

Princess Frederica Parent Staff Association
Annual Report and Accounts 2024

(August 2023 – July 2024)

Princess Frederica Parent Staff Association is a registered charity, charity number 800472.

Trustees of the charity

- Mark Adriano Castro appointed February 2024
- Peter Grigg appointed October 2017
- Nifa McLaughlin appointed February 2023
- Clare Kathleen Laurance appointed February 2023
- Kathryn Thomas appointed February 2024
- Penelope Anne Wynne Capper appointed February 2024

Independent Examiner

- Martin Skitt ACA

Contact details

Email: admin@princessfrederica.brent.sch.uk

Tel: 0208 830 0218

This report covers the period from 1 August 2023 to 31 July 2024.

Who we are

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- The Princess Frederica School Parent Staff Association (PSA) is a charity with its own trustees and governance; independent from the school. Its aim is to enrich children's experience at Princess Frederica school.
- Our PSA was first set up in 1988 with our governing constitution updated with the Charity Commission in 1992 and 2007. Our PSA is a member of Parentkind (the national membership body of Parent Teacher Associations).

Princess Frederica PSA - Purpose, Objectives and Activities

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We achieve this through three main objectives:

1. We raise money to spend on activities and projects that support children at the school,
2. We engage parents, carers and families to build an inclusive school community,
3. We partner with the school to continually enrich experiences for children.

The main activities that we support at the school include an annual PSA Book Week and PSA Art Week, improvements to the school environment, and welcome events for new parents each year. In regular years, our main fundraising events include a summer fair, Christmas celebration, auctions, and cake sales.

Public Benefit Statement

The goal of the Princess Frederica Parent Staff Association is to enrich the experiences of current pupils at the school. In furtherance of this goal the PSA may:

1. organise social, educational, and fund-raising activities.
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3. support engagement and communications between the staff, parents and others associated with the school
4. use funds raised to purchase items, equipment and experiences for the benefit of pupils at the school

By following our aims and objectives the charity is providing a public benefit to the school and wider community in Kensal Rise, London.

We support all pupils at the school regardless of personal background, faith, gender, or personal circumstances. Identifiable benefits we expect to achieve through our activities include:

- improving children's wellbeing and happiness at school,
- improving children's access and inclusion to enriching activities,
- expanding children's horizons about their potential future,
- improving parental engagement in the school community.

The trustees confirm they have complied with their duty to have due regard to the Charity Commission's guidance on public benefit.

Structure, Governance and Management

Key details:

- Our PSA is entirely voluntary and there are no paid members of staff. By virtue of being a parent, carer or member of staff at the school – individuals are automatically members of the PSA. There is no membership fee.
- The PSA is governed by an overarching "Executive Committee" elected each year by members at the Annual General Meeting. Members of the executive committee will typically, but not always, be the charity's trustees.
- Committee members hold a term of one year and may be re-elected in subsequent years. Trustees are similarly elected by members. There is currently no limit on the term of being a trustee though - in practice – members tend to be current parents at the school. Trustees and Executive Committee members are not remunerated for their time or efforts.
- PSA Committee Meetings are held three times a year with at least one of these being an Annual General Meeting open to all members. Minutes from AGMs are recorded and shared with all members. Attendees are invited to vote on overall spending proposal and involved in decisions about core fundraising priorities.
- The Executive Committee works with the school leadership team to determine priorities for expenditure and fundraising.

2024-2025 Achievements and Highlights Overview

This year has been a remarkable period of growth and generosity for our charity. Thanks to the unwavering support of our parent community, volunteers, and community partners, we have surpassed expectations and made a tangible impact for the school. Our fundraising

efforts have not only met but exceeded our targets, reinforcing the power of collective goodwill.

