

# **Millfields Community School Parents and Staff Association**

## **Annual Report for the Financial Year 1 September 2015 to 31 August 2016**

Charity Number: 1078030

Address of principal office: Millfields School, Hilsea Street, London E5 0SH

Date of report: 11 November 2016

### **Present committee members/trustees:**

Anne Marie Dawkins - Chair

Alison Quinn - Co-secretary

Ciara Devlin - Co-secretary

Dawn Torabi - Treasurer

Nicola Burrowes and Kate Westlake stood down as co-treasurers part way through the year. Dawn Torabi was co-opted as treasurer on 27 May 2016.

### **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.

There were no designated material funds during this financial 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**

### **Events and activities**

#### Tuck shops

Amanda Scope co-ordinates the after school tuck shop every Friday. This is an enjoyable and easy way for all parents across the whole school to get involved with PSA fundraising. This year the tuck shops raised a total of £2174.43.

#### Early years disco

This is a great evening social event for the younger children and a good way for new parents and staff to get to know each other. This year the disco raised £254.85.

### Design your own Christmas card

This is a lovely opportunity for the children to use their creative and artistic skills and to feel a sense of achievement at seeing their own designs in print to share with their families and friends. This activity also raised £245.05 for the PSA.

### Christmas and Summer Fairs

The Christmas and summer fairs are a way to bring children, parents and staff together for great food and fun activities and they play a very big part in PSA fundraising. This year the Christmas fair raised £1,986.97 and the summer fair raised £6,143.05.

### Non-uniform Days

On various days throughout the school year and at the end of each term the children can pay £1 to dress up in their own choice of costume for the day. This year non-uniform days raised £428.44.

### Yellow Moon

Yellow Moon is a mail order company that sells seasonal art and craft supplies directly to parents. The PSA receives a donation from Yellow Moon for each order placed. This year £10.55 was raised for the PSA from Yellow Moon.

## **Equipment and Facilities Provided**

### Playground

This year the PSA provided the school playground with a fantastic new treehouse slide. This is proving to be very popular with the children and it will provide them with physical and imaginative play opportunities for many years to come. The cost of the treehouse was £15,000.00.

The PSA also made a further 50% contribution this year to the cost of tree planting in the playground carried out in 2014-15. This means the tree planting has now been funded entirely by the PSA rather than the cost being shared with the school as previously planned. The tree planting has improved the overall look of the playground, making it more interesting for the children and will provide shady areas on hot days as the trees grow and mature. This year's spend on the tree planting was £4,219.08.

### Easter Prizes

The PSA provided Easter eggs as prizes for the Easter bonnet competition which gave the children another opportunity to use their artistic and creative skills. The cost to the PSA was £22.60.

Leavers' Dictionaries

The PSA paid for the school library to provide all Year 6 children moving on to secondary school this September with a dictionary to congratulate them on their achievements at Millfields and to assist them in their future studies. The cost of the leavers' dictionaries was £225.48.

**Financial Review**

The fundraising events and activities detailed above brought in gross receipts of £13,000.05. A further £1,000 was received as a donation bringing the total to £14,000.05. The PSA also had funds of £17,300.38 carried over from the previous year.

The PSA spent a total of £21,322.74. The vast majority of the spend was on the playground equipment as set out above. The remainder went on leavers' dictionaries, Easter eggs, fundraising expenses and the PTA UK annual membership fee.

The total accumulated fund at the end of the financial year was £9,977.69.

Please see the attached final accounts for complete details of receipts and payments, a final summary account and stall by stall accounts for the Christmas and summer fairs.

The committee members/trustees would like to thank all those who have generously given their time, effort and money to assist the PSA in its achievements and performance throughout the past year.

Signed:

.....Dawn Torabi, Treasurer

Date:

and

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Date: