

**Queen Edith Community Primary School Parent, Staff and Friends' Association**

**Trustees Report and Accounts for the year ended 31 August 2016**

**Queen Edith Community Primary School Parent, Staff and Friends' Association  
Accounts for the year ended 31 August 2016**

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## **Queen Edith Community Primary School Parent, Staff and Friends' Association Trustees' Report for the year ended 31 August 2016**

### **Administrative information**

Charity Registration Number: 297363

Address: Queen Edith Community Primary School  
Godwin Way  
Cambridge  
CB1 8QP

Trustees during the year 1<sup>st</sup> September 2015 – 31<sup>st</sup> August 2016

Carolyn Warburton (Chair) from 1<sup>st</sup> September 2015  
Rachel Allebon (Vice chair) from 1<sup>st</sup> September 2015  
Ruth Holdstock (Secretary) from 1<sup>st</sup> September 2015  
Alison Sanders (Treasurer) from 1<sup>st</sup> September 2015

### **Structure, governance and management**

The Queen Edith Community Primary Parent, Staff and Friends' Association (QEPSFA) is operated according to its constitution.

The management of the QEPSFA is vested in its committee, consisting of a chairperson, vice-chairperson, treasurer and secretaries together with other members, who are parents of children at the school, members of the staff and friends of the school. Nominations for committee members are invited in advance of the annual general meeting of the QEPSFA via a mailing to all parents of children at the school and notices posted on the school notice boards. Committee members may also be co-opted at any point during the year.

### **Objectives**

The object of the Association is to advance the education and wellbeing of the pupils of Queen Edith Community Primary School, Cambridge ("the School").

- (a) Engage in activities which support the School and advance the education of the pupils attending it.
- (b) Provide, and assist in the provision of such facilities or items for education at the School (not provided by the statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.
- (c) Foster more extended relationships between the staff, parents and others associated with the School, including the local community.

The PSFA aims to both raise funds for additional facilities for use of the pupils of the school and to strengthen the school community of parents, children and staff.

Without the contribution of parent and staff volunteers in planning, organising and supporting events the association would not be able to function.

During 2015/16, the majority of parents at the school have been involved in supporting PSFA events either as a volunteer at an event or in a supporting role e.g. baking cakes, providing donations. Many staff have volunteered time at both the fete and school disco.

Donations to the school are agreed by members present at association meetings, following discussion with the head/assistant headteachers.

### **Activities undertaken for the public benefit**

The charity is an association raising funds for Queen Edith Community Primary School which is open to the public for the education of children.

The constitution is such that all those directly connected with the school are members.

We work in partnership with the school to advance the education and wellbeing of all pupils of the school through fundraising and helping to build the wider school community.

We work in partnership with parents and proactively aim to engage and enable parent and family participation. This adds to the life and well-being of the local community.

In planning the activities for the year, the trustees kept in mind the Charity Commission's general guidance on public benefit and in particular the advancement of education.

### **Additional Information**

Without the contribution of parent and staff volunteers in planning, organising and supporting events the association would not be able to function.

During 2015/16, the majority of parents at the school have been involved in supporting PSFA events either as a volunteer at an event or in a supporting role e.g. baking cakes, providing donations. Many staff have volunteered time at both the fete and school disco.

Donations to the school are agreed by members present at association meetings, following discussion with the head/assistant headteachers.

Each year the PSFA aims to donate £1000 to the school to purchase new books as well as other monies for individual projects.

### **Review of the year**

#### **What has the PSFA been doing this year?**

This year there was a complete change of trustees of the association. As a new committee we wanted to become more inclusive as an organisation and to maximise fundraising opportunities.

- We aimed to give parents and carers every opportunity to get involved and help out as much or as little as time could afford.
- We introduced electronic sign up for specific help at events which has made a huge difference - most parents have been involved in running or supporting an event during the year.

#### **How much did we raise?**

- We organised events to both raise funds and to help build the wider school community (see events summary below).
- The main fundraising event of the year – the summer fete - raised a phenomenal £5800!
- Across the year we raised £9597.

#### **What was the money used for?**

During 2015/16 the association has provided funds to the school for:

- Groundworks and artificial turf in the Key Stage 1 playground (agreed during 2014/15)
- Two iPads
- Actor for Learning Saturday
- £1000 for Books and £2000 for Art materials

The following funding has also been agreed:

- Equipment for Key Stage 2 playground (up to £5000)
- Interactive whiteboard for small hall (up to £2000)

#### **Events:**

**Summer Fete** raised £5805.83

The Fete was our most successful event. We introduced a sponsorship scheme and reviewed how we brought in attractions and stalls. We also introduced several new attractions. We were told that the fete had a good 'feel' and those who attended had a great time. Thankfully the rain held off until after the event!

### **Autumn and Spring Discos** raised £1943.21

As ever hugely popular events for the children. We continued with the new ticketing system trialed last year so that tickets were not sold in advance. This saved much time for PSFA volunteers. A review of the profit margin and purchasing of refreshments led to an increase in profits at these events.

As agreed and advertised in advance, 50p from each ticket sold at the Autumn disco was a donation to the school council charity – The British Heart Foundation.

### **Bags2School**

This is a great opportunity for the school community to have a good clear out at home, mainly of unwanted good quality clothing. Bags are filled at home and dropped off at the school. The company weighs the bags and the PSFA receives an agreed amount per kilo.

### **Learning Saturday café**

Learning Saturday is held every two years in February and is organised by the school. This year the theme was History. The PSFA were able to support this event by organising and supplying hot and cold refreshments and home baked cakes throughout the day. As Learning Saturday is open to both Queen Emma and Queen Edith families, Queen Edith PSFA offered Queen Emma PSFA members the opportunity to contribute in the same way as Queen Edith members. Queen Edith PSFA led the organisation of the cafe and profits were then shared with Queen Emma PSFA. Queen Edith PSFA were overwhelmed by the support from families who had baked and the volunteers who contributed their time throughout the day.

The PSFA welcomed many positive comments regarding the system that operated in the cafe. Queues were minimal and there was a constant flow of customers.

In addition to running the cafe, the PSFA donated an agreed amount to Queen Edith school specifically to hire the activity, History Live.

### **Cake sales**

Parents from Nursery through to Year 5 have held cake sales throughout the year – one each half term. Not only do they taste delicious but the cake sales are a great opportunity for the entire class to get involved. We will definitely do this again next year!

### **Phone and printer cartridge recycling**

This initiative is a discreet fundraiser that has existed for several years. It is organised by a member of the PSFA who kindly oversees the PSFAs environmental responsibilities.

### **Summer picnic**

All families were invited to picnic on the school field after school on the 5<sup>th</sup> July. Many families attended and enjoyed eating/sharing food, getting to meet other families and enjoying playing on the large school field. It was noticeable that a large number of families whose children are in nursery/reception attended.

### **Sports day**

The PSFA provides refreshments for the children participating in sports day. Beverages were also available to purchase for the adults watching the races. For the first time mugs rather than disposable cups were used.

### **Second hand uniform sales**

### **Santa's Grotto**

Each year the PSFA organises a visit to Santa for Nursery, Reception, Year 1 & 2 pupils. Each child receives a small gift which is usually an age appropriate book. The House Captains from Year 6 volunteer to help with the event. Although a small amount of funds are raised, the aim is to provide a nice event for the children.

### **Financial review**

AS to put in

## Heading for this?

1. The QEPSFA makes an annual donation of £1,000 to the school with which additional school books are purchased. In making this donation, the school can offer a wider range of text books and/or library books than would otherwise be available, ensuring new and stimulating books are regularly available to pupils, thus stimulating and maintaining pupils' interest.
2. The sale of secondhand school uniform provides both an important and convenient service to parents.
3. Provision of refreshments at school events such as the Key Stage 2 Sports Day and the Family Learning Saturday assists pupils, their families and staff to socialise and network at these events.
4. Provision of family events such as the summer fete, provide opportunities for families to meet, socialise, network and become more involved in the school environment hence strengthening the school community whilst also raising funds for further donations to school.
5. As advertised, a proportion of the price of each disco ticket constitutes a donation to the pupil-led school council's chosen charity, and therefore in this way the QEPSFA activities benefit the wider community.
6. The QEPSFA invite the wider community to both participate in and attend some of its events. In particular the summer fete provides an opportunity for local organisations to showcase their businesses/services to the wider school community.
7. Some events organised by the PSFA are not primarily intended to be fundraising events, but rather community-strengthening events (see point 5 above) or providing a service to the school and its community (see point 4 above). In addition, Santa's Grotto (which takes place during school hours and on a class by class basis) is occasionally subsidised in places by the PSFA, when the PSFA makes discreet donations towards some less well off pupils unable to buy the tickets, and therefore otherwise unable to meet Santa, and receive a gift.

The QEPSFA provides both funding for a wide variety of items that the school feels would benefit their pupils and assist in its daily running, (which would not otherwise be available to the school from statutory funding) and opportunities for all pupils, their families and staff an opportunity to take part in various social events to strengthen the school community.

Signed on behalf of the trustees:

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Chair

Treasurer

Date: October 2016