAND ROAD RICHMOND TW9 3HJ



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

## Other optional information

Not applicable

## Declarations

<b>Signature(s)</b>	
<b>Full name(s)</b>	Melissa Hamilton-Beazley
<b>Position (eg Secretary, Chair, etc)</b>	Co-Chair
<b>Date</b>	DATE

<b>Signature(s)</b>	
<b>Full name(s)</b>	Isabella Huzzey
<b>Position (eg Secretary, Chair, etc)</b>	Co-Chair
<b>Date</b>	DATE

**Income and Expenditure**

	2023/2024	2022/2023	2021/2022	2020/21	2019/20	2018/19	2017/18	2016/17	2015-16	2014-15
Christmas Fair	£6,935	£10,840	£10,749	£7,381	£9,447	£9,066	£9,547	£10,811	£9,732	£10,175
Summer Fair	£6,647	£6,829	£6,351		£9,077	£10,865	£7,167	£10,677	£13,099	£11,045
Quiz Night	£1,644	£1,072	£1,021		£920	£1,433	£2,705	£2,983	£3,540	£3,658
Bingo Night					£346		£2,555			
Christmas Party				-£640	£85	£875	£1,789			
Film afternoon		£352	£878		£656					
3 Peak Challenge					£647					
Camping					-£145	-£195	£674			
Cycling to Brighton					£6,098	£6,687				
Year 6 Production	-£5								£0	£1,139
End of Year Picnic					£2,200	£3,939	£3,638	-£320	£669	£594
All Saints / Festive / Easter Trail			£246	£1,971						
Paper Plane Competition				£4,426						
Planting Event				£20						
<b>Annual Events (2)</b>	<b>£15,221</b>	<b>£19,094</b>	<b>£19,245</b>	<b>£13,157</b>	<b>£29,331</b>	<b>£32,668</b>	<b>£28,074</b>	<b>£24,151</b>	<b>£27,040</b>	<b>£26,611</b>
Yellow Brick Road			£2,226	£348	£876		£1,581	£20,124	£0	£0
<b>Create a Brighter Future (3)</b>	<b>£0</b>	<b>£0</b>	<b>£2,226</b>	<b>£348</b>	<b>£876</b>	<b>£0</b>	<b>£1,581</b>	<b>£20,124</b>	<b>£6,332</b>	<b>£11,148</b>
Memorial fundraising						£8,956				
Miscellaneous Funding	£1,854	£2,821	£3,115	£5,488	£3,114	£1,090	£475	£1,073	£2,132	£4,765
Cake Sales	£6,159	£1,762	£371		£689	£2,181	£1,947	£1,495	£1,524	£3,174
Bank Interest	£549	£161	£7	£16	£131	£159	£78	£31	£48	£30
General Parent Donations	£1,313	£2,570	£2,291	£2,713						
Running Club			£100	£1,226						
Teacher Fundraiser		£782	£791	£1,479						
Skipathon	£3,495									
<b>Income Other (4)</b>	<b>£13,371</b>	<b>£8,096</b>	<b>£6,675</b>	<b>£10,922</b>	<b>£3,933</b>	<b>£12,385</b>	<b>£2,499</b>	<b>£3,549</b>	<b>£3,724</b>	<b>£8,659</b>
<i>Year 6 year book (funds will be passed on to parent who produced it - see in red)</i>				-£969.6	£1,046					
<b>Total Income</b>	<b>£28,592</b>	<b>£27,189</b>	<b>£28,146</b>	<b>£23,457</b>	<b>£35,186</b>	<b>£45,054</b>	<b>£32,155</b>	<b>£47,824</b>	<b>£37,096</b>	<b>£46,419</b>
<b>Expenditure</b>										
PSA Agreed Funding (note 5)	-£25,329	-£32,164	-£39,724	-£67,284	-£12,574	£36,799	£9,828	£5,153	£2,537	£5,096
Payment for astroturf pitch							£105,588			
Payment to Comic Relief		-£2,213								
Pre Paid Summer Fair	-£2,178	-£1,195	-£210			£340			£1,105	£1,504
PSA donation to Staff Xmas Party		-£191							£300	£300
PSA Skipathon fundraiser IPADS	-£1,325									
Other miscellaneous costs (note 6)	-£947	-£562	-£241	-£573	-£1,829	£422	£623	£1,870	£1,239	£1,607
<b>Total Expenditure</b>	<b>-£29,779</b>	<b>-£36,324</b>	<b>-£40,175</b>	<b>-£67,856</b>	<b>-£14,404</b>	<b>£37,561</b>	<b>£116,039</b>	<b>£7,023</b>	<b>£5,181</b>	<b>£8,507</b>
<b>Net income</b>	<b>-£1,187</b>	<b>-£9,135</b>	<b>-£12,029</b>	<b>-£44,399</b>	<b>£20,783</b>	<b>£7,493</b>	<b>-£83,885</b>	<b>£40,801</b>	<b>£31,915</b>	<b>£37,912</b>

**Balance Sheet**

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<b>Current Assets:</b>											
Cash – bank account	£27,134	£28,321	£37,456	49,484.59	£93,884	£73,101	£65,608	£149,493	£108,690	£76,775	£29,352
Debtors / Prepayments									0	£0	£0
<b>Total Assets</b>	<b>£27,134</b>	<b>£28,321</b>	<b>£37,456</b>	<b>£49,485</b>	<b>£93,884</b>	<b>£73,101</b>	<b>£65,608</b>	<b>£149,493</b>	<b>£108,690</b>	<b>£76,775</b>	<b>£29,352</b>
<b>Current Liabilities:</b>											
Creditors and Accrued Expenses									-£78	-£78	-£138
<b>Net Assets:</b>	<b>£27,134</b>	<b>£28,321</b>	<b>£37,456</b>	<b>£49,485</b>	<b>£93,884</b>	<b>£73,101</b>	<b>£65,608</b>	<b>£149,493</b>	<b>£108,612</b>	<b>£76,697</b>	<b>£29,214</b>
Represented by:											
General Reserve – opening balance	£28,321	£37,456	£49,485	£93,884	£73,101	£65,608	£149,493	£108,692	£77,045	£29,352	£48,606
(deficit)/ surplus	-£1,187	-£9,135	-£12,029	-£44,399	£20,783	£7,493	-£83,885	£40,801	£31,915	£47,345	-£19,254
<b>(Note 1)</b>											
<b>General Reserve – closing balance</b>	<b>£27,134</b>	<b>£28,321</b>	<b>£37,456</b>	<b>£49,485</b>	<b>£93,884</b>	<b>£73,101</b>	<b>£65,608</b>	<b>£149,493</b>	<b>£108,612</b>	<b>£77,045</b>	<b>£29,352</b>

**Date**

Bank/cash balance at 30 June

Uncashed cheques b/f

**July**

zettle 'Summer fair early sales of boucne bands/fair tickets

zettle 'Summer fair early sales of boucne bands/fair tickets

zettle 'Summer fair early sales of boucne bands/fair tickets

zettle 'Summer fair early sales of boucne bands/fair tickets

zettle 'Summer fair early sales of boucne bands/fair tickets

3 Jul Stripe - boucne bands, art and vendor payments

Payment to Claire brennan

Costco

6-Jul Bubble and bounce

7-Jul Izzy Hussey

Pawel caretaker

8-Jul Fair takings on day:

Cash

zettle

9-Jul zettle

Extra cash from Aylin (for summer fair stuffed toys)

Extra hot dog rolls (reimburse Liz McRae)

Stripe - reimbursement from Gio for burgers

Stripe - auction payments

Stripe - summe fiar donation

cake sale excess money to year 5

year 6 ticket sales

ticket sales to be returned to school

sale of excess alcohol to year 6

12-Jul Sports day - drinks/snacks sales and unfrom sales to new parents

Expenses for sports day' paid to Melissa in Oct at 148.31

13-Jul Auction payment

Return of cash the ECO refill shop took via fiar tickets

year 6 ticket sales (through Stripe)

ticket sales to be returned to school

18-Jul Drinks /food takings to be returned to school

Drinks /food takings to be returned to school

19-Jul Drinks /food takings to be returned to school

Drinks /food takings to be returned to school

year 6 play expense reimbursement

year 6 play expense reimbursement

year 6 play cash takings

Amend amount year 6 is giving us for excess booze (put through an estimate of £300 earlier in July pre AGM)

End of year gifts for office/Pawel - Rebecca paid, reimbursed with cash

Cash to bank

CF to trf remaining loose change in

**August**

3-Aug Zettle fees refund

	David Popely (accountant) for 2022 /2023 accounts review
	Uniform Sale
	12-Aug Easyfundraising deposit
	Bank interest
September	Uniform sale
	Uniform sale
	Ice Cream Expenses paid to Izzy
	Ice cream/Cake sale
	Ice cream/cake sale
	14-Sep Uniform sale
	Uniform sale
	Uniform sale
	Uniform sale
October	
	2-Oct Parent donation standing order
	6-Oct Rugby tickets purchased from Mr Corke for Raffle
	6-Oct Expense paid to Izzy
	10-Oct Uniform Sale
	11-Oct Cake Sale Yr 6
	12-Oct Corporate matching Martha
	12-Oct Cake Sale Yr 5
	16-Oct Autumn term Parent Donation
	25-Oct Cake sale yr 4
	30-Oct Cake Sale Cash deposited by Melissa
	30-Oct Sport day expense to Melissa
	30-Oct Chrismtas fair expense to Melissa
	31-Oct Christmas fair expense bounce area
November	
	7-Nov Break the rules day cash deposited by S Duigan
	8-Nov Break the rules day cash deposited by Melissa
	9-Nov Chrsitams fair expense Izzy
	9-Nov Chrsitams fair expense Melissa
	9-Nov Panto
	14-Nov Easy Fundraising
	14-Nov Cake Sale yr 3
	15-Nov <b>Stripe sales</b>
	16-Nov Christmas fair expense Melanie
	17-Nov Christmas Fair Vendor fee
	22-Nov Yr 2 Cake Sale
	23-Nov Chrsitams fair expense Izzy
	27-Nov Christmas fair - Bouncy castle
	29-Nov Antony Roberts Christmas Fair
	29-Nov Yr 1 Cake Sale
December	
	1-Dec Bounce band/tickets/wreaths
	1-Dec Christmas fair vendor fee
	4-Dec Interest earned 4 sep - 3 dec
	4-Dec Christmas fair vendor fee

4-Dec Bounce band/tickets/wreaths  
5-Dec Bounce band/tickets/wreaths  
6-Dec Christmas fair takings zettle  
8-Dec Christmas fair expense Melissa  
8-Dec Christmas fair expense Izzy  
8-Dec Christmas fair expense Sophie  
8-Dec Christmas fair expense Melissa  
8-Dec Christmas fair cash deposited  
11-Dec Christmas fair wreath payment  
13-Dec Tuck shop zettle  
14-Dec Corporate matching  
15-Dec Stripe  
20-Dec Cake sale Reception

Jan

1-Jan Uniform sale  
Credit from paypal  
Direct Debit parent kind

Feb

8-Feb License expense Salma  
Easy Fundraising  
Valentines Cake Sale and Mufti Zettle  
Valentines Mufti Stripe  
License and Christmas expense Salma  
CG Benevity

March

Interest earned  
PSA Whatsapp sponsorship  
Booksale  
Bethan Tens Payment  
Paid to school Class bakes sale payments (£100\*7)  
Cake Sale  
Quiz night stripe ticket sales  
Bethan Tens Payment and Quiz night expenses  
Booksale  
Quiz night  
Quiz night - curry expense  
Quiz night - Izzy expense

April

4-Apr Cake sale  
Quiz night Stripe  
Charities Trust

May

14-May Playground equip school expense  
Playground equip school expense  
School expense  
School expense ipads  
Easy Fundraising  
Reception cake sale  
Yr1 Cake Sale  
Summer fair 24 DJ

Christmas fair 24 Panto

June

Interest

Skipathon

Summer fair - Antony Robert

12-Jun Cake Sale

Summer fair - vendor

Summer fair - vendor

Summer fair expense - bounce area

Stripe

Cake Sale

Uniform Sale

Summer fair - vendor

28-Jun Summe fair bounce bands

Yellow Brick



Cash	Bank	Notes	Diff
	28,296.02		
	24.95		-
	291.72		-
	97.23		-
	588.31		-
	602.89		-
	269.33		-
	415.50		-
-	36.92	paid 6 July	-
-	764.80	Cheque 103772	-
-	550.00	Boucne final payment	-
-	65.25	paid 11 July	-
-160			-
1,349.79			-
	3,641.66		-
	19.45		-
	9.72		-
-	19.20	paid 11 July	-
	33.24	due 15 July	-
	236.43	due 15 July	-
	50.00	due 15 July	-
-	60.00	paid 11 July	-
	830.41	through stirpe - due 15 july	-
-	830.41	to be returned to school	-
	300.00	net off ticket sale money	-
	423.29		-
	20.00	Stripe - due 15 July	-
-	16.50		-
	317.68	due 15 August	-
-	317.68	to be returned to school	-
	387.44	zettle	-
-	387.44	to be returned to school	-
	463.33		-
-	378.86	to be returned to school	-
-	107.00	Paid to Ali Rankin (net pf 82 cash takings)	-
-	59.47	Paid to Cristina P M	-
	82.00		-
-	5.00		-
-89.5			-
-1085	1,085.00		-
-15.29	15.29		-
	76.34		-

-	60.00	-
	11.67	-
	102.92	-
	86.85	-
	48.57	-
	13.60	-
-	121.45	-
	66.00	-
	135.01	-
	11.66	-
	377.20	-
	9.72	-
	18.00	-
	30.00	-
-	448.00	-
-	52.95	-
	7.78	-
	344.48	£100 to class
	100.00	-
	382.93	-
	1,313.16	-
	461.59	-
	106.85	-
-	148.31	-
-	221.55	-
-	240.00	-
	350.60	-
	95.00	-
-	407.94	-
-	481.99	-
-	1,488.00	-
	33.70	-
	407.17	-
	644.26	-
-	262.00	-
	40.00	-
	472.83	-
-	206.07	-
-	350.00	-
	400.00	-
	385.41	-
	418.13	-
	40.00	-
	126.25	-
	40.00	-

612.60	-
438.16	-
5,620.06 (480.36+5139.7)	-
-71.61	-
-76.36	-
-436	-
-914.62	-
643.85	-
35.00	-
229.85	-
1,000.00	-
1,519.58	-
407.17 £100 to class	-
134.12	-
67.15	-
- 153.00	-
- 40.00	-
84.99	-
494.50	-
10.15	-
- 95.41	-
395.30	-
172.88	-
29.16	-
126.98	-
- 21.00	-
- 700.00	-
382.92	-
894.29	-
-97.75	-
45.64	-
940.80	-
- 150.00	-
- 171.22	-
339.20	-
221.97	-
1,000.00	-
- 247.06	-
- 288.89	-
- 25,040.00	-
- 1,325.00	-
175.16	-
412.17	-
237.57	-
- 395.00	-

- 1,032.00	-
162.85	-
3,495.15	-
350.00	-
345.97	-
40.00	-
20.00	-
-1560	-
392.14	-
309.5	-
91	-
20	-
379.41	-
100.00	-
<b>27,134.10</b>	-



Other	Paid to school	"Easy fundraising" deposit	zettle/bank Fees	year 6 concert	Summer fair 2023	Break the rules/mufti day
			-8.28		300	
			-2.77		100	
			-16.69		605	
			-17.11		620	
			-7.67		277	
					415.5	
					-36.92	
					-764.8	
					-550	
					-65.25	
					-160	
					1349.79	
			-103.84		3745.5	
			-0.55		20	
			-0.28		10	
					-19.2	
					33.24	
					236.43	
					50.00	
				830.41		
				- 830.41		
					300	
			-12.21			
					20	
					-16.5	
				317.68		
				- 317.68		
				387.44		
				-387.44		
				463.33		
				- 378.86		
				- 107.00		
				- 59.47		
				82.00		
				-5		
-89.5						

76.34

-60

-0.33

102.92

86.85

-1.43

-0.4

-3.99

-0.34

-10.8

-0.28

-0.22

-10.02

-11.07

-13.41

350.60

95.00

-11.83

-13.67

-11.09

-11.87

126.25

			-17.4	
			-159.94	
			-6.65	
			-11.83	
67.15			-3.88	
	-153			
	84.99			
			-14.3	508.8
				10.15
395.3				
172.88				
30			-	0.84
			-3.62	130.6
	-700			
			-11.08	
			-1.29	46.93
			-26.7	
			-9.8	
-	247.06			
-	288.89			
-	25,040.00			
-	1,325.00			
	175.16			
	-11.83			
			-6.93	

162.85

-10.03

-6.5

- 5.00

100

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<b>991.78</b>	<b>-27600.95</b>	<b>198.24</b>	<b>-489.6</b>	<b>-5</b>	<b>6647.32</b>	<b>964.55</b>
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<b>Christmas fair 2023</b>	<b>cake sales</b>	<b>Uniform sale</b>	<b>Parent Donations</b>	<b>Quiz night</b>	<b>Christmas fair 2024</b>	<b>Summer Fair 24</b>
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-60

377.5      58

			12
			50
			14
	-121.45		
	66		
	139		
			12
			388
			10
			18
			30.00
-	448.00		
	-	52.95	
			8.00
		354.50	
		100.00	
		394.00	
			1,313.16
		475.00	
		106.85	
	-	148.31	
-	221.55		
-	240.00		
-	407.94		
-	481.99		
-	1,488.00		
	33.70		
		419	
	644.26		
-	262.00		
	40.00		
		486.50	
-	206.07		
-	350.00		
	400.00		
		396.5	
	430.00		
	40.00		
	40		

630.00  
438.16  
5,780.00  
- 71.61  
- 76.36  
-436  
- 914.62  
643.85  
35.00

236.50

1,000.00  
1,519.58

419.00

138.00

-40

-95.41

-21

394

894.29

-97.75

967.5

-150

-171.22

349

221.97

1000

424

244.5

-395

-1032

350

356

40

20

-1560

392.14

316

96

20

379.41

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**6935**

**6159.28**

**738**

**1313.16**

**1643.79**

**-395**

**-1782.59**

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**Skipathon**

3495.15

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***3495.15***

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# Your Business Premium Account

Date	Description	Money out £	Money in £
1 Jun	Start Balance		
3 Jun	 Interest Earned Gross For The Period 4 Mar - 2 Jun		162.85
4 Jun	 Deposit Re 45Richmond		3,495.15
7 Jun	 From 90748781 Automatic		350.00
12 Jun	 From 90748781 Automatic		385.97

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## At a glance

### 01 - 28 Jun 2024

Balance £	Start balance	£22,988.08
22,988.08	Money out	£1,560.00
23,150.93	Money in	£5,706.02
26,646.08	▶ Gross interest earned	£162.85
26,996.08	End balance	£27,134.10
27,382.05	Your deposit is eligible for protection by the Financial Services Compensation Scheme.	

Paid

**Paid to school**

Mar-24 PSA Cake Sale (First £100 direct to class)

Mar-24 PSA Agreed Funding SEN expenses

Mar-24 PSA Skipathon Fundraiser IPADS

Mar-24 PSA Summer Fair expense Fire extinguisher

Mar-24 PSA Agreed Funding Playgroud n equipment

Mar-24 PSA Agreed Funding Teaching Assistant

Mar-24 PSA Agreed Funding Thames Young Mariners trip

**Total**

<b>£</b>
700.00
<hr/>
1,040.00
<hr/>
1,325.00
<hr/>
247.06
<hr/>
288.89
<hr/>
23,000.00
<hr/>
1,000.00
<hr/>
<hr/>
<b>27,600.95</b>

Number	Date	Account	Amount	Subcatego	Memo
	6/3/2024	20-72-33 60748803	162.85	Credit Pay	INTEREST PAID GROS:
	3/4/2024	20-72-33 60748803	172.88	Credit Pay	INTEREST PAID GROS:
	12/4/2023	20-72-33 60748803	126.25	Credit Pay	INTEREST PAID GROS:
	9/4/2023	20-72-33 60748803	86.85	Credit Pay	INTEREST PAID GROS:
			548.83		

- S FOR PERIOD 4MAR/ 2JUN
- S FOR PERIOD 4DEC/ 3MAR
- S FOR PERIOD 4SEP/ 3DEC
- S FOR PERIOD 5JUN/ 3SEP

Number	Date	Account	Amount	Subcategory	Memo
	6/28/2024	20-72-33 90748	-479.41	Transfer	TRANSFER 60748803 TRANSFI
	6/28/2024	20-72-33 90748	479.41	Counter Credit	PAYPAL INC. QUEEN-S SCH
	6/24/2024	20-72-33 90748	-20	Transfer	TRANSFER 60748803 TRANSFI
	6/24/2024	20-72-33 90748	20	Bill Payment	NAHIBHA E AMY AND LO
	6/19/2024	20-72-33 90748	-400.5	Transfer	TRANSFER 60748803 TRANSFI
	6/19/2024	20-72-33 90748	400.5	Counter Credit	PAYPAL INC. QUEEN-S SCH
	6/17/2024	20-72-33 90748	-392.14	Transfer	TRANSFER 60748803 TRANSFI
	6/17/2024	20-72-33 90748	392.14	Counter Credit	Stripe Payments UK STRIPE BG
	6/13/2024	20-72-33 90748	-20	Transfer	TRANSFER 60748803 TRANSFI
	6/13/2024	20-72-33 90748	20	Counter Credit	CHIU Crystal BGC
	6/12/2024	20-72-33 90748	-385.97	Transfer	TRANSFER 60748803 TRANSFI
	6/12/2024	20-72-33 90748	345.97	Counter Credit	PAYPAL INC. QUEEN-S SCH
	6/12/2024	20-72-33 90748	40	Counter Credit	Joseph Sewell Exquisite jew
	6/7/2024	20-72-33 90748	-350	Transfer	TRANSFER 60748803 TRANSFI
	6/7/2024	20-72-33 90748	350	Standing Order	ANTONY ROBERTS EST SUMMI
	5/29/2024	20-72-33 90748	-237.57	Transfer	TRANSFER 60748803 TRANSFI
	5/29/2024	20-72-33 90748	237.57	Counter Credit	PAYPAL INC. QUEEN-S SCH
	5/22/2024	20-72-33 90748	-412.17	Transfer	TRANSFER 60748803 TRANSFI
	5/22/2024	20-72-33 90748	412.17	Counter Credit	PAYPAL INC. QUEEN-S SCH
	5/14/2024	20-72-33 90748	-175.16	Transfer	TRANSFER 60748803 TRANSFI
	5/14/2024	20-72-33 90748	175.16	Counter Credit	EASY FUNDRAISING 33819 QI
	4/15/2024	20-72-33 90748	-221.97	Transfer	TRANSFER 60748803 TRANSFI
	4/15/2024	20-72-33 90748	221.97	Counter Credit	Stripe Payments UK STRIPE BG
	4/4/2024	20-72-33 90748	-339.2	Transfer	TRANSFER 60748803 TRANSFI
	4/4/2024	20-72-33 90748	339.2	Counter Credit	PAYPAL INC. QUEEN-S SCH
	3/27/2024	20-72-33 90748	-940.8	Transfer	TRANSFER 60748803 TRANSFI
	3/27/2024	20-72-33 90748	940.8	Counter Credit	PAYPAL INC. QUEEN-S SCH
	3/26/2024	20-72-33 90748	-45.64	Transfer	TRANSFER 60748803 TRANSFI
	3/26/2024	20-72-33 90748	45.64	Counter Credit	PAYPAL INC. QUEEN-S SCH
	3/15/2024	20-72-33 90748	-894.29	Transfer	TRANSFER 60748803 TRANSFI
	3/15/2024	20-72-33 90748	894.29	Counter Credit	Stripe Payments UK STRIPE BG
	3/13/2024	20-72-33 90748	-382.92	Transfer	TRANSFER 60748803 TRANSFI
	3/13/2024	20-72-33 90748	382.92	Counter Credit	PAYPAL INC. QUEEN-S SCH
	3/6/2024	20-72-33 90748	-126.98	Transfer	TRANSFER 60748803 TRANSFI
	3/6/2024	20-72-33 90748	126.98	Counter Credit	PAYPAL INC. QUEEN-S SCH
	3/5/2024	20-72-33 90748	-29.16	Transfer	TRANSFER 60748803 TRANSFI
	3/5/2024	20-72-33 90748	29.16	Counter Credit	PAYPAL INC. QUEEN-S SCH
	2/26/2024	20-72-33 90748	-395.3	Transfer	TRANSFER 60748803 TRANSFI
	2/26/2024	20-72-33 90748	395.3	Counter Credit	CG BENEVITY BENEVITY BG
	2/15/2024	20-72-33 90748	-10.15	Transfer	TRANSFER 60748803 TRANSFI
	2/15/2024	20-72-33 90748	10.15	Counter Credit	Stripe Payments UK STRIPE BG
	2/14/2024	20-72-33 90748	-494.5	Transfer	TRANSFER 60748803 TRANSFI
	2/14/2024	20-72-33 90748	494.5	Counter Credit	PAYPAL INC. QUEEN-S SCH
	2/13/2024	20-72-33 90748	-84.99	Transfer	TRANSFER 60748803 TRANSFI
	2/13/2024	20-72-33 90748	84.99	Counter Credit	EASY FUNDRAISING 33819 QI
	1/23/2024	20-72-33 90748	-134.12	Transfer	TRANSFER 60748803 TRANSFI
	1/23/2024	20-72-33 90748	134.12	Counter Credit	PAYPAL INC. QUEEN-S SCH
	1/4/2024	20-72-33 90748	-67.15	Transfer	TRANSFER 60748803 TRANSFI
	1/4/2024	20-72-33 90748	67.15	Counter Credit	PAYPAL INC. QUEEN-S SCH
	1/2/2024	20-72-33 90748	153	Transfer	TRANSFER 60748803 TRANSFI

1/2/2024 20-72-33 9074£	-153 Direct Debit	PARENTKIND	PTA961047-
12/20/2023 20-72-33 9074£	-407.17 Transfer	TRANSFER 60748803	TRANSFI
12/20/2023 20-72-33 9074£	407.17 Counter Credit	PAYPAL INC.	QUEEN-S SCH
12/15/2023 20-72-33 9074£	-1519.58 Transfer	TRANSFER 60748803	TRANSFI
12/15/2023 20-72-33 9074£	1519.58 Counter Credit	Stripe Payments UK	STRIPE BG
12/14/2023 20-72-33 9074£	-1000 Transfer	TRANSFER 60748803	TRANSFI
12/14/2023 20-72-33 9074£	1000 Counter Credit	CITIBANK IRE FIN S	UK ONLINE
12/13/2023 20-72-33 9074£	-229.85 Transfer	TRANSFER 60748803	TRANSFI
12/13/2023 20-72-33 9074£	229.85 Counter Credit	PAYPAL INC.	QUEEN-S SCH
12/11/2023 20-72-33 9074£	-35 Transfer	TRANSFER 60748803	TRANSFI
12/11/2023 20-72-33 9074£	35 Counter Credit	HOLMAN A A S V04	Jenni H V
12/8/2023 20-72-33 9074£	-643.85 Transfer	TRANSFER 60748803	TRANSFI
12/8/2023 20-72-33 9074£	643.85 Counter Credit	DUIGAN SE	Christmas fair
12/6/2023 20-72-33 9074£	-5620.06 Transfer	TRANSFER 60748803	TRANSFI
12/6/2023 20-72-33 9074£	5620.06 Counter Credit	PAYPAL INC.	QUEEN-S SCH
12/5/2023 20-72-33 9074£	-438.16 Transfer	TRANSFER 60748803	TRANSFI
12/5/2023 20-72-33 9074£	438.16 Counter Credit	PAYPAL INC.	QUEEN-S SCH
12/4/2023 20-72-33 9074£	-652.6 Transfer	TRANSFER 60748803	TRANSFI
12/4/2023 20-72-33 9074£	40 Counter Credit	PUREVSUREN U	Stall- socks
12/4/2023 20-72-33 9074£	612.6 Counter Credit	PAYPAL INC.	QUEEN-S SCH
12/1/2023 20-72-33 9074£	-458.13 Transfer	TRANSFER 60748803	TRANSFI
12/1/2023 20-72-33 9074£	40 Counter Credit	The Whisky Don	Don Howar
12/1/2023 20-72-33 9074£	418.13 Counter Credit	PAYPAL INC.	QUEEN-S SCH
11/29/2023 20-72-33 9074£	-785.41 Transfer	TRANSFER 60748803	TRANSFI
11/29/2023 20-72-33 9074£	400 Standing Order	ANTONY ROBERTS EST	XMAS F
11/29/2023 20-72-33 9074£	385.41 Counter Credit	PAYPAL INC.	QUEEN-S SCH
11/22/2023 20-72-33 9074£	-472.83 Transfer	TRANSFER 60748803	TRANSFI
11/22/2023 20-72-33 9074£	472.83 Counter Credit	PAYPAL INC.	QUEEN-S SCH
11/17/2023 20-72-33 9074£	-40 Transfer	TRANSFER 60748803	TRANSFI
11/17/2023 20-72-33 9074£	40 Counter Credit	R&M TECH LTD	Rupal Patel
11/15/2023 20-72-33 9074£	-1051.43 Transfer	TRANSFER 60748803	TRANSFI
11/15/2023 20-72-33 9074£	644.26 Counter Credit	Stripe Payments UK	STRIPE BG
11/15/2023 20-72-33 9074£	407.17 Counter Credit	PAYPAL INC.	QUEEN-S SCH
11/14/2023 20-72-33 9074£	-33.7 Transfer	TRANSFER 60748803	TRANSFI
11/14/2023 20-72-33 9074£	33.7 Counter Credit	EASY FUNDRAISING	33819 QI
11/7/2023 20-72-33 9074£	-350.6 Transfer	TRANSFER 60748803	TRANSFI
11/7/2023 20-72-33 9074£	350.6 Counter Credit	DUIGAN SE	Break the rule
10/25/2023 20-72-33 9074£	-461.59 Transfer	TRANSFER 60748803	TRANSFI
10/25/2023 20-72-33 9074£	461.59 Counter Credit	PAYPAL INC.	QUEEN-S SCH
10/18/2023 20-72-33 9074£	-382.93 Transfer	TRANSFER 60748803	TRANSFI
10/18/2023 20-72-33 9074£	382.93 Counter Credit	PAYPAL INC.	QUEEN-S SCH
10/16/2023 20-72-33 9074£	-1313.16 Transfer	TRANSFER 60748803	TRANSFI
10/16/2023 20-72-33 9074£	1313.16 Counter Credit	Stripe Payments UK	STRIPE BG
10/12/2023 20-72-33 9074£	-100 Transfer	TRANSFER 60748803	TRANSFI
10/12/2023 20-72-33 9074£	100 Counter Credit	ISABELLA HUZZEY	CHASE BG
10/11/2023 20-72-33 9074£	-344.48 Transfer	TRANSFER 60748803	TRANSFI
10/11/2023 20-72-33 9074£	344.48 Counter Credit	PAYPAL INC.	QUEEN-S SCH
10/10/2023 20-72-33 9074£	-7.78 Transfer	TRANSFER 60748803	TRANSFI
10/10/2023 20-72-33 9074£	7.78 Counter Credit	PAYPAL INC.	QUEEN-S SCH
10/2/2023 20-72-33 9074£	-30 Transfer	TRANSFER 60748803	TRANSFI
10/2/2023 20-72-33 9074£	6 Standing Order	MURRAY A J & S C	SUSAN C N

10/2/2023 20-72-33 90748	24 Standing Order	MISS A M DREW	M MOLLET
9/22/2023 20-72-33 90748	-18 Transfer	TRANSFER 60748803	TRANSFI
9/22/2023 20-72-33 90748	18 Counter Credit	ISABELLA HUZZEY	CHASE BG
9/20/2023 20-72-33 90748	-9.72 Transfer	TRANSFER 60748803	TRANSFI
9/20/2023 20-72-33 90748	9.72 Counter Credit	PAYPAL INC.	QUEEN-S SCH
9/19/2023 20-72-33 90748	-377.2 Transfer	TRANSFER 60748803	TRANSFI
9/19/2023 20-72-33 90748	377.2 Counter Credit	PAYPAL INC.	QUEEN-S SCH
9/18/2023 20-72-33 90748	-11.66 Transfer	TRANSFER 60748803	TRANSFI
9/18/2023 20-72-33 90748	11.66 Counter Credit	PAYPAL INC.	QUEEN-S SCH
9/13/2023 20-72-33 90748	-135.01 Transfer	TRANSFER 60748803	TRANSFI
9/13/2023 20-72-33 90748	135.01 Counter Credit	PAYPAL INC.	QUEEN-S SCH
9/12/2023 20-72-33 90748	336.07 Transfer	TRANSFER 60748803	TRANSFI
9/12/2023 20-72-33 90748	-336.07 Cheque	103773	103773
9/11/2023 20-72-33 90748	-66 Transfer	TRANSFER 60748803	TRANSFI
9/11/2023 20-72-33 90748	40 Counter Credit	SPROUTCARELI	150623 BG
9/11/2023 20-72-33 90748	26 Counter Credit	DUIGAN SE	SD Cash IceLo
9/8/2023 20-72-33 90748	-13.6 Transfer	TRANSFER 60748803	TRANSFI
9/8/2023 20-72-33 90748	13.6 Counter Credit	PAYPAL INC.	QUEEN-S SCH
9/7/2023 20-72-33 90748	-48.57 Transfer	TRANSFER 60748803	TRANSFI
9/7/2023 20-72-33 90748	48.57 Counter Credit	PAYPAL INC.	QUEEN-S SCH
8/22/2023 20-72-33 90748	-102.92 Transfer	TRANSFER 60748803	TRANSFI
8/22/2023 20-72-33 90748	102.92 Counter Credit	EASY FUNDRAISING	33819 QI
8/21/2023 20-72-33 90748	-11.67 Transfer	TRANSFER 60748803	TRANSFI
8/21/2023 20-72-33 90748	11.67 Counter Credit	PAYPAL INC.	QUEEN-S SCH
8/15/2023 20-72-33 90748	-317.68 Transfer	TRANSFER 60748803	TRANSFI
8/15/2023 20-72-33 90748	317.68 Counter Credit	Stripe Payments UK	STRIPE BG
8/3/2023 20-72-33 90748	-76.34 Transfer	TRANSFER 60748803	TRANSFI
8/3/2023 20-72-33 90748	76.34 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/24/2023 20-72-33 90748	-463.33 Transfer	TRANSFER 60748803	TRANSFI
7/24/2023 20-72-33 90748	463.33 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/21/2023 20-72-33 90748	-572.44 Transfer	TRANSFER 60748803	TRANSFI
7/21/2023 20-72-33 90748	185 Counter Credit	FURSLAND J & C/SLC	CASH FRC
7/21/2023 20-72-33 90748	387.44 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/20/2023 20-72-33 90748	-720.97 Transfer	TRANSFER 60748803	TRANSFI
7/20/2023 20-72-33 90748	-179.03 Cheque	103771	103771
7/20/2023 20-72-33 90748	900 Counter Credit	FURSLAND J & C/SLC	CASH SUI
7/19/2023 20-72-33 90748	-15.29 Transfer	TRANSFER 60748803	TRANSFI
7/19/2023 20-72-33 90748	15.29 Counter Credit	FURSLAND CJ/CP	CASH FROI
7/18/2023 20-72-33 90748	-9.72 Transfer	TRANSFER 60748803	TRANSFI
7/18/2023 20-72-33 90748	9.72 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/17/2023 20-72-33 90748	-3185.78 Transfer	TRANSFER 60748803	TRANSFI
7/17/2023 20-72-33 90748	2762.49 Counter Credit	Stripe Payments UK	STRIPE BG
7/17/2023 20-72-33 90748	423.29 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/12/2023 20-72-33 90748	-3930.44 Transfer	TRANSFER 60748803	TRANSFI
7/12/2023 20-72-33 90748	3930.44 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/11/2023 20-72-33 90748	-602.89 Transfer	TRANSFER 60748803	TRANSFI
7/11/2023 20-72-33 90748	602.89 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/10/2023 20-72-33 90748	176.49 Transfer	TRANSFER 60748803	TRANSFI
7/10/2023 20-72-33 90748	336.07 Credit Payment	UNPAID CHEQUE	103770
7/10/2023 20-72-33 90748	-764.8 Cheque	103772	103772
7/10/2023 20-72-33 90748	-336.07 Cheque	103770	103770

7/10/2023 20-72-33 90748	588.31 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/7/2023 20-72-33 90748	-97.23 Transfer	TRANSFER 60748803	TRANSFI
7/7/2023 20-72-33 90748	97.23 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/6/2023 20-72-33 90748	-291.72 Transfer	TRANSFER 60748803	TRANSFI
7/6/2023 20-72-33 90748	291.72 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/5/2023 20-72-33 90748	-136.01 Transfer	TRANSFER 60748803	TRANSFI
7/5/2023 20-72-33 90748	136.01 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/4/2023 20-72-33 90748	-126.42 Transfer	TRANSFER 60748803	TRANSFI
7/4/2023 20-72-33 90748	126.42 Counter Credit	PAYPAL INC.	QUEEN-S SCH
7/3/2023 20-72-33 90748	-9.72 Transfer	TRANSFER 60748803	TRANSFI
7/3/2023 20-72-33 90748	9.72 Counter Credit	PAYPAL INC.	QUEEN-S SCH

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Number	Date	Account	Amount	Subcatego	Memo
	6/3/2024	20-72-33 607488	162.85	Credit Pay INTEREST PAID GROSS	FOR PERIOD 4MAR,
	3/4/2024	20-72-33 607488	172.88	Credit Pay INTEREST PAID GROSS	FOR PERIOD 4DEC/
	12/4/2023	20-72-33 607488	126.25	Credit Pay INTEREST PAID GROSS	FOR PERIOD 4SEP/
	9/4/2023	20-72-33 607488	86.85	Credit Pay INTEREST PAID GROSS	FOR PERIOD 5JUN/

/ 2JUN  
3MAR  
3DEC  
3SEP

**Approved**

pre Oct 21

Oct-21

Oct-21

pre Oct 21

pre Oct 21

pre Oct 21

**A. ONE OFF COMMITMENTS**

	Original amount
School year 2018 / 19 approved one off commitments	£
First Aid Provision	1,300
School year 2021/2022 approved one off commitments	
Class library books	4,000
Stage 1. Development of playground and outdoor learning areas in Phase 1	5,900

**B. ANNUAL RECURRING COMMITMENTS**

SEN funding 2018 / 2019	1,992
SEN funding 2019 / 2020	2,000
SEN funding 2020 / 2021	2,000
SEN funding for 2023/2024	2,000

Spent as at 15 October 2021		Invoiced to us in Feb 2022	Invoiced to us in Mar 2022	Invoiced to us in Nov 2022
954.23				

0		1315.98		
0		4542.44		

434				1,056.27
				1,380.78
				1,212.87





**The Queen's School Parent and Staff Association**

The Kings's Church of England Primary School (formerly The Queen's Church of England Primary School)

Cumberland Road, Kew  
Richmond Surrey TW9 3HJ

Co-Chairs: Melissa Hamilton-Beazley and Izzy Huzzey

**Accounts for the 12 months ending 30 June 2024**

## **Report of the Independent Examiner to the Officers as trustees of The Queen's School PSA**

I report on the accounts of the Association for the 12 months ended 30 June 2024, which are set out on pages 5 to 6.

### **Respective responsibilities of members and examiner.**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

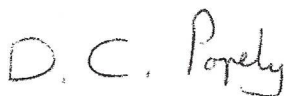
### **Basis of independent examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 members, concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
31<sup>st</sup> March 2025

David Popely  
DP Associates (Accountancy) Limited  
Block, Bonville House  
Blackbrook Business Park  
Taunton  
TA1 2PF

## Report of the Officers for the 12 months to 30 June 2024

The PSA has had another successful year raising funds for the enhancement of the school environment and community, in line with the objectives set out in the PSA's Constitution. The objectives of the PSA are to:

- (1) Develop effective relationships between the staff, parents and others associated with the school
- (2) Engage in activities or provide facilities or equipment which support the school and advance the education of the pupils

2023/24 was another busy year for the PSA, and our heartfelt thanks are extended to all the staff, governors, parents and children who have contributed time, effort, and resources to help the school and generously donated or spent their money at our various events over the year.

The year started with a return to our usual Summer fair held in July 2023, raising £6.65k. We also held a Christmas fair raising a total of £6.9k. Christmas fair fundraising was down from last year due to the PSA's decision to not run the online auction and concentrate on other events later in the year. The newly introduced Skipathon event was extremely successful and raised £3.5k. During 2023/2024 we also continued our fundraising events including a quiz night, uniform sales and mufti days. PSA increased number of cake sales (including sports day refreshments and tuck shops) which led to a significant increase in fundraising, totalling £6.2k this year.

Miscellaneous fundraising of £1.9k included uniform sales, mufti day and funds from parents shopping through Easy-fundraising (an online charity shopping website).

General parent donations raised £1.3k, with the option for parents to contribute termly in amounts ranging from £10-£50.

The PSA continued to fund ongoing commitments it has made to the school such as supporting the year 6 leavers and a commitment to the Special Educational Needs 'SEN' funds. In addition, the PSA continued to make a more significant contribution by helping to fund a teaching assistant who works across different year groups.

The total expenditure paid to the school (incl. direct PSA funding requests) for the school year 2022/23 came up to £27.6k.

The additional total PSA committed funding items which were approved in the Autumn term meeting was £23k plus £3k of annual recurring funding and SEN commitments. Committed funding being held for prior years was reduced as it was agreed with the school to release funds of £1.5k for Christian distinctiveness (agreed in 2019 but no longer required) and £1.5k bags (agreed in 20201 and no longer required).

The current PSA bank balance is £27.1k, of which approximately £6.9k is committed and not spent yet, and a further £5k is held in reserve for prudence, leaving approximately £15.2k of uncommitted funding.

The PSA usually expect to raise around £25k - £30k in a 'normal' school year. This was reduced during the pandemic period, and the amount of future fundraising remains uncertain due to the ongoing cost of living crisis.

**This Report:**

The Charities Act 1993 and Charities (Accounts and Reports) Regulations 1995 imposed certain requirements on the PSA as a charity with annual income in the band £10,000 - £100,000. These requirements include this written report from the officers as trustees, and the 'independent examiner's report' on page 2, from David Popely.

**Officers:**

Isabella Huzzey was elected as Chair of the PSA in July 2023 and remained in post throughout 2023/2024.

Melissa Hamilton Beazley was elected Co-Chair in July 2023 and remained in post throughout 2023/2024.

Sophie Duigan was elected Treasurer in July 2023 and remained in post throughout 2023/2024.

Salma Makram was elected Co-Secretary in July 2023 and remained in post throughout 2023/2024.

Bethan Graham Collins was elected Co-Secretary in July 2023 and remained in post throughout 2023/2024.

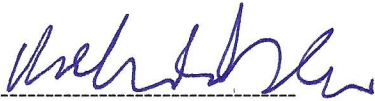
Lauren Owen was elected Co-Communications Officer in July 2023 and remained in post throughout 2023/2024

Man Dick Tam was elected Co-Communications Officer in July 2023 and remained in post throughout 2023/2024.


## Balance Sheet

<b>Current Assets:</b>	<b>2024</b>	<b>2023</b>
Cash – bank account	£27,134	£28,321
<b>Total Assets</b>	<b>£27,134</b>	<b>£28,321</b>
<b>Net Assets:</b>	<b>£27,134</b>	<b>£28,321</b>
Represented by:		
General Reserve – opening balance	£28,321	£37,456
(deficit)/ surplus	-£1,187	-£9,135
<b>(Note 1)</b>		
<b>General Reserve – closing balance</b>	<b>£27,134</b>	<b>£28,321</b>

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Melissa Hamilton-Beazley, Co-Chair



Izzy Huzzey, Co-Chair

[DATE]

**Income and Expenditure**

	<b>2023/2024</b>	<b>2022/2023</b>
Christmas Fair	£6,935	£10,840
Summer Fair	£6,687	£6,829
Quiz Night	£1,644	£1,072
Film afternoon		£352
Year 6 Production	-£5	
<b>Annual Events (2)</b>	<b>£15,221</b>	<b>£19,094</b>
Miscellaneous Funding	£1,854	£2,821
Cake Sales	£6,159	£1,762
Bank Interest	£549	£161
General Parent Donations	£1,313	£2,570
Teacher Fundraiser	£782	£782
Skipathon	£3,495	£782
<b>Income Other (3)</b>	<b>£13,371</b>	<b>£8,096</b>
<b>Total Income</b>	<b>£28,592</b>	<b>£27,189</b>
<b>Expenditure</b>		
PSA Agreed Funding (note 4)	-£25,329	-£32,164
Other miscellaneous costs (note 5)	-£947	-£752
Prepaid summer fair	-£2,178	-£1,195
Payment to Comic Relief		-£2,213
PSA Skipathon Funding iPads	-£1,325	
<b>Total Expenditure</b>	<b>-£29,779</b>	<b>-£36,324</b>
<b>Net income</b>	<b>-£1,187</b>	<b>-£9,135</b>

**Basis of Preparation**

The officers of The Queen's School PSA have elected, as in previous years and as permitted for a charity of its size under section 42(3) of the Charities Act 1993, to present its financial statements on a receipts and payments basis. Provision is however made for expenses incurred or defrayed in respect of the year but not paid by the year-end. Specific reserves may be set up for major projects where fund-raising takes more than one year, however, there are currently no such specific reserves.

**Notes to the Balance Sheet:**

1. The "free funds" available to the PSA are £27.1k of which £6.9k is committed which has been approved by the PSA up to financial year ending June 2024, and a £5k reserve is held.

**Notes to the Income Statement:**

2. Main Annual Events are the recurring events the PSA run to raise funds for the school.
3. Other Income covers all the funding received by the PSA, which is not from Main Annual Events or CBF. Examples of these include income from: 2nd Hand Uniform sales, Easy Fundraising, Amazon Smile, parent, pupils and outside donations.
4. PSA Agreed Funding: the entries under this heading are for payments towards items voted in either historically by the PSA as committed funding or committed funding voted in within the 2022/2023 financial year. This principally consists of contributions to a teaching assistant, SEN costs, as well as outdoor and indoor areas improvement of the school.
5. Miscellaneous Costs: entries which contributed to this total did not form part of an annual event or committed funding vote. The examples of these are PSA annual membership and other minor costs relating to school activities like buying presents for outgoing PSA members and office staff.

**THE QUEEN'S SCHOOL PARENTS AND STAFF ASSOCIATION**

England & Wales - Charity number 283103

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# Accounts

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## Trustees' Annual Report for the period

From 1 July 2022 to 30 June 2023

**Charity name:** The Queen's School Parents and Staff Association ("The Queen's PSA")

**Charity registration number:** 283103

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance education of pupils in the school
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	<p>The Queen's PSA held 2 school fairs plus a number of other smaller fundraising events this year and raised funds of £27,189 to improve education and school community at Queen's Primary CoE School.</p> <p>The benefit that arises to the public is education and improvement of educational resource to its 400 students. Details are included in the financial report.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 and have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing the Charity's aims and objectives, and in planning future activities.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not currently receive or award grants.
Policy on social investment including program related investment	Para 1.38	<p>None (not applicable).</p> <p>Any significant amounts of cash at bank, is used for charity operations and reserves management.</p>

## 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>The Queen's PSA continued to fund ongoing commitments it has made to the school such as supporting the Year 6 leavers and a commitment to the Special Educational Needs 'SEN' funds.</p> <p>In addition, the Queen's PSA continued to make some more significant contributions by helping to fund a teaching assistant who works across different year groups.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>No formal targets were set with regards to donations.</p> <p>Trustees are pleased to report that the Queen's PSA continues to have sufficient funds to meet committed expenditure.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>No formal targets were set with regards to fundraising.</p>
Investment performance against objectives	Para 1.41	<p>Not applicable. The charity does not have any investments.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>At the end of the period, the charity had funds amounting to £28,321.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>While no reserves policy is necessary, given the charity has no ongoing financial commitments, the Queen's PSA operates a policy of holding £5k seen as adequate reserves to cover the cost of the next event.</p>
Amount of reserves held	Para 1.22	<p>£5,000</p>
Reasons for holding zero reserves	Para 1.22	<p>Not applicable</p>
Details of fund materially in deficit	Para 1.24	<p>Not applicable</p>

Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable. There are no uncertainties about the charity continuing as a going concern.
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### 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	<p>The principal source of funds is fundraising. The Christmas and Summer fairs raised £17.6k of the £27.2k of total funds raised in the period. The remaining £9.6k was raised through various parent targeted fundraising campaigns such as uniform sales, cake sales, quiz nights and film nights.</p> <p>The Queen's PSA remains free to join with no membership fees.</p> <p>Included in the £17.6k above, the charity also received £700 of funding by commercial sponsors to sponsor the Summer and Christmas fairs.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>None (not applicable).</p> <p>Any significant amounts of cash at bank, is used for charity operations and reserves management.</p>

<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>The trustees carried out an annual risk assessment in March 2023.</p> <p>As a charity providing services in relation to children, safeguarding is deemed the principal risk in this reporting period. This is mitigated by ensuring the required level of DBS checks for all roles, which were eligible, are in place.</p> <p>All required DBS checks have been obtained. Specific risk assessments (approved by trustees and with the school's business manager) are carried out for each fundraising event where children will be in attendance and shared with volunteers for training purposes.</p> <p>An appropriate safeguarding policy is in place.</p> <p>The two other key risks are (i) trustees don't have the required knowledge to carry out their duties and (ii) financial management. Both of these risks are mitigated through succession planning and handovers with appropriately documented processes. The financial management risk is further mitigated as the Queens PSA only commits to providing funds if it has available uncommitted funds available</p>
<p>Other</p>		<p>The following policies have been adopted by the PSA :</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Equal Opportunities</li> <li>• Risk assessment and management</li> <li>• Conflict of interest</li> <li>• Complaints</li> <li>• Volunteering</li> <li>• Financial Control and Expense</li> </ul>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Queen's PSA was registered as a charity in 1981. It is governed by its constitution, which was adopted on then and amended only once since, on 24/10/2012.
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	The management of the Queens PSA is the responsibility of the trustees who are appointed under the terms of the constitution and are elected by decision of members at the annual general meeting.

## Reference and Administrative details

Charity name	The Queen's School Parents and Staff Association
Other name the charity uses	The Queen's PSA
Registered charity number	283103
Charity's principal address	THE QUEENS C OF E PRIMARY SCHOOL CUMBERLAND ROAD RICHMOND TW9 3HJ



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

## Other optional information

Not applicable

## Declarations

<b>Signature(s)</b>	
<b>Full name(s)</b>	Melissa Hamilton-Beazley
<b>Position (eg Secretary, Chair, etc)</b>	Co-Chair
<b>Date</b>	<b>DATE</b> 2023



## **The Queen's School Parent and Staff Association**

The Queen's Church of England Primary School  
Cumberland Road, Kew  
Richmond Surrey TW9 3HJ

Co-Chairs: Melissa Hamilton-Beazley and Izzy Huzzey

## **Accounts for the 12 months ending 30 June 2023**

## **Report of the Independent Examiner to the Officers as trustees of The Queen's School PSA**

I report on the accounts of the Association for the 12 months ended 30 June 2023, which are set out on pages 5 to 6.

### **Respective responsibilities of members and examiner.**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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 members, concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention: (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
28<sup>th</sup> July 2023

David Popely  
DP Associates (Accountancy) Limited  
Unit B Long Barn  
Ashwell Park  
Ilminster  
TA19 9DX

## **Report of the Officers for the 12 months to 30 June 2023**

The PSA has had another successful year raising funds for the enhancement of the school environment and community, in line with the objectives set out in the PSA's Constitution. The objectives of the PSA are to:

- (1) Develop effective relationships between the staff, parents and others associated with the school
- (2) Engage in activities or provide facilities or equipment which support the school and advance the education of the pupils

2022/23 was another busy year for the PSA, and our heartfelt thanks are extended to all the staff, governors, parents and children who have contributed time, effort, and resources to help the school and generously donated or spent their money at our various events over the year.

The year started with a return to our usual Summer fair held in July 2022, raising £6.8k. We also held a Christmas fair complemented by the continuation of an online auction, raising a total of £10.8k. During 2022/2023 we also continued our smaller fundraising events including a quiz night, regular cake sales and a film afternoon.

Miscellaneous fundraising of £2.8k included general donations from parents who were asked for a suggested donation of £20-£30 in the absence of spending a similar amount at the fairs, the traditional uniform sales which raised £1.3k through the year and parents shopping through Easy-fundraising (an online charity shopping website) also raised £1.3k.

We benefited from a number of parents who were able to apply to their employer's Corporate Matching schemes, matching their personal fundraising efforts at fairs or cake sales. This contributed £1,570 of the General Parent Donations

We also operated a specific Teacher fundraiser selling tea towels designed by students which raised £782.

The PSA continued to fund ongoing commitments it has made to the school such as supporting the year 6 leavers and a commitment to the Special Educational Needs 'SEN' funds. In addition, the PSA continued to make a more significant contribution by helping to fund a teaching assistant who works across different year groups.

The total expenditure paid to the school (incl. direct PSA funding requests) for the school year 2022/23 came up to £32.2k.

The additional total PSA committed funding items which were approved in the Autumn term meeting was £23k plus £3k of annual recurring funding and SEN commitments, and £13.7k committed funding is carried over from the previous school years.

During the year an amount of £2,213 was paid to Comic Relief, following a specific fundraising event by the parents and staff.

During the year 2022/23, reserves decreased by £9.1k. This was caused by a higher amount of funding requests paid in the year compared to the annual

fundraising. The current PSA bank balance is £28.3k, of which approximately £7.6k is committed and not spent yet, and a further £5k is held in reserve for prudence, leaving approximately £15.7k of uncommitted funding.

The PSA usually expect to raise around £25k - £30k in a 'normal' school year. This was reduced during the pandemic period, and the amount of future fundraising remains uncertain due to the ongoing cost of living crisis.

**This Report:**

The Charities Act 1993 and Charities (Accounts and Reports) Regulations 1995 imposed certain requirements on the PSA as a charity with annual income in the band £10,000 - £100,000. These requirements include this written report from the officers as trustees, and the 'independent examiner's report' on page 2, from David Popely.

**Officers:**

Rebecca Geitgey was elected as Chair of the PSA in December 2020 and remained in post throughout 2022/2023.

Deidre Carswell was elected Co-Chair in July 2021 and remained in post throughout 2022/2023.

Catherine Fursland was elected Treasurer in July 2021 and remained in post throughout 2022/2023.

Alexis Edwards was elected Secretary in July 2021 and remained in post throughout 2022/2023.

Elizabeth McEnaney was elected Class Rep Co-Ordinator in July 2021 and remained in post throughout 2022/2023.

