



**Millfields Community School PSA**

# **ANNUAL REPORT**

**for the Financial Year 1 September 2018 to 31 August 2019**

**Date of report: 11 October 2019**

**Registered Charity Name:** Millfields Community School Parents and Staff Association  
**Registered Working Name:** Millfields Community School PSA  
**Charity Number:** 1078030

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

**Present committee members/trustees:**

Fionnola Geaney	Co-chair
Alison Quinn	Co-chair
Ciara Devlin	Co-secretary
Carolina Medal	Co-secretary
Melissa Lau	Co-treasurer
Dawn Torabi	Co-treasurer

No committee members stood down part-way through the year and no new committee members were co-opted.

**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 £191.33 was brought forward from the previous year, none was spent this year and it has been carried forward in its entirety to next year.
- (ii) Renew: Spending from this fund is restricted to replacing valuable learning resources across the school and repairing school facilities. The sum of £157.72 was brought forward from the previous year. £4,286.33 was received in donations to the fund this year. £300 was spent and £4144.05 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 sum of £78.40 was brought forward from the previous year. £3,586.68 was received in donations to the fund this year. £2,001.62 was spent and £1,663.46 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 sum of £39.20 was brought forward from the previous year. £603.09 was received in donations to the fund this year. £500 was spent and £142.29 has been carried forward to next year.

(v) Alexander Knight: Spending from this fund was restricted to renovation of the nursery playground. £3,000 was brought forward from the previous year. That £3,000 was put toward the cost of the renovations and the restricted fund is now closed.

Full details of how the money in the above restricted funds was spent are given below in the section headed "Achievements and Performance".

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, film nights, tuck shops, Christmas cards, Christmas and summer fairs and by contributing financially to the cost of books, equipment and facilities.

## **Achievements and Performance**

### **(i) Events and Activities**

#### Clapton Jumble Trail

In September 2018 this established local community event was newly run as a fundraiser for the PSA. In addition to sponsorship money from Alexander Knight estate agents (received during the previous financial year), the event raised a further £1,710 in sponsorship from other local businesses and donations from stallholders. It was a fantastic kickstart to this year's fundraising efforts. At the time of writing this report the organisation of Clapton Jumble trail 2019 has already happened and the event looks set to raise even more this time. Full details of funds raised in September 2019 will appear in next year's annual report.

### Junior Disco

These are great evening social events for the younger children and a good way for new parents to get to know each other. The spooky Fright Night disco in early November gave everyone an opportunity to give their Halloween costumes an extra outing. It raised £309.

### Silent disco

The music at the silent disco is 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. This year the event raised £308.

### Film night

Our cinematic spectacular, the Greatest Showman singalong, was such a wonderful success that we hope to add a film night to our regular calendar of events each year. Film night raised £644.

### Christmas and Summer Fairs

The Christmas and summer fairs bring children, parents and staff together for great food, fun and a wide variety of activities. The fairs also play a very big part in PSA fundraising. The sustainability theme of our summer fair helps to raise awareness and educate the children about environmental issues. This year the Christmas fair raised £2,537 and the summer fair raised £8,330.

### Plastics Policy

Following on from the success of last year's eco themed summer fair, this year the PSA formally adopted a new policy to avoid single use plastics and other polluting disposable items as much as possible at all our events. Whilst the policy does increase some of our incidental expenses, the Committee and members have agreed that the benefits of the policy outweigh the comparatively small financial impact.

### Design your own Christmas card

As well as being a PSA fundraiser, 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. This year the activity raised £192 for the PSA.

### Friday tuck shops

This is an enjoyable and 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 £2545.

### Soft Play

The PSA met the cost of an exciting outing to Kidzmania for the Year 1 class who kindly allowed us to squat in their classroom as base of operations on the day of the Christmas fair.

### Easter prizes

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

#### IDiscover week

During IDiscover week the children across the whole school benefit from special workshops, presentations and resources to educate and inspire them in the field of science, design and technology. This year the PSA met the cost of IDiscover week jointly with school by providing funding of £2,500. This money came partly from donations to our Enrich fund and partly from our general fundraising.

#### Countryside Live 2019

This is an excellent local event that takes place each year on Walthamstow Marshes. The children have the opportunity to see all kinds of animals, large and small, at close quarters, take part in a variety of creative activities and learn about farming, wildlife and the natural environment. Using donations to our Inspire fund along with money from our general fundraising, the PSA contributed £1,200 to enable every child at Millfields to attend Countryside Live in September 2019.

#### Peace Corps Thank You Party

This year the PSA met the cost of a special end of year “thank you” to the Peace Corps. The Peace Corps is made up of 20 of the school’s older children who have worked tirelessly every lunchtime making sure other children can enjoy their playtimes and use the playground equipment and, if they need a friendly face and a sympathetic person to talk to, they are there for them. They were rewarded with a film session including drinks and snacks.

#### Yoga

The PSA funded a yoga session as part of Year 6 Wellbeing Day. This was to help the children moving on to secondary school learn to cope with any stresses they may experience as part of the move.

#### Subsidised places on Year 5 residential

The PSA has pledged funding of up to £1080 to subsidise the cost of places on the Year 5 residential for children who receive free school meals. This will be paid during the coming school year.

### **(ii) Equipment and Facilities Provided**

#### Nursery Playground

Last year the PSA agreed to provide funding of £18,500 to renovate the nursery playground. The second instalment of £8,500 was paid at the start of this year after the work had been completed. Full details were included in last year’s annual report.

#### Repairs to apparatus

The PSA paid £285 for essential repairs to existing climbing apparatus in the back playground.

#### Playpod

The PSA provides ongoing funding of £100 from our Renew fund every term to restock the playpod in the main playground with a variety of play equipment such as balls, hoops and beanbags.

#### Tales Toolkit

The PSA met the £200 cost of renewing the school's subscription to this valuable teaching resource which helps to inspire and encourage the children in the art of storytelling.

#### Colouring pens and pencils

Following our "ask the children" initiative, the PSA has pledged £1670 from our Renew fund to meet the full cost of placing a generous supply of good quality felt tip colouring pens and colouring pencils in every single classroom. This will be paid during the coming year.

#### Early Years Equipment

The PSA has pledged £1,750 from our Renew fund to pay for new equipment for early years including a water wall, easels, drying rack, waterproof aprons, gym mats and a bug hut and bug bottle. This will be paid during the coming year.

#### Playground Equipment

The PSA has pledged funding of £1,475 to meet the cost of new equipment for enrichment and constructive play: including skipping ropes, tennis balls, basketballs, shuttle cocks, badminton set, cones and sports team bibs. This will be paid from our general fund during the coming year.

### **Financial Review**

The fundraising events and activities detailed above brought in gross receipts of £19,703. A further £8,521 was received in donations bringing the total to £28,244. The PSA also had funds of £16,038 brought forward from the previous year.

The PSA spent a total of £16,679. The vast majority of this spend comprised the costs of the events, activities, equipment and facilities detailed above totalling £16,557. The remaining £122 was spent on our Parentkind membership fee and a small one-off bank fee.

The accumulated fund at the end of the financial year was £27,583.

Please see the attached accounts for further details.

The committee members would like to thank all the parents, carers, staff members and local businesses who gave their time and donated money and prizes to help us with our events and fundraising this year.

The other members of the committee would like to say a very special thank you to our co-chair Alison Quinn who will be stepping down from the committee at the AGM in October 2019. Alison has worked incredibly hard putting on PSA events over the past few years and she has played a

massive part in the PSA's achievements. We will need several new volunteers to help share out Alison's considerable workload over the coming year.

Signed:

.....Fionnola Geaney, Co-Chair

Date: 11.10.19

and

.....Dawn Torabi, Co-Treasurer

Date: 11.10.19