

**Queen Edith Community Primary School Parent, Staff and Friends' Association Trustees  
Report and Accounts for the year ended 31 August 2024**

**Queen Edith Community Primary School Parent, Staff and Friends' Association Accounts for the year ended 31 August 2024**

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**Queen Edith Community Primary School Parent, Staff and Friends' Association Trustees' Report for the year ended 31 August 2024**

**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 2023 – 31<sup>st</sup> August 2024. Unless otherwise indicated all trustees remain in post at the date of this report.

Marianna Armstrong (Chair)	from 24 <sup>th</sup> January 2023 to 31 <sup>st</sup> August 2024
(Secretary)	from 10 <sup>th</sup> May 2021 to 24 <sup>th</sup> January 2023
(Committee)	from 11 <sup>th</sup> March 2019 to 10 <sup>th</sup> May 2021
Edward Green (Treasurer)	from 5 <sup>th</sup> March 2024 to 31 <sup>st</sup> August 2024
Rita Giordano (Vice-treasurer)	from 5 <sup>th</sup> March 2024 to 31 <sup>st</sup> August 2024
Rachael Hayek (Treasurer)	from 10 <sup>th</sup> May 2021 to 5 <sup>th</sup> March 2024
(Committee)	from 20 <sup>th</sup> January 2020 to 10 <sup>th</sup> May 2021
Isobel Ross (Secretary)	from 24 <sup>th</sup> January 2023 to 31 <sup>st</sup> August 2024
Ellen Dyer (Committee)	from 10 <sup>th</sup> May 2021 to 31 <sup>st</sup> August 2024
Miika Ahdemaski (Committee)	from 24 <sup>th</sup> January 2023 to 31 <sup>st</sup> August 2024
Philippa Wiffen (Committee)	from 23 <sup>rd</sup> January 2024 to 31 <sup>st</sup> August 2024
Yufei Xu (Committee)	from 23 <sup>rd</sup> January 2024 to 31 <sup>st</sup> August 2024

**Structure, governance and management**

The Queen Edith Community Primary School Parent, Staff and Friends' Association (QEPSFA or PSFA) is operated according to its constitution. The management committee consists of a chairperson, vice-chairperson (post currently not filled), treasurer and secretary, as well as

general members, and is elected at each AGM, although members may also be co-opted during the year.

The committee may consist of parents of children at the school, members of the staff and friends of the school. However, it is usually parents of children at the school who put themselves forward to support the school in this way.

### **Objectives**

The objective of QEPSFA is to advance the education and wellbeing of the pupils of Queen Edith Community Primary School, Cambridge (“the School”).

1. Engage in activities which support the School and advance the education of the pupils attending it.
2. 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.
3. 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 by the pupils of the school and to strengthen the school community of parents, children and staff.

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

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.

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.

Some events organised by the PSFA are not primarily intended to be fundraising events, but rather community-strengthening events or for providing a service to the school and its community e.g. second hand uniform sales. The ceilidh was run as a community event to bring together families from many backgrounds. It made a modest profit of £123.

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.

### **Volunteers**

Without the contribution of parent and staff volunteers in planning, organising and supporting events the association would not be able to function. The PSFA committee, parents and staff helpers at all events are volunteers. Many parents of the school have been involved in supporting PSFA events either directly helping or supporting (for example donating uniforms).

### **Donations to Queen Edith School**

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

### **Review of the year - September 2023 to August 2024**

The full year of activities included discos, cake sales for all years, Santa's grotto, personalised tea-towels, Bag2School, a ceilidh and the summer fete. A group of parents also took responsibility for arranging the uniform sales on a regular basis and these were held throughout the year, either as scheduled events or allowing parents to request via email.

During the year regular PSFA meetings were held either virtually or in person. This was done for convenience and accessibility reasons rather than due to any restriction.

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

Across the year our surplus (including direct donations) was £15,137.27. This included:

- Profit from fundraising - £13,613.76
- Direct donations - £1,523.51

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

During 2023/24 the association has provided funds to the school for:

- 23/24 Year 6 Leavers Books - £395.96
- Reception Trim Trail - £3,942.72
- Leader in Me (a resource to help the school develop pupils' leadership skills) - £1,766.00
- Prize to winners of the Cake Sale - £102.22

Agreement was made to prioritise and fund the following items in 2024/25:

- Improving the KS1 Playground
- Improving/redeveloping the Courtyard and Quiet Area
- Improving to the Dining Hall acoustics
- Subsidising school trips
- Establishing a Forest School and providing teacher training

### **Events:**

#### **Preloved Uniform Sales made a profit of £367**

In September 2021 a uniform group, made up of parent volunteers, started meeting to try to maximise access to the uniform.

They have been sorting the uniform regularly. They no longer have capacity to accept stained, torn and unsellable uniform for 'Rag's and have communicated this to the parent body. The PSFA uniform group organised a preloved uniform sale every half term during 2023/24. They have also been making the uniform available at school open afternoons, when parents are coming to the school to see their children's work.

Office staff have been accessing the uniform to give to pupils who have started mid-term and staff have also been pulling out the organised boxes when needed.

The uniform is put out by the uniform group and parent helpers in the KS1 playground at morning drop off and afternoon pick up for 3 days towards the end of each half term, weather permitting.

The uniform group still hopes to obtain a larger uniform shed, which will mean more space for the uniform and will allow parents to walk in and access the uniform more easily. The idea is that it will be on shelves and looked after on a rota basis. However, this is still an idea and the PSFA are going to discuss their ideas with the school.

**Bag2School** made a profit of £120

The Bag2School initiative took place twice during the year; in November 2023 and May 2024.