Following the end of the accounting period, on 12 July 2023, all officers resigned and the following new officers were elected:

Melissa Hamilton-Beazley was elected as Co-Chair

Izzy Huzzey was elected as Co-Chair

Bethan Graham-Collins was elected as Co-Secretary

Salma Makram was elected as Co-Secretary

Sophie Duigan was elected as Treasurer

Lauren Owen was elected as Co-Class Rep Coordinator

Man Dick Tam was elected as Co-Class Rep Coordinator



**Balance Sheet**

<b>Current Assets:</b>	<b>2023</b>	<b>2022</b>
Cash - bank account	£28,321	£37,456
<b>Total Assets</b>	<b>£28,321</b>	<b>£37,456</b>
<b>Net Assets:</b>	<b>£28,321</b>	<b>£37,456</b>
Represented by:		
General Reserve - opening balance	£37,456	£49,485
(deficit)/ surplus	-£9,135	-
<b>(Note 1)</b>		
<b>General Reserve - closing balance</b>	<b>£28,321</b>	<b>£37,456</b>

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Melissa Hamilton-Beazley, Co-Chair

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Izzy Huzzey, Co-Chair

[DATE] 2023

## Income and Expenditure

	<b>2022/20 23</b>	<b>2021/20 22</b>
Christmas Fair	£10,840	£10,749
Summer Fair	£6,829	£6,351
Quiz Night	£1,072	£1,021
Christmas Party		
Film afternoon	£352	£878
All Saints / Festive / Easter Trail		£246
Paper Plane Competition		
Planting Event		
<b>Annual Events (2)</b>	<b>£19,093</b>	<b>£19,245</b>
Yellow Brick Road		£2,226
<b>Create a Brighter Future (3)</b>	<b>£0</b>	<b>£2,226</b>
Miscellaneous Funding	£2,821	£3,115
Cake Sales	£1,762	£371
Bank Interest	£161	£7
General Parent Donations	£2,570	£2,291
Running Club		£100
Teacher Fundraiser	£782	£791
<b>Income Other (4)</b>	<b>£8,096</b>	<b>£6,675</b>
<b>Total Income</b>	<b>£27,189</b>	<b>£28,146</b>
<b>Expenditure</b>		
PSA Agreed Funding (note 5)	-£32,164	-£39,724
Other miscellaneous costs (note 6)	-£752	-£241
Prepaid summer fair	-£1,195	-£210
Payment to Comic Relief	-£2,213	
<b>Total Expenditure</b>	<b>£36,324</b>	<b>£40,175</b>
<b>Net income</b>	<b>-£9,135</b>	<b>£12,029</b>

## Basis of Preparation

The officers of The Queen's School PSA have elected, as in previous years and as permitted for a charity of its size under section 42(3) of the Charities Act 1993, to present its financial statements on a receipts and payments basis. Provision is however made for expenses incurred or defrayed in respect of the year but not

paid by the year-end. Specific reserves may be set up for major projects where fund-raising takes more than one year, however, there are currently no such specific reserves.

### **Notes to the Balance Sheet:**

1. The "free funds" available to the PSA are £28.3k of which £7.6k is committed which has been approved by the PSA up to financial year ending June 2023, and a £5k reserve is held.

### **Notes to the Income Statement:**

2. Main Annual Events are the recurring events the PSA run to raise funds for the school.
3. CBF represents additional fundraising events initiated in 2014/15 which were arranged by the PSA to contribute towards the funds. The main events were noted in the previous 2015/16 report where some residual income was recognised. These were not repeated in 2018/19 but reinitiated towards the end of 2019/20 and continued into the beginning of the school year of 2020/21 as well as in 2021/2022. No fundraising events of this kind took place in 2022/2023. Historically the main successful component of this was the Yellow Brick Road with sales of additional bricks on a pathway into the school to new and existing parents who had not purchased in the initial rounds. The PSA sold additional bricks in the school year of 2021/2022.
4. Other Income covers all the funding received by the PSA, which is not from Main Annual Events or CBF. Examples of these include income from: 2nd Hand Uniform sales, Easy Fundraising, Amazon Smile, parent, pupils and outside donations.
5. PSA Agreed Funding: the entries under this heading are for payments towards items voted in either historically by the PSA as committed funding or committed funding voted in within the 2022/2023 financial year. This principally consists of contributions to a teaching assistant, SEN costs, as well as outdoor and indoor areas improvement of the school.
6. Miscellaneous Costs: entries which contributed to this total did not form part of an annual event or committed funding vote. The examples of these are PSA annual membership and other minor costs relating to school activities like buying presents for outgoing PSA members and office staff.



## **The Queen's School Parent and Staff Association**

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Cumberland Road, Kew  
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### **Respective responsibilities of members and examiner.**

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.....  
28<sup>th</sup> July 2023

David Popely  
DP Associates (Accountancy) Limited  
Unit B Long Barn  
Ashwell Park  
Ilminster  
TA19 9DX

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We benefited from a number of parents who were able to apply to their employer's Corporate Matching schemes, matching their personal fundraising efforts at fairs or cake sales. This contributed £1,570 of the General Parent Donations

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**Balance Sheet**

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Melissa Hamilton-Beazley, Co-Chair

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Izzy Huzzey, Co-Chair

[DATE] 2023

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6. Miscellaneous Costs: entries which contributed to this total did not form part of an annual event or committed funding vote. The examples of these are PSA annual membership and other minor costs relating to school activities like buying presents for outgoing PSA members and office staff.

**THE QUEEN'S SCHOOL PARENTS AND STAFF ASSOCIATION**

England & Wales - Charity number 283103

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# Accounts

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**The Queen's School Parent and Staff Association**

The Queen's Church of England Primary School  
Cumberland Road, Kew  
Richmond Surrey TW9 3HJ

Chair: Rebecca Geitgey

**Accounts for the 12 months end 30 June 2022**

**Report of the Independent Examiner to the Officers as trustees of  
The Queen's School PSA**

I report on the accounts of the Association for the 12 months ended 30 June 2022, which are set out on pages 5 to 6.

**Respective responsibilities of members and examiner.**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

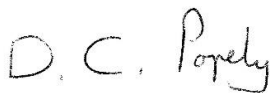
**Basis of independent examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 members, concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
10<sup>th</sup> March 2023

David Popely  
DP Associates (Accountancy) Limited  
Unit 2 Beech Barn  
Eaglewood Park  
Ilminster  
TA19 9DQ

## Report of the Officers for the 12 months to 30 June 2022

The PSA has had another successful year raising funds for the enhancement of the school environment and community, in line with the objectives set out in the PSA's Constitution. The objectives of the PSA are to:

- (1) Develop effective relationships between the staff, parents and others associated with the school
- (2) Engage in activities or provide facilities or equipment which support the school and advance the education of the pupils

2021/22 was another busy year for the PSA, and our heartfelt thanks are extended to all the staff, governors, parents and children who have contributed time, effort, and resources to help the school and generously donated or spent their money at our various events over the year.

As pandemic social distancing restrictions were relaxed we were able to return to large scale in-person fund raising events. As we hadn't been able to hold our July 2021 summer fair we held a 'Back to School' fair in September 2021, organised on a smaller scale with all stalls placed outside, raising £6.4k. We also held an in person Christmas fair complemented by the continuation of online auction and online wreath making, raising a total of £10.7k. During 2021/2022 we were also able to re-instate some of our smaller in person fundraising events including a quiz night, regular cake sales and a film afternoon.

The 'Yellow Brick Road' (YBR) campaign was renewed again in this financial year, in an attempt to increase funds following the pandemic years. £2.2k was raised, with more campaigns planned for future years.

Other fundraising included general donations from parents who were asked for a suggested donation of £20-£30 in the absence of spending a similar amount at the fairs, as well as class fundraising such as selling tea towels designed by students. The total raised came to a generous amount of £2.2k.

The traditional uniform sales should also get a special mention which falls under miscellaneous income which raised £1.2k.

The PSA continued to fund ongoing commitments it has made to the school such as supporting the year 6 leavers and a commitment to the Special Educational Needs 'SEN' funds. In addition, the PSA continued to make some more significant contributions by helping to fund a teaching assistant who works across different year groups. The PSA continued to help improve the EYFS outdoor areas by funding outdoor sand and water play, a reading shed as well as Playground markings for games. They also supported with indoor improvements by buying phonics books, as well as funding the development of class libraries to extend the range of books and authors available, providing rich and varied texts that are representative of all pupils.

The PSA also ordered additional new gazebos for their future events given the increased focus on outdoor events post pandemic. The total expenditure paid to the school (incl. direct PSA funding requests) for the school year 2021/22 came up to £39.7k.

The additional total PSA approved committed funding items which were approved in the Autumn term meeting was £33.7k plus £2.4k of regular funding and SEN commitment and £16k committed funding is carried over from the previous school years.

During the year 2021/22, reserves decreased by £12k. This was caused by a higher amount of funding requests in the year compared to the annual fundraising. The current PSA bank balance is £37.5k, of which approximately £13.7k is committed and not spent yet, and a further £5k is held in reserve for prudence, leaving approximately £18.7k of uncommitted funding. During the year, the PSA worked with the school to revisit previously committed funding requests which had not yet been claimed and as a result released a portion back into uncommitted funds, available for the upcoming school year. The PSA is also working with the school to focus on reserved SEN funds from the previous school years which have been carried over and have not yet been used.

The PSA usually expect to raise around £25k - £30k in a 'normal' school year. This was reduced during the pandemic period, and the amount of future fundraising remains uncertain due to the ongoing cost of living crisis.

**This Report:**

The Charities Act 1993 and Charities (Accounts and Reports) Regulations 1995 imposed certain requirements on the PSA as a charity with annual income in the band £10,000 - £100,000. These requirements include this written report from the officers as trustees, and the 'independent examiner's report' on page 2, from David Popely.

**Officers:**

Hannah Fletcher was elected as Chair of the PSA in July 2019 and remained in post until December 2020, she was then replaced by Rebecca Geitgey who remained in post throughout 2021/2022.