Record-Breaking Fundraising Achievements included:

- Queens Park Park Run: Our most successful fundraising event ever, the Queens Park Park Run, incredible over £20k! Children enthusiastically participated by running two laps of the park and setting up individual fundraising pages, showcasing their dedication and inspiring generosity from family, friends, and the wider community.
- Grant Success: We secured several key grants from foundations and government bodies, providing vital funding to complete the Specific Classroom refurb project. This included a one-off grant from Thomas Sinded Developers for £5,000. These partnerships have brought both financial contributions and invaluable resources, expanding our ability to meet our targets to invest back into the school.
- Friends of Freds provided sponsorship £12k which underwrote our main fundraising events and support with value-in-kind for our main fundraising events help us keep our costs to a minimum.
- We also hosted our much-loved Fredstival event, a vibrant celebration featuring live music, unique stalls, and amazing food. Spearheaded by the incredible Yasmin Eady, the event brought together families and friends for a day of fun and fundraising, successfully raising £9k to support our initiatives.
- Another great effort by all who took part in the Kensal Tri in May 2023 led by Gordi Thompson. We raised a total of £4k from teachers and selected parents.
- Our fabulous ice-skating Fredstive event was a designed to be a fun and inclusive family event which raised £2.5k along with a further £5k raised by other Christmas activities.

Other fundraising activities:

Other smaller activities throughout the year helped us reach a total fundraising accomplishment of £77K

Impact

Thanks to these incredible fundraising achievements, we have been able to complete the classroom refurbishment in just 12 months reduced from the projected two-year timeline. The classroom refurbishments, including new carpets, sound baffling, quiet corners, and beautiful paintwork and furniture for all classrooms and halls. The transformation has been incredible, creating a huge positive change for teachers and dramatically enhancing the children's learning environment.



In addition to our large project throughout the year the PSA provided funding for many provisions which have enriched the learning experience for the children of Princess Frederica including funding for Book Week, Art Week, Music and Sport Provision.

Financial Review

The PSA operated on a **receipts and payments basis**, in accordance with Charity Commission guidelines for small charities. All income and expenditure is accounted for when money is received or paid, rather than when it is committed.

Receipts and Payments Statement

For the year ended 31 July 2024

£	Receipts	Payments	Profit/(Loss)
PSA Led Fundraising	74,443	16,244	58,200
Prior Year Events	133	245	(113)
Fredstive	8,739	6,245	2,494
Ceilidh	3,771	1,819	1,951
Clothing Sale	3,036	570	2,466
Fredstival	12,960	3,982	8,978
Secondhand Uniform	783	-	783
Christmas Activities	7,926	3,123	4,803
Spring Fundraising	30,257	259	29,998
Cake Sales	6,840		6,840
Donations & Sponsorship	18,128	2,067	16,061
Grants	5,000	2,067	2,933
Donations	1,278	-	1,278
Friends of Freds support	11,850	-	11,850
Other Income (interest & Solar Pannels)	2,616	-	2,616
School Led Enrichment Activities	-	5,222	(5,222)
Art week	-	1,128	(1,128)
Book Week	-	3,625	(3,625)
Christmas Crafts	-	468	(468)
School Enrichment Projects	-	97,236	(97,236)
Class Refurbishment	-	67,572	(67,572)
Embankment Provision	-	747	(747)
Outdoor Learning Provision	-	1,051	(1,051)
Classroom Furniture	-	7,975	(7,975)
iPads	-	3,138	(3,138)
Opal Play	-	7,164	(7,164)
Peace Garden	-	500	(500)
Children's Scrap Project	-	370	(370)
Sports Equipment Provision	-	248	(248)
Music Provision	-	486	(486)
Classroom provisions (from Cake Sales)		7,985	(7,985)
Operating Costs	-	534	(534)
Total	95,187	121,302	(26,115)

Bank Account Movements

Opening Bank Balance (as at 1 August 23)	£64,789
Income for period 01 August 2023 to 31 July 2024	£95,187
Expenditure for period 01 August 2023 to 31 July 2024	(£121,302)
Closing Bank Balance (as at 31 July 24)	£38,674

Reserves

As of 31 July 2024, the PSA held unrestricted reserves of **£24,683**.

Our target is to maintain reserves equivalent to one year of typical annual expenditure (excluding major one-off projects), estimated at **£12,500–£15,000**, to ensure financial stability. The current reserve level is **above** this target.

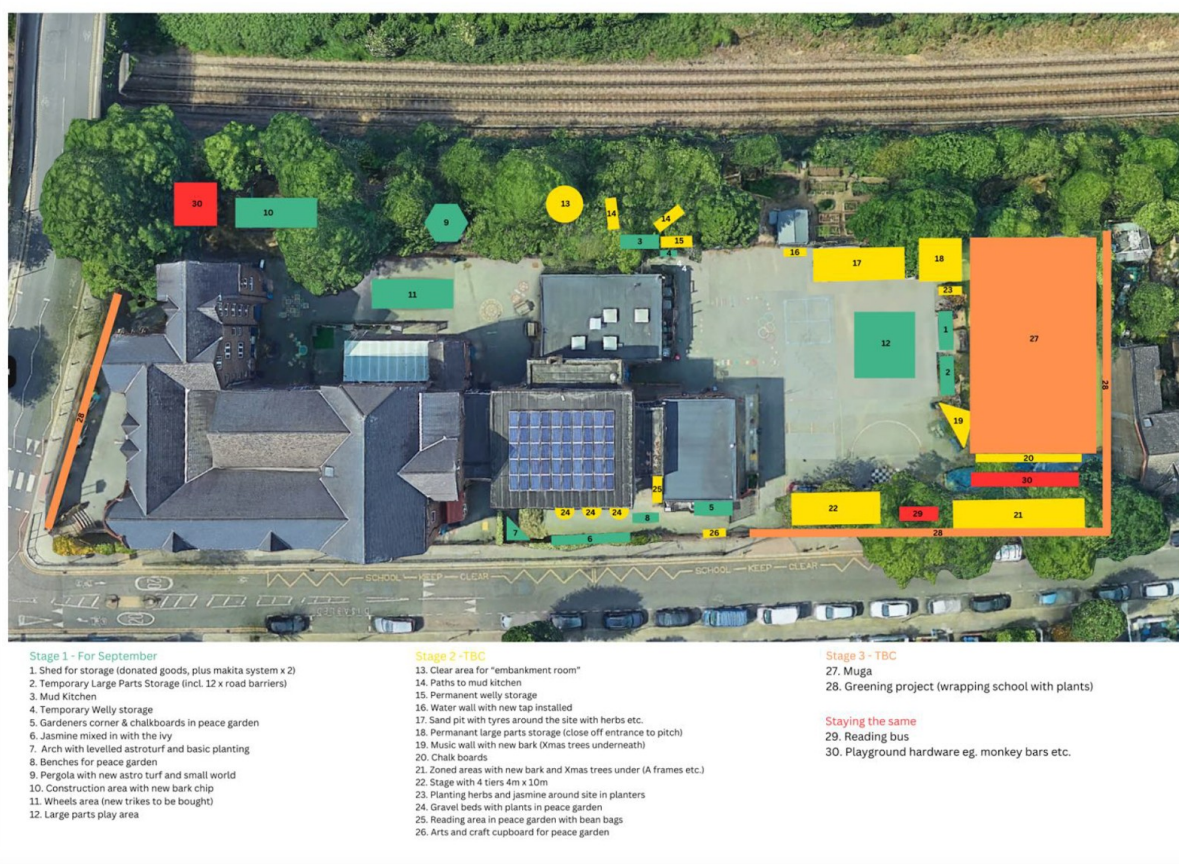
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Future Objectives

Over the next few years we aim to achieve the following ambitions under each of these;

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 - Support the school in a range of other requests.



