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# Friends of St Peter's School Cowfold (FoSPS)

**Potters Green, Cowfold, Horsham, RH13 8QZ**

Registered Charity no. 1114825

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**For the year ended 31st August 2024**

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# Friends of St Peter's School Cowfold (FoSPS)

## Trustees Annual Report

### for Year Ended 31<sup>st</sup> August 2024

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#### Structure, governance and management of the charity

FoSPS is a parent teacher association registered with the Charity Commission. Its governing document is the Constitution adopted 18<sup>th</sup> October 2005. Members of FoSPS are the parents, guardians or carers of a pupil currently attending St Peter's Church of England (Aided) Primary School in Cowfold ("St Peter's School" or "the School"). The "Committee" is the governing body of FoSPS, with members of the Committee having control of FoSPS, its property and funds.

Members of the Committee and trustees of FoSPS at the date this report was approved:

Claire Brookes	Chairperson
Julia Huson	Treasurer
Sophie Botting	Secretary

The Committee also benefitted from the extensive support of Laura Carter, Kirsty Charlton, Laurianne Gayler, Isabel Jackson, Charlotte Mansell, Alex Raynos, Asta Tiskinas and Alison Wooller.

Members of the Committee are elected at the Annual General Meeting. Parents, guardians or carers of a pupil currently attending the School are warmly encouraged to stand for election to the Committee.

#### Objectives and Activities

The objective of FoSPS is to advance the education of pupils in St Peter's 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 the School and advance the education of the pupils.

To support those objectives, FoSPS undertakes a number of fundraising events each year, which are designed to be fun and enjoyable for the pupils and their families, whilst also raising much needed funds to enhance the pupil's experience at St Peter's School.

When planning our activities for the year, the Committee has considered the Charity Commission's guidance on public benefit, ensuring at all times that the activities undertaken by FoSPS are for the benefit of pupils at the School.

## Achievements and Performance

FoSPS has had a very successful year, holding a number of events that served to bring the school community together, whilst also raising much needed funds.

Throughout the year we've been able to run the cake raffle and are very grateful to all our parent, carer and extended family bakers who provide us with such delicious prizes each week. We've also been able to operate a tuck shop after school on a Friday, switching to ice cream sales in the summer months. All three of which have provided a regular source of income.

At Christmas we ran a Christmas Hamper Raffle, with prizes being donated by local businesses, and by parents in return for a non-uniform day. We also participated with a stall at the Country Mice Christmas Fair.

We held two discos during the year, at Christmas and Easter which were thoroughly enjoyed by all.

In June, we partnered with Country Mice to put on a Summer Fete at the school, with multiple games, stalls and trade stands, and performances by pupils and local dance groups. The fete was a big success, raising a huge amount of money for both the School and Country Mice Nursery and something that we hope to be able to repeat in future years. We are especially grateful to Alex Raynos and Alison Wooller, and the rest of the FoSPS team for all the efforts that went into organising the fete and to all the local businesses for their sponsorship support.

Throughout the year, we've also continued to promote the use of EasyFundraising within the school community, which continues to generate some welcome additional funds.

With cumulative funds raised, we've been able to support the following:

### **Accelerated Reader Subscription** (Dec'23)

Contributed towards the renewal of the Accelerated Reader scheme for the next 3 years, a tool used to monitor and manage independent reading practice while promoting reading for fun. After reading a book, pupils take an online quiz and get immediate, regular feedback, which motivates them to make progress with their reading skills. The Accelerated Reader platform continues to be very well received by the pupils and is being widely used across the school.

### **Christmas Lunch** (Dec'23)

Provided the Christmas crackers for the Christmas lunch as a treat for the children.

### **Lego** (Feb'24)

Paid for some Lego to provide additional entertainment for the KS2 children during wet play.

### **Library Books** (Mar'24)

Paid for new books for the library, providing new titles to keep the library up to date and engaging for the children.

### **Year 5/6 Residential Trip** (Mar'24)

Paid for return coach travel from Cowfold to PGL Windmill Hill for the Year 5 and 6 residential trip. This lowers the cost for parents and ensures more children are able to go on the trip.

### **Year 6 Post-Exams Treat / Leavers BBQ's** (May'24 & Jul'24)

Paid for the food at celebration events for Year 6 after SATS had finished and for a trip to The REC roller skating rink in Horsham to mark the end of their time at primary school.

## Achievements and Performance (Continued)

We're incredibly grateful for all of the support and generosity from parents, carers, staff and pupils at the school, who help to make everything that we do so successful.

## Financial Review

### Income

Total fundraising income for the year amounted to £7,748, up £1,748 from the previous year.

A number of fundraising events were held during the year, including two discos raising £754, and a Christmas Hamper Raffle raising £599. We also ran a stall at the Country Mice Christmas Fair, promoting the school and raising a total of £53, and held a Summer Fete raising an absolutely incredible £4,000 for FoSPS.

In addition, throughout the year we were able to raise funds of £732 through a weekly cake raffle, £506 through the tuck shop and £192 through the sale of ice creams. All of the amounts referenced above have been quoted net of associated costs.

A total of £65 was also received through supporters' use of the 'Easy Fundraising' website.

FoSPS has also benefitted from a donation of £36 from the Brick Bus after school club. We were also lucky to be selected as a cause within the Co-op Local Community Fund, which donates a proportion of member purchases from Co-op stores towards local causes. Our specific cause was to re-develop the outdoor learning area for Class 1, for which £2,432 was received in the current year (taking the total funding received up to £5,031 in total).

### Expenditure

Total expenditure for the year amounted to £5,909 compared with £6,630 for the prior year.

This year, we've been able to benefit the children at the school by funding the coach for the Year 5/6 residential trip (£600), renewing the subscription to Accelerated Reader for another 3 years (£3,594), purchasing new library books (£235) and providing some Lego to be used by the KS2 children during wet play. We also provided crackers for the pupils Christmas lunch (£36) and contributed towards the Year 6 leavers' events (£345), which included a contribution of £105 towards the prior year event.

We look forward to keeping up the fundraising momentum in 2024/25 and continuing to support all of the children at St Peter's School.

### Reserves Policy

It is the policy of FoSPS to maintain a balance on general unrestricted funds sufficient to cover any known liabilities and future commitments, together with an allowance for unexpected requests for which the School may require funding at short notice.

This Trustees' Annual Report was **approved** by the Committee and signed on their behalf by Claire Brookes, FoSPS Chairperson

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Date.....

**FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2024**

	Unrestricted General Fund	Restricted Funds	Year Ended 31 <sup>st</sup> August 2024 Total Funds	Year Ended 31 <sup>st</sup> August 2023 Total Funds
<b>Receipts</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Donations and Legacies</b>				
Co-op Local Community Fund	-	2,432	2,432	2,234
Other Donations	36	-	36	222
	<b>36</b>	<b>2,432</b>	<b>2,468</b>	<b>2,456</b>
<b>Charitable Activities - Fundraising</b>				
Summer Fete	4,569		4,569	-
Cake Raffle	732		732	965
Discos	760		760	890
Tuck Shop	673		673	881
Christmas Hamper Raffle	599		599	591
Ice Creams	297		297	466
Easy Fundraising	65		65	72
Country Mice Christmas Fair	53		53	-
Sports Day Sponsorship	-		-	860
Cowfold Coronation Party	-		-	316
Cowfest	-		-	287
Book Sale	-		-	198
Open Day Refreshments	-		-	154
Christingle / Carols Refreshments	-		-	143
AmazonSmile	-		-	177
	<b>7,748</b>	<b>-</b>	<b>7,748</b>	<b>6,000</b>
<b>Total Receipts</b>	<b>7,784</b>	<b>2,432</b>	<b>10,216</b>	<b>8,456</b>

**FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2024**

	Unrestricted General Fund	Restricted Funds	Year Ended 31 <sup>st</sup> August 2024 Total Funds	Year Ended 31 <sup>st</sup> August 2023 Total Funds
<b>Payments</b>	£	£	£	£
<b>Cost of Raising Funds</b>				
PTA Membership incl. Insurance	153		153	140
Summer Fete	569		569	-
Discos	6		6	76
Tuck Shop	167		167	202
Ice Creams	105		105	149
Christmas Hamper Raffle	-		-	12
Cowfest	-		-	94
Christingle & Carols	-		-	67
	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>740</b>
<b>Charitable Costs</b>				
Accelerated Reader	3,594		3,594	-
Coach for Residential Trip	600		600	800
Library Books	235		235	343
Leavers Events	344		344	206
Lego	100		100	-
Christmas Lunch	36		36	65
Class 1 Play Area	-		-	2,599
BlueBots Coding Robots	-		-	1,434
i-Pad and Case	-		-	288
Book Bags for New Starters	-		-	120
Christingle Oranges	-		-	35
	<b>4,909</b>	<b>-</b>	<b>4,909</b>	<b>5,890</b>
<b>Total Payments</b>	<b>5,909</b>	<b>-</b>	<b>5,909</b>	<b>6,630</b>

**FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)**  
**STATEMENT OF ASSETS AND LIABILITIES AT 31<sup>ST</sup> AUGUST 2024**

	Unrestricted General Fund	Restricted Funds	31 <sup>st</sup> August 2024 Total Funds	31 <sup>st</sup> August 2023 Total Funds
	£	£	£	£
<b>Assets</b>				
<b>Brought forward at 1<sup>st</sup> September 2023</b>	<b>5,357</b>	<b>-</b>	<b>5,357</b>	<b>3,531</b>
Receipts	7,784	2,432	10,216	8,456
Payments	5,909	-	5,909	6,630
<b>Excess / (Deficit) of Receipts over Payments</b>	<b>1,875</b>	<b>2,432</b>	<b>4,307</b>	<b>1,826</b>
 <b>Balance at 31<sup>st</sup> August 2024</b>	 <b>7,232</b>	 <b>2,432</b>	 <b>9,664</b>	 <b>5,357</b>
<u>Represented by:</u>				
Current Account	7,232	2,432	9,664	5,357
 <b>Debtors</b>	 -	 -	 -	 -
 <b>Total Assets</b>	 -	 -	 -	 <b>5,357</b>
 <b>Liabilities</b>				
 <b>Creditors</b>				
Year 6 Treat	-	-	-	105
 <b>Total Liabilities</b>	 -	 -	 -	 <b>105</b>

This Financial Report for the year ended 31st August 2024, including the notes following, was approved by the Committee and signed on its behalf by:

Claire Brookes  
Chairperson

Date .....

## FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)

### NOTES TO THE FINANCIAL REPORT

- 1) The financial statements have been prepared in accordance with the Charities Act 2011, using the Receipts and Payments basis.

- 2) Transactions with related parties:

FoSPS exists to further the education of pupils at St Peter's School. During the year ended 31<sup>st</sup> August 2024 £4,773 (year ended 31<sup>st</sup> August 2023: £5,770) was paid by FoSPS to St Peter's School to reimburse specific expenses that the Committee agreed would be funded by FoSPS.

- 3) No payments were made to Committee members in the year other than for reimbursement of expenses incurred on behalf of FoSPS.

- 4) Fund Types:

**Unrestricted (general) funds** are not subject to any donor restrictions and can be spent as the Committee decides.

**Restricted funds** represents money given by donors for a specific purpose, and can only be used for that purpose. Restricted funds are not invested permanently but are to be spent within reasonable timescales.

At 31<sup>st</sup> August 2024, restricted funds were held for the following purposes:

- Co-op Local Community Fund £2,432 (2023: £0) – to be spent on the re-development of the outdoor learning area for Class 1.