



**Millfields Community School PSA**

# **ANNUAL REPORT**

**for the Financial Year 1 September 2019 to 31 August 2020**

**Date of report: 11 September 2020**

**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	Chair
Melissa Lau	Co-treasurer
Bettina Maidment	Co-treasurer
Dawn Torabi	Co-treasurer
Ciara Devlin	Secretary

Helen Williams was co-opted as co-secretary on 19 January 2020. Helen Williams stood down as co-secretary on 9 July 2020.

**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 £4,144 was brought forward from the previous year. £4,689 was received in donations to the fund this year. £5,326 was spent and £3,507 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 £1,663 was brought forward from the previous year. £4,045 was received in donations to the fund this year. No money was spent and £5,708 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 £142 was brought forward from the previous year. £1,095 was received in donations to the fund this year. No money was spent and £1,237 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 usually 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. During 2020 the PSA's ability to carry out its usual activities and achieve its objectives has been severely hampered by the terrible Covid-19 pandemic and the associated lockdown restrictions.

## **Achievements and Performance**

### **Events and Activities**

#### Clapton Jumble Trail 2019

This was our second year of running this established local community event as a fundraiser for the PSA. The event raised a whopping total of £3776 in September 2019.

#### 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 at the beginning of November gave everyone an opportunity to give their Halloween costumes an extra outing and raised a total of £525.

#### Christmas Fair

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. This year the Christmas fair raised a huge £2996.

#### 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 £229 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 £1506 during the first half of the year.

#### Event Cancellations

The Covid-19 pandemic and lockdown meant the PSA had to cancel all of its planned activities from early mid-March 2020 onwards. The PSA will be concentrating on fundraising through donations alone during 2020-21.

## **Equipment and Facilities Provided**

#### 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. This continued throughout the school year to benefit those children who remained at school during lockdown.

### Early Years Equipment

In September 2019 the PSA provided funding of £1,750 from our Renew fund for new early years equipment including a water wall, easels, drying rack, waterproof aprons, gym mats and a bug hut and bug bottle.

### Playground Equipment

In October 2019 the PSA met the full cost of new equipment for enrichment and constructive play including skipping ropes, tennis balls, basketballs, shuttle cocks, badminton set, cones and sports team bibs at a total of £1,131.

### Activities

The PSA subsidised the cost of the Year 5 residential for families on low incomes at a cost of £640. Although the residential had to be cancelled due to the Covid-19 pandemic, it is anticipated that it will take place later on in the new school year.

### Wellbeing Shed

The Wellbeing Shed is a sturdy outbuilding in the main playground designed to provide children with a calm indoor environment when they need some breathing space away from the noise and bustle of the playground during break times. The PSA provided the school with full funding to build, furnish and equip the wellbeing shed at a total cost of £6,148 and it is now ready for the new school year.

### Books

In January 2020 the PSA paid £1,200 for reading/topic books to support the new Key Stage 2 curriculum in English and Humanities. In March 2020 the PSA provided further funding of £945 from Renew for group readers for Years 5 and 6 children reading at greater depth.

### Classroom Supplies

In March 2020 the PSA's Renew fund met the cost (£600) of a good supply of glue sticks for every classroom at a time when the school was out of funds at the end of its financial year. The PSA also funded the purchase of a new laminator for the ARP (£55).

### Leavers

In June 2020 the PSA met the £330 cost of a Yearbook and a hoodie design for leavers in Year 6.

## Financial Review

The fundraising events and activities detailed above brought in gross receipts of £10,812. A further £13,050 was received in donations bringing the total receipts to £23,862. The PSA also had funds of £27,583 carried over from the previous year.

The PSA spent a total of £17,361. The vast majority of this spend comprised the costs of the events, activities, equipment and facilities detailed above. The remainder was spent on running costs.

The total accumulated fund at the end of the financial year was £34,084.

Please see the attached summary accounts for further details.

The PSA will make further spending plans in consultation with the school during the new school year. In September 2020 the PSA has already spent £2,335 on separate bags of new playground equipment (balls, frisbees, skipping ropes etc.) for each year group to limit sharing in accordance with Covid-secure policy. The PSA has agreed to spend £2,000 from Enrich to fund chess in school for year 5 and £2,500 also from Enrich to part-fund work week jointly with the school.

The committee members would like to thank all the parents, carers, staff members and local businesses who gave their time and made donations to help us with our events and fundraising during this exceptionally difficult year.

Signed:

Fionnola Geaney, Chair

Date:

and

Dawn Torabi, Outgoing Co-Treasurer

Date: