
Friends of St Peter's School Cowfold (FoSPS)

Potters Green, Cowfold, Horsham, RH13 8QZ

Registered Charity no. 1114825

For the year ended 31st August 2023

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Friends of St Peter's School Cowfold (FoSPS)

Trustees Annual Report

for Year Ended 31st August 2023

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 18th 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.

During the year the following served as members of the Committee and trustees of FoSPS:

Claire Brookes	Chairperson
Julia Huson	Treasurer
Sophie Botting	Secretary
Alex Raynos	
Alison Wooller	
Charlotte Mansell	
Laura Carter	
Isabel Jackson	

The committee were also supported by Asta Tiskinas, Kirsty Charlton and Natalie Bithell who joined during the year.

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.

In November, FoSPS put on a school uniform sale, with all of the proceeds going to Children In Need.

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 sold hot drinks and mince pies after the Christingle service in church, and on the last day of term alongside Christmas carols and the raffle draw, providing the opportunity for some festive fellowship.

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

In March, to coincide with World Book Day, we asked pupils to bring in any unwanted books, which were then included in a sale at the end of the day. As well as raising funds for the school, it was a great to see the books being recycled and given a second life.

In May, we sold refreshments as part of the open afternoon held at the school, with cakes kindly made by parents and committee members. Also in May, we ran a stall at the Coronation Party in the village running both a children's and adult's tombola and promoting the school in the local community.

In July, we had the school sports day for which we were able to secure sponsorship for each event from local businesses, in return for advertising on the day. We are very grateful to all the local businesses for their kind support of the event and to Kirsty Charlton and Isabel Jackson for all their efforts in securing the sponsorship and producing the programme.

Also in July, we were able to participate in the 'Cowfest' event in the village, joining with staff in manning a stall at the fete, where we ran a number of games including a bottle hoopla, using prizes that had been donated by parents and carers in return for another non-uniform day. This was another great opportunity to promote the school in the local community.

Throughout the year, we've also continued to promote the use of the AmazonSmile and EasyFundraising websites within the school community, which continues to generate some welcome additional funds. However, this will unfortunately be the last year of receiving donations from AmazonSmile, with the program having closed in February 2023.

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

BlueBots Coding Robots (Oct'22)

Funded the purchase of x18 'BlueBot' programmable floor robots, to help the children develop their coding skills. These were predominantly used in Key Stage 1, as pupils began programming, and their use had a very positive impact. Mrs Bateman (Computing Lead) was able to deliver our Teach Computing Curriculum far more effectively than she had before.

i-Pad (Oct'22)

Funded the purchase of an i-Pad to add to the fleet of i-Pads that the children use to learn their spellings upon, do their Times Tables Rockstars, complete Accelerated Reader Quizzes and a host of other things. It is important that we continually update this fleet to ensure the tablets are in good working order.

Achievements and Performance (Continued)

Library Books (Nov'22)

Paid for new books for the library, providing vital new titles to keep the library up to date and engaging for the children. It is so important to encourage them to read and this 'refresh' of the library helps to do that.

Class 1 Play Area (Nov'22 & Feb'23)

Funded the fencing and equipment for the Class 1 Play Area. This included some veg - tables where the Reception and Year 1 children grew beans and other produce, as part of their science curriculum. This was paid for using the funds received from the Co-op Local Community Fund.

Christmas Lunch (Dec'22)

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

Year 6 Post-Exams Treat / Leavers BBQ's (May & Jul'23)

Paid for the food at celebration events for Year 6 after SATS had finished and for a trip to The Pavilions to mark the end of their time at primary school.

Year 5/6 Residential Trip (Jun'23)

Paid for return coach travel from Cowfold to Holmbury St Mary 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.

Reception Book Bags (Jun'23)

Paid for new book bags to provide to each child who will be starting at the school in September.

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 £6,000, up £2,439 from the previous year.

With only a small number of people on the committee to help, we're somewhat limited in the fundraising activities that we can undertake, but have been very successful in focusing our attention on a number of core events and activities. This included two discos raising £814, a Christmas Hamper Raffle raising £579, and a book sale raising £198. We also ran stalls at the Coronation Party and Cowfest events in the village, raising a total of £509, and sold refreshments at the Christingle service, Christmas Carol and Open Afternoon events, raising a total of £230. We also obtained sponsorship of the Sports Days events for the first time, raising a fantastic £860.

In addition, throughout the year we were able to raise funds of £965 through a weekly cake raffle, £679 through the tuck shop and £317 through the sale of ice creams. All of the amounts referenced above have been quoted net of associated costs.

A total of £249 was also received through supporters' use of the 'AmazonSmile' and 'Easy Fundraising' websites.

Financial Review (Continued)

Income (Continued)

FoSPS has also benefitted from a number of donations during the year from local businesses and events totalling £222, for which we are very grateful. 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 £2,234 was received in the current year (taking the total funding received up to £2,599 in total).

Expenditure

Total expenditure for the year amounted to £6,630 compared with £2,262 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 (£800), providing 18x Blue-Bot robots to teach the children coding (£1,434), purchasing new library books (£343), providing an additional i-pad for use in the classroom (£288), and funding the cost of the new book bags provided to the children starting in Reception (£120). We also provided the oranges for Christingle (£35), crackers for the pupils Christmas lunch (£65) and contributed towards the Year 6 leavers' events (£206).

All of the funds received from the Co-op Local Community Fund (£2,599) were used in the year to redevelop the Class 1 Outdoor Learning Area.

We look forward to keeping up the fundraising momentum in 2023/24 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



Date.....3/10/23.....

FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)
RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2023

	Unrestricted General Fund	Restricted Funds	Year Ended 31 st August 2023 Total Funds	Year Ended 31 st August 2022 Total Funds
Receipts	£	£	£	£
Donations and Legacies				
Co-op Local Community Fund	-	2,234	2,234	365
Other Donations	222	-	222	-
Nestle UK	-	-	-	350
	222	2,234	2,456	715
Charitable Activities - Fundraising				
Cake Raffle	965		965	293
Discos	890		890	1,410
Tuck Shop	881		881	-
Sports Day Sponsorship	860		860	-
Christmas Hamper Raffle	591		591	-
Ice Creams	466		466	726
Cowfold Coronation Party	316		316	-
Cowfest	287		287	165
Book Sale	198		198	-
Open Day Refreshments	154		154	-
Christingle / Carols Refreshments	143		143	
AmazonSmile	177		177	140
Easy Fundraising	72		72	17
Tea Towels	-		-	810
	6,000	-	6,000	3,561
Total Receipts	6,222	2,234	8,456	4,276

FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)
RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2023

	Unrestricted General Fund	Restricted Funds	Year Ended 31 st August 2023 Total Funds	Year Ended 31 st August 2022 Total Funds
Payments	£	£	£	£
Cost of Raising Funds				
PTA Membership incl. Insurance	140		140	116
Discos	76		76	279
Tuck Shop	202		202	-
Christmas Hamper Raffle	12		12	-
Ice Creams	149		149	75
Cowfest	94		94	38
Christingle & Carols	67		67	-
Tea Towels	-		-	275
	740	-	740	783
Charitable Costs				
Class 1 Play Area	-	2,599	2,599	-
BlueBots Coding Robots	303	1,131	1,434	-
Coach for Residential Trip	800	-	800	800
Library Books	343	-	343	-
i-Pad and Case	288	-	288	-
Leavers Events	206	-	206	147
Book Bags for New Starters	120	-	120	-
Christmas Lunch	65	-	65	40
Christingle Oranges	35	-	35	-
White Rose Maths Subscription	-	-	-	324
Numbots Subscription	-	-	-	168
	2,160	3,730	5,890	1,479
Total Payments	2,900	3,730	6,630	2,262

FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)
STATEMENT OF ASSETS AND LIABILITIES AT 31ST AUGUST 2023

	Unrestricted General Fund	Restricted Funds	31 st August 2023 Total Funds	31 st August 2022 Total Funds
	£	£	£	£
Assets				
Brought forward at 1st September 2022	2,035	1,496	3,531	1,517
Receipts	6,222	2,234	8,456	4,276
Payments	2,900	3,730	6,630	2,262
Excess / (Deficit) of Receipts over Payments	3,322	(1,496)	1,826	2,014
 Balance at 31st August 2023	 5,357	 -	 5,357	 3,531
<u>Represented by:</u>				
Current Account	5,357	-	5,357	3,531
 Debtors	 -	 -	 -	 -
 Total Assets	 5,357	 -	 5,357	 3,531
 Liabilities				
Creditors				
Year 6 Treat	105	-	105	-
 Total Liabilities	 105	 -	 105	 -

This Financial Report for the year ended 31st August 2023, including the notes following, was approved by the Committee and signed on its behalf by:



Claire Brookes
Chairperson

Date 9/10/23

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 31st August 2023 £5,770 (year ended 31st August 2022: £1,394) 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 31st August 2022, restricted funds were held for the following purposes:

- Co-op Local Community Fund £365 – to be spent on the re-development of the outdoor learning area for Class 1.
- School Disco Funds £1,131 – to be spent on tech equipment for the school.

All funds were spent on the designated purposes during the year and hence no restricted funds were held at 31st August 2023.