Giovanna Trew was elected Co-Chair in July 2019 and remained in post until July 2021, she was then replaced by Deidre Carswell who remained in post throughout 2021/2022.

Nicole Langendorf was elected Treasurer in July 2019 and remained in post until July 2021, she was then replaced by Catherine Fursland who remained in post throughout 2021/2022.

Laura Hughes was elected Secretary in December 2019 and remained in post until July 2021, she was then replaced by Alexis Edwards who remained in post throughout 2021/2022.

Helen Lynam was elected Class Rep Co-Ordinator in December 2019 and remained in post until July 2021, she was then replaced by Elizabeth McEnaney who remained in post throughout 2021/2022.

## Balance Sheet

<b>Current Assets:</b>	<b>2022</b>	<b>2021</b>
Cash – bank account	£37,456	£49,485
<b>Total Assets</b>	<b>£37,456</b>	<b>£49,485</b>
<b>Net Assets:</b>	<b>£37,456</b>	<b>£49,485</b>
Represented by:		
General Reserve – opening balance	£49,485	£93,884
(deficit)/ surplus	-£12,029	-£44,399
<b>(Note 1)</b>		
<b>General Reserve – closing balance</b>	<b>£37,456</b>	<b>£49,485</b>

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Rebecca Geitgey, Chair



Catherine Fursland, Treasurer

10 March 2023

**Income and Expenditure**

	<b>2021/2022</b>	<b>2020/2021</b>
Christmas Fair	£10,749	£7,380
Summer Fair	£6,351	
Quiz Night	£1,021	
Christmas Party		-£640
Film afternoon	£878	
All Saints / Festive / Easter Trail	£246	£1,971
Paper Plane Competition		£4,426
Planting Event		£20
<b>Annual Events (2)</b>	<b>£19,245</b>	<b>£13,157</b>
Yellow Brick Road	£2,226	£348
<b>Create a Brighter Future (3)</b>	<b>£2,226</b>	<b>£348</b>
Miscellaneous Funding	£3,115	£5,488
Cake Sales	£371	
Bank Interest	£7	£16
General Parent Donation	£2,291	£2,713
Running Club	£100	£1,226
Teacher Fundraiser	£791	£1,479
<b>Income Other (4)</b>	<b>£6,675</b>	<b>£10,922</b>
<i>Year 6 year book (funds will be passed on to parent who produced it - see in red)</i>		-£970
<b>Total Income</b>	<b>£28,146</b>	<b>£23,457</b>
<b>Expenditure</b>		
PSA Agreed Funding (note 5)	-£39,724	-£67,283
Other miscellaneous costs (note 6)	-£241	-£573
Prepaid summer fair	-£210	
<b>Total Expenditure</b>	<b>-£40,175</b>	<b>-£67,856</b>
<b>Net income</b>	<b>-£12,029</b>	<b>-£44,399</b>

**Basis of Preparation**

The officers of The Queen's School PSA have elected, as in previous years and as permitted for a charity of its size under section 42(3) of the Charities Act 1993, to present its financial statements on a receipts and payments basis. Provision is however made for expenses incurred or defrayed in respect of the year but not paid by the year-end. Specific reserves may be set up for major projects where fund-raising takes more than one year, however, there are currently no such specific reserves.

**Notes to the Balance Sheet:**

1. The “free funds” available to the PSA are £37.5k of which £13.7k is committed which has been approved by the PSA up to financial year ending June 2022, £5k reserve held.

**Notes to the Income Statement:**

2. Main Annual Events are the recurring events the PSA run to raise funds for the school. Because of Covid and the restrictions to organise in person events in 2020/21 and 2021/2022, the list was extended to include socially distanced events.
3. CBF represents additional fundraising events initiated in 2014/15 which were arranged by the PSA to contribute towards the funds. The main events were noted in the previous 2015/16 report where some residual income was recognised. These were not repeated in 2018/19 but reinitiated towards the end of 2019/20 and continued into the beginning of the the school year of 2020/21 as well as in 2021/2022. The main successful component of this was the Yellow Brick Road with sales of additional bricks on a pathway into the school to new and existing parents who had not purchased in the initial rounds. The PSA sold additional bricks in the school year of 2021/2022.
4. Other Income covers all the funding received by the PSA, which is not from Main Annual Events or CBF. Examples of these include income from: 2nd Hand Uniform sales, Easy Fundraising, Amazon Smile, parent, pupils and outside donations.
5. PSA Agreed Funding: the entries under this heading are for payments towards items voted in either historically by the PSA as committed funding or committed funding voted in within the 2021/2022 financial year. This included contributions to a teaching assistant as well as outdoor and indoor areas improvement of the school. The PSA also asked for funding for additional gazebos so that more events could be held outside.
6. Miscellaneous Costs: entries which contributed to this total did not form part of an annual event or committed funding vote. The examples of these are PSA annual membership and other minor costs relating to school activities like buying presents for outgoing PSA members and office staff.



## Trustees' Annual Report for the period

From 1 July 2021 to 30 June 2022

**Charity name:** The Queen's School Parents and Staff Association ("The Queen's PSA")

**Charity registration number:** 283103

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance education of pupils in the school
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	<p>The Queen's PSA held 2 school fairs plus a number of other smaller fundraising events this year and raised funds of £28,146 to improve education and school community at Queen's Primary CoE School.</p> <p>The benefit that arises to the public is education and improvement of educational resource to its 400 students. Details are included in the financial report.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 and have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing the Charity's aims and objectives, and in planning future activities.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not currently receive or award grants.
Policy on social investment including program related investment	Para 1.38	<p>None (not applicable).</p> <p>Any significant amounts of cash at bank, is used for charity operations and reserves management.</p>

## 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>The Queen's PSA continued to fund ongoing commitments it has made to the school such as supporting the Year 6 leavers and a commitment to the Special Educational Needs 'SEN' funds.</p> <p>In addition, the Queen's PSA continued to make some more significant contributions by helping to fund a teaching assistant who works across different year groups. The Queen's PSA also continued to help improve the EYFS outdoor areas by funding outdoor sand and water play, a reading shed as well as Playground markings for games. The Queen's PSA also supported with indoor improvements by buying phonics books, as well as funding the development of class libraries to extend the range of books and authors available, providing rich and varied texts that are representative of all pupils.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>No formal targets were set with regards to donations.</p> <p>Trustees are pleased to report that the Queen's PSA continues to have sufficient funds to meet committed expenditure.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>No formal targets were set with regards to fundraising.</p>
Investment performance against objectives	Para 1.41	<p>Not applicable. The charity does not have any investments.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period, the charity had funds amounting to £37,456.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	While no reserves policy is necessary, given the charity has no ongoing financial commitments, the Queen's PSA operates a policy of holding £5k seen as adequate reserves to cover the cost of the next event.
Amount of reserves held	Para 1.22	£5,000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable. There are no uncertainties about the charity continuing as a going concern.

### 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	<p>The principal source of funds is fundraising. The Christmas and Summer fairs raised £17.1k of the £28.1k of total funds raised in the period. The remaining £11k was raised through various parent targeted fundraising campaigns such as Yellow Brick Road brick sales, uniform sales, cake sales, quiz nights and film nights.</p> <p>The Queen's PSA remains free to join with no membership fees.</p> <p>Included in the £17.1k above the charity also received £1,250 of funding by commercial sponsors to sponsor the Summer and Christmas fairs.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>None (not applicable).</p> <p>Any significant amounts of cash at bank, is used for charity operations and reserves management.</p>

<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>The trustees carried out an annual risk assessment in March 2023.</p> <p>As a charity providing services in relation to children, safeguarding is deemed the principal risk in this reporting period. This is mitigated by ensuring the required level of DBS checks for all roles, which were eligible, are in place.</p> <p>All required DBS checks have been obtained. Specific risk assessments (approved by trustees and with the school's business manager) are carried out for each fundraising event where children will be in attendance and shared with volunteers for training purposes.</p> <p>An appropriate safeguarding policy is in place.</p> <p>The two other key risks are (i) trustees don't have the required knowledge to carry out their duties and (ii) financial management. Both of these risks are mitigated through succession planning and handovers with appropriately documented processes. The financial management risk is further mitigated as the Queens PSA only commits to providing funds if it has available uncommitted funds available</p>
<p>Other</p>		<p>The following policies have been adopted by the PSA :</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Equal Opportunities</li> <li>• Risk assessment and management</li> <li>• Conflict of interest</li> <li>• Complaints</li> <li>• Volunteering</li> <li>• Financial Control and Expense</li> </ul>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Queen's PSA was registered as a charity in 1981. It is governed by its constitution, which was adopted on then and amended only once since on 24/10/2012.
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	The management of the Queens PSA is the responsibility of the trustees who are appointed under the terms of the constitution and are elected by decision of members at the annual general meeting.

## Reference and Administrative details

Charity name	The Queen's School Parents and Staff Association
Other name the charity uses	The Queen's PSA
Registered charity number	283103
Charity's principal address	THE QUEENS C OF E PRIMARY SCHOOL CUMBERLAND ROAD RICHMOND TW9 3HJ



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

## Exemptions from disclosure


Reason for non-disclosure of key personnel details

Not applicable

## Other optional information

Not applicable

## Declarations

<b>Signature(s)</b>	
<b>Full name(s)</b>	Rebecca Geitgey
<b>Position (eg Secretary, Chair, etc)</b>	Chair
<b>Date</b>	6 April 2023