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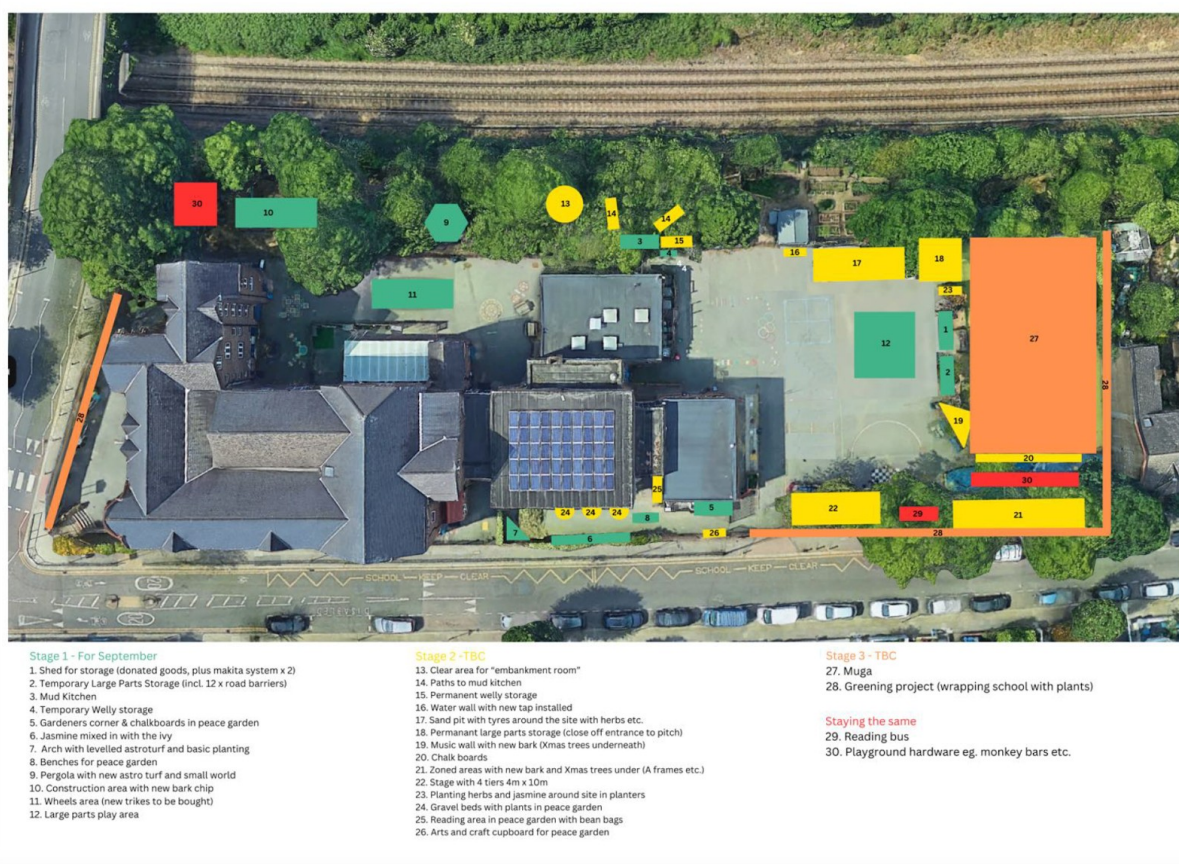
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Independent Examination of Princess Frederica CE Primary School Parent Staff Association

(Reg. Charity No.800472)

Year ended 31 July 2024

Examiner

I, Martin Skitt ACA, have been asked to perform the independent Examination for the year ended 31 July 2024 following performing the same for 2023/24 last year.

Qualifications:

- Qualified accountant with the ICAEW (Membership number 1177436) for 18 years, Fellow of the ICAEW for the past 8 years.
- Senior Audit Manager at Deloitte (2004-2010)
- Current professional position is Chief Financial Officer of Siemens Financial Services Limited.
- Parent Governor at Widmer End Community Combined School, High Wycombe. Governor in charge of Data security and Maths.

Independence:

- It is confirmed that I have no close relationship with the school or the trustees.

Work Performed

Completeness:

- Draft Annual report reviewed and agreed to be complete and consistent with the financial performance and accounts.
- Account summary and transactions tied to the movement in the bank balances.
- All bank balances tied to the opening/closing bank statement positions.

Completeness checks satisfactory with no areas of concern highlighted.

Testing:

A sample of 12 was selected using a mixture of judgemental sampling, for some of the larger items or items that stood out upon review of the transactional list, as well as a statistical sample where each item had equal chance of selection using a random number generator.

Total coverage of the sample was comfortably in excess of 10% of the payment and receipt values respectively at 49% and 29% and thus satisfied that the sample covers a range of items with sufficient coverage.

Supporting documentation of the 12 items sampled were requested. The results of the findings are noted in the table and accompanying commentary below (also attached as Appendix A):

Sample No.	Posting Date	Description	Payments	Receipts	Grouping	Tied to Confirmation	Confirmation type
1	27/03/2024	Online transfer to PRINCESS FREDERICA CE SCH PSA Spring Invoice	27,479.47		Class refurb	Yes	Bank statement, invoice
2	12/12/2023	Online transfer to Salvatore Culora trading PSA painting	16,000.00		Class refurb	Yes	Bank statement, invoice x2
3	28/02/2024	Online transfer to PRINCESS FREDERICA CE SCH Autumn term invoice	7,974.95		Classroom furniture	yes	Bank statement, invoice
4	29/07/2024	Online transfer to PRINCESS FREDERICA CE SCH School Summer invoice	7,164.24		Opal Pay	Yes	Bank statement, invoice
5	26/03/2024	Online transfer to Penny Copper Painting	1,100.00		Class refurb	Yes	Bank statement, expense claim and supporting receipts
6	01/03/2024	Online transfer to Poppy Lennox Disco	417.48		Fundraising events	Yes	Bank statement, expense claim and supporting receipts
7	06/04/2024	BACS GE FIT 46980 GOOD ENERGY		151.20	Other Income	yes	Bank statement
8	29/11/2023	BACS CT50873 CHARITIES TRUST		240.00	Donations	Yes	Bank statement
9	26/02/2024	BACS PRINCESS FREDERICA PAYPAL INC.		1,216.59	Cake Sale	yes	Bank statement
10	26/07/2024	FP 247Q6394QL42U37 NPT TRANSATLANTIC		5,000.00	Grants	Yes	Bank statement
11	17/06/2024	FP 3868523 PRINCESS F JUSTGIVING		9,999.66	Spring Fundraising	Yes	Bank statement
12	17/07/2024	BACS PRINCESS FREDERICA PAYPAL INC.		11,016.36	Festival	yes	Bank statement
			59,136.15	27,623.61			
Total income/expense in year			121,302.00	95,187.00			
Coverage			49%	29%			

During the testing it was noted that there was a £12,000 expense and matching £12,000 item of income on the same transaction date with reference "*Salvatore Culora trading*"

The bank rejected this payment as part of its suspicious payment protection checks due to the high value and round number concerned. This was then re-submitted and was successful for both the £12,000 noted but also an additional £3,000 due. This £15,000 was sampled as one of the larger judgemental items and tied to the two supporting invoices.

Through the test of a sample of items no material issues noted of concern.

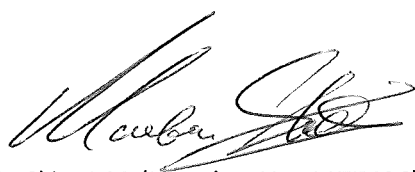
Further observations/Recommendations:

- 1) In the prior year it was noted that the funds available were in excess of £50,000 at the start and end of the year. Given the objective is to provide for the pupils at the school, the balances held on to appeared to be excessive. It was noted last year that there were plans to put this money to use after it had been building up for some time. This is apparent in 2024 with funds going to numerous activities to benefit the School as per the Annual Report. Of the £38,674 available at the end of July 2024, £12,991 are restricted as per the Annual report leaving £24,683 for activities into FY25.
- 2) It was noted there was a donation of £500 where the donor could not be identified. Efforts have been made to find out who the donor was but to no avail. Given the value concerned no material concerns are raised.
- 3) The Minutes of the AGM held on 19th November 2024 were reviewed with no issues or concerns noted.

Conclusion:

In accordance with the Charity Commission guidance on independent examination of charity accounts (CC32) there are no material observations or areas of concern with the accounts as presented and the financial information in the Annual Report.

I would also like to thank Mark Castro for his rapid responses to my queries throughout the independent examination period and thorough record keeping.



Martin Skitt ACA (Member No. 1177436), 13th May 2025

Appendix A:

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