



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	At the end of the period, the charity had funds amounting to £28,321.
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.
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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"> • 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		
3	Catherine Fursland	Treasurer		
4	Alexis Edwards	Secretary		
5	Elizabeth McEnaney	Class Rep Co-Ordinator		
6	Melissa Hamilton-Beazley	Co-chair	Appointed 12 July 2023	
7	Izzy Huzzey	Co-chair	Appointed 12 July 2023	
8	Bethan Graham-Collins	Co-Secretary	Appointed 12 July 2023	
9	Salma Makram	Co-Secretary	Appointed 12 July 2023	
10	Sophie Duigan	Treasurer	Appointed 12 July 2023	
11	Lauren Owen	Co-Class Rep Coordinator	Appointed 12 July 2023	
12	Man Dick Tam	Co-Class Rep Coordinator	Appointed 12 July 2023	

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)	Melissa Hamilton-Beazley
Position (eg Secretary, Chair, etc)	Co-Chair
Date	DATE 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.



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28th 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

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

Melissa Hamilton-Beazley, Co-Chair

Izzy Huzzey, Co-Chair

[DATE] 2023

Income and Expenditure

	2022/20 23	2021/20 22
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		
Annual Events (2)	£19,093	£19,245
Yellow Brick Road		£2,226
Create a Brighter Future (3)	£0	£2,226
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
Income Other (4)	£8,096	£6,675
Total Income	£27,189	£28,146
Expenditure		
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	
Total Expenditure	£36,324	£40,175
Net income	-£9,135	£12,029

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.



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