



Millfields Community School Parents and Staff Association

ANNUAL REPORT

for the Financial Year 1 September 2017 to 31 August 2018

Date of report: 28 September 2018

Charity Number: 1078030

Principal office: Millfields School, Hilsea Street, London E5 0SH

Present committee members/trustees:

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|--------------|-----------|
| Alison Quinn | Chair |
| Ciara Devlin | Secretary |
| Dawn Torabi | Treasurer |

Nina Whitmore stood down as co-chair part way through the year.

Structure, governance and finance

Millfields Community School PSA is an unincorporated association governed by the NCPTA Model Constitution (2008 version - amended November 2009). The constitution was adopted on 14 October 2011.

The members of the PSA are the parents, guardians or carers of any pupil currently attending the school and teaching and non-teaching staff currently employed by the school.

Committee members/trustees are nominated by any member of of the PSA and seconded by another member. Committee members/trustees are elected at the Annual General Meeting (AGM) and hold office until the next AGM. Committee members/trustees have the power to co-opt committee members/trustees at any time. Co-opted committee members/trustees serve until the next AGM.

The minimum number of committee members/trustees is 2. All members of the committee are trustees of the charity and have control of the PSA, its property and funds.

There is no reserves policy in place. Reserve funds are not required because the PSA has no paid staff, no buildings to maintain and does not enter into any significant financial commitment unless the funds are already in place to meet it.

The following restricted/designated funds were held during this financial year:

- (i) ARP book club: Spending from this fund is restricted to the purchase of books for the ARP book club. The sum of £257.23 was brought forward from last year, £65.90 was spent on new books this year and the remaining £191.23 has been carried forward to next year.
- (ii) Renew: Spending from this fund is restricted to replacing valuable learning resources across the school and repairing school facilities. The fund was created this year. The sum of £157.72 was received into the fund and has been carried forward to next year.
- (iii) Enrich: Spending from this fund is restricted to assemblies, workshops and the provision of arts and music events at the school. The fund was created this year. The sum of £78.40 was received into the fund and has been carried forward to next year.

(iv) Inspire: Spending from this fund is restricted to school activities designed to engage the children in the community, the working world and foster links with schools across the UK and the world. The fund was created this year. The sum of £39.20 was received into the fund and has been carried forward to next year.

(v) Alexander Knight: Spending from this fund is restricted to the replacement of the wooden structure in the nursery playground. The fund was created this year. The sum of £3,000 was received into the fund and has been carried forward to next year.

In exercising their powers or duties, the trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission.

Objectives and Activities

The objectives of the charity are to advance the education of pupils in the school in particular by:

1. Developing effective relationships between the staff, parents and others associated with the school;
2. Engaging in activities or providing facilities or equipment which support and advance the education of the pupils.

The PSA achieves these objectives by organising and assisting with events and activities at the school throughout the year including discos, tuck shops, Christmas cards, Christmas and summer fairs and non-uniform days and by contributing financially to the cost of books, equipment and facilities.

Achievements and Performance

(i) Events and activities

Junior Discos

These are great evening social events for the younger children in the school and a good way for new parents to get to know each other. This year there was a Fright Night disco in November which gave everyone an opportunity to give their Halloween costumes an extra outing. It raised £603 and the early summer disco in May raised £471.

Silent disco

The music at the silent disco was played through 100 sets of radio headphones. The dancefloor was packed throughout the evening and it was great fun for the older children *and* their parents. Although the event was more costly to stage than the discos for the younger children, we still managed to raise £160 so the event was an all round success.

Christmas and Summer Fairs

The Christmas and summer fairs bring children, parents and staff together for great food and a wide variety of activities. The fairs also play a very big part in PSA fundraising. This year's summer fair had an eco theme to raise awareness and help educate the children about environmental issues. A green approach was taken in the organisation of the summer fair and this new approach will be taken forward into all of next year's events.

This year the Christmas fair raised £1483 and the summer fair raised £6861. The committee thanks all the volunteers who helped with preparations and on the days of the fairs, all the parents and local businesses who donated prizes and items for the stalls and especially Keatons estate agents for their generous sponsorship of the summer fair.

Design your own Christmas card

This is a lovely opportunity for the children to use their artistic skills and feel a sense of achievement at seeing their own designs in print to share with their families and friends. The committee thanks Kate Westlake for her hard work in organising this activity which raised £263.

Horseriding

The PSA funded horse riding sessions at Lee Valley Riding Centre for children in the autistic resource provision at a cost of £435. Horseriding is helpful in improving co-ordination and it is a great opportunity for the children to interact with these beautiful, gentle animals. An ongoing annual budget of £1,000 has now been approved for this activity.

Friday tuck shops

This is an enjoyable and very easy way for parents and carers across the whole school to get involved with PSA fundraising. This year the tuck shops raised a total of £2871. The committee thanks all parents and carers for their generous food donations and help with the shops and, especially, Amanda Scope for her role as tuck shop co-ordinator.

Easter prizes

The PSA provided prizes for the Easter bonnet competition which gave the children another opportunity to use their creative skills. The cost to the PSA was £40.50.

Clapton Jumble Trail

Preparations for the 2018 Clapton Jumble Trail began shortly before the end of this financial year. This wonderful community event is now being run as a fundraiser for the PSA. The event took place in September 2018, so full details will be included in next year's annual report. In the meantime, the committee thanks Ane Christensen, Graham Proud, Sarah Worsley and the rest of the jumble trail team for all their hard work in organising the event and securing sponsorship. Dawn Torabi, as the PSA committee representative, also contributed a lot of time and effort to oversee the administering of donations to the PSA which ensured that this fantastic opportunity could be realised. The committee also thanks Alexander Knight estate agents for the £3,000 sponsorship money, received just before the end of the financial year, which has gone directly towards the makeover of the nursery playground. The jumble trail has raised a further £1,600 in sponsorship from other local businesses and donations from stallholders. This has given a fantastic kickstart to the new financial year.

(ii) Equipment and Facilities Provided

Nursery Playground

Our biggest spend this year was on the desperately needed makeover for the nursery playground. The space now contains a natural sand area, a new slide and climbing area and creates room for the children to play freely. It also contains growing and digging areas for the children to grow their own vegetables. The work was carried out by Made From Scratch during the summer break ready for the new school year in September 2018. The PSA paid £10,000 towards the cost of the work during this financial year and pledged a further £8,500 which was paid in the new financial year after the work had been completed.

Gymnastics Equipment

The PSA provided vital gymnastics equipment to enable the school to teach gymnastics across all three halls for the whole of the spring term. Previously the bottom hall had gymnastics equipment but the top and middle halls were very sparsely equipped. The PSA provided a wide variety of trestles, nesting tables, planks, balance beams and benches, crash and tumble mats for the top and middle halls. The total cost was £3,595.

Defibrillator

The PSA provided the school with a defibrillator at a cost of £1,000.

Early Years Resources

The PSA purchased Tales Toolkit, a teaching resource that helps the younger children develop their speaking and listening skills through storytelling. The PSA also provided books for families book week. A total of £1030 was spent on resources for Early Years.

Playpod

The playpod in the main playground was in desperate need of restocking. The PSA has entered a grant funding agreement with the school whereby the PSA gives the school £100 each term on a continuing basis to buy new play equipment for the children to use during free play at break times. This year the school spent the playpod grants on hoops, space hoppers, dance ribbons, balls, litter pickers and a bucket of chalks.

ARP Book Club

The PSA spent £66 on books for the ARP book club. The money came from a large donation received the previous year specifically for this purpose.

Leavers' Maths Sets

Each year the PSA provides leavers' gifts to all Year 6 children going on to secondary school. This is to congratulate them on their achievements at Millfields and to assist them in their future studies. This year each leaver was given a maths set. The total cost to the PSA was £121.

New Fundraising Initiative

This year one of our member parents proposed setting up a new monthly direct debit donations scheme to help the school continue to provide learning resources and extracurricular activities for all the pupils. Following consultation with the school, three funds: Renew, Enrich and Inspire have been created to allow donors to choose which aspect of the children's education will benefit from their monthly donation. The scheme only went live in July so plans for spending the money have yet to be formulated. At the time of preparing this report, almost £5,000 has been pledged in donations to be received over the course of the new financial year. The committee thanks Faraaz Samadi for his initiative, time and effort in setting up the scheme and securing regular donations.

Financial Summary

Funds of **£16,264** were brought forward from the previous financial year.

The fundraising events and activities detailed above brought in gross receipts of **£19,462**.

The PSA spent a total of **£19,688**. The vast majority of this spend comprised the costs of staging the events and activities detailed above (totalling £3,560) and the purchase costs of the equipment and facilities detailed above (totalling £16,011). The remaining £117 was the fee for our membership of PTAUK, now called Parentkind, the national organisation for PSAs and PTAs. The fee includes the cost of essential insurance for our events.

The total accumulated fund at the end of the financial year was **£16,038**. Of this total, £3467 were restricted funds as detailed on pages 2-3 above and a further £5,500 was set aside to finish paying for the new nursery playground. This left an unrestricted and available fund of £7071 to start off the next financial year.

Please see the attached summary accounts for further details.

Signed:

.....Alison Quinn, Chair Date:

and

.....Dawn Torabi, Treasurer Date: