



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.



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10th 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

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



Rebecca Geitgey, Chair



Catherine Fursland, Treasurer

10 March 2023

Income and Expenditure

	2021/2022	2020/2021
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
Annual Events (2)	£19,245	£13,157
Yellow Brick Road	£2,226	£348
Create a Brighter Future (3)	£2,226	£348
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
Income Other (4)	£6,675	£10,922
Year 6 year book (funds will be passed on to parent who produced it - see in red)		-£970
Total Income	£28,146	£23,457
Expenditure		
PSA Agreed Funding (note 5)	-£39,724	-£67,283
Other miscellaneous costs (note 6)	-£241	-£573
Prepaid summer fair	-£210	
Total Expenditure	-£40,175	-£67,856
Net income	-£12,029	-£44,399
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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

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"> • Safeguarding • Equal Opportunities • Risk assessment and management • Conflict of interest • Complaints • Volunteering • Financial Control and Expense

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

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rebecca Geitgey	Chair		
2	Deirdre Carswell	Co-chair	Appointed 15 July 2021	
3	Catherine Fursland	Treasurer	Appointed 15 July 2021	
4	Alexis Edwards	Secretary	Appointed 15 July 2021	
5	Elizabeth Mcenaney	Class Rep Co-Ordinator	Appointed 15 July 2021	
6	Giovanna Trew	Co-chair	Resigned 15 July 2021	
7	Nicole Langendorf	Treasurer	Resigned 15 July 2021	
8	Laura Hughes	Secretary	Resigned 15 July 2021	
9	Helen Lynam	Class Rep Co-Ordinator	Resigned 15 July 2021	

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

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

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