The second date was selected as it fell just after the summer fete, and it was thought that any suitable items leftover from the fete could be donated to Bag2School. However, in practice, there were not many items that crossed-over.

We always try to give parents advanced notice of the dates so that they can sort through donatable items. Parents donated 430kg of clothes, bags, shoes, linen and other household items, which raised £120 in total.

It has been agreed that the PSFA will not continue with Bag2School due to questions around the ethics of the scheme and the environmental impact of the resell by companies, such as Bag2School, to other countries.

**Discos** made a profit of £1,425

There were 2 discos held in this school year: one on Thursday 28<sup>th</sup> September 2023 and one on Thursday 21<sup>st</sup> March 2024.

Total profit for both discos was £1,424.91.

As usual Disco Dave was there playing the tunes and we sold crisps, biscuits and squash.

This year, the decision was made to omit glowsticks, due to their environmental impact.

The PSFA requested suggestions for alternatives and continued to do their own research to find suitable eco-friendly alternatives.

The discos were split according to age with Reception to Year 2 attending first from 5pm to 6pm and 4 then Years 3-6 from 6.15 to 7.45. This event is organised by the PSFA with parent helpers running the refreshments, and setting up and tidying up. Teachers are in attendance to take registers and dance with the children. They also judge the dance competitions and the children really enjoy seeing their teachers in a different light. Many parents comment on how grateful they are that the teachers volunteer their time to attend the school disco.

At the second disco of the year, watermelon was sold, following a request from a parent. It went down really well and will be continued at future discos.

**Ceilidh** made a profit of £123

Held on Friday 16<sup>th</sup> February 2024 and it raised £123.37.

The Cambridge University Ceilidh band played for a very reasonable price of £110, and called the dances for a number of families who attended (83 people in total).

Refreshments were served, including squash, crisps and biscuits as well as beer and wine.

The latter two were not particularly popular, however a small number did enjoy them.

There was also a raffle, which raised £58 for the event. All raffle prizes were donated by the parent body. The PSFA received feedback that the Ceilidh was enjoyed by certain children who find the school disco a bit loud and chaotic. The Ceilidh offers a gentler alternative, and for this reason, a small group of parents have come forward to arrange the next one, a solstice Ceilidh (booked for Friday 20<sup>th</sup> June 2025).

#### **Ice-cream sales** made a profit of £240

After the summer fete, there were some leftover ice-creams and freeze pops.

The PSFA gratefully received a freezer from a parent, and the caretaker, Dawid, helped us secure a space for it in the PSFA store. This meant the PSFA could store the remaining ice-creams and freeze pops.

It was then decided that the remaining stock could be sold after school during a particularly hot week in June. This was very popular and almost everything was sold, apart from some boxes of freeze pops, which were sold at the summer picnic. The sales raised £240.10 over three days.

#### **Summer Picnic**

This was held on the last Friday of the summer term, Friday 19<sup>th</sup> July, after school from 3.30-5pm. It was an opportunity for people to stay behind after school, use the playing field and get together with other families before the holidays started. This was a community-focused event, rather than a fundraiser.

Nevertheless, the PSFA did put out the preloved uniform and leftover freeze pops, from the summer fete, were sold.

#### **Summer Fete** made a profit of £9,742

The fete was held on Saturday 18<sup>th</sup> May with a theme of the 'Paris Olympics'.

It was a record-breaking fete, raising £9,742.

The event was organised by a sub-committee, made up of PSFA committee members, with individuals coordinating key areas such as external attractions, catering, stalls, corporate sponsorship, PR & communications, finances, operation planning, health & safety, raffle and estate agent boards.

Activities within each area were then completed with support from the parent body.

Planning for the event started in January 2024 and certain stalls were new this year and aligned to the theme of the Paris Olympics. For instance, there was a crepe stall and an international food stall, which both worked very well. The ice-cream stall was again managed by the PSFA, rather than outsourcing, and the PSFA has been given a freezer by a former parent, so this will be something that may continue for years to come. We also had two additional inflatables, to manage the extensive queues that were experienced in previous years, and this seemed to help minimise queue waiting times for this fete.

The PSFA always aims to have a range of activities that appeal to differing ages, budgets and interests. Some events are completely free of charge, such as circus skills, the brass band, the entertainment (ballet, choir, maypole dancing performances and a children's entertainer) and some are very low in cost (less than £1). The inflatables are usually the most expensive attractions.

The gate entrance charge was £1 / adult and 50p / child. This was a slight increase from 20p/child to 50p/child. Overall, the takings were up compared to last year.

Significant sponsorship from local firms again provided enormous financial help. This included the estate agent board campaign where parents and teachers signed up to display outside their homes raising for the school. All the floats and cash takings were handled by the school with the help of parent volunteers.

The next fete is due to take place on Saturday 17<sup>th</sup> May 2025. It is an event that is not just for the school, but for the local community.

**Tea Towels** made a profit of £112

This initiative usually takes place every two years, for years 1 & 2, however this year it was also arranged for year 3. This was because this particular year group had missed out on the tea towels due to the impact of Covid.

It is organised in October & November to allow enough time for the tea towels to be returned to school and for families to be able to give them as Christmas presents.

The tea towels feature hand drawn self-portraits of the children in each year (1 tea towel design / year) and are a nice keepsake for the children of the school.

It requires support from the school teachers, to ensure that there is a self-portrait of each child, and the printing is outsourced to a company called Fundraising Creations.

The PSFA hope to run it again in autumn 2025 for the next cohort.

**Santa's Grotto** made a profit of £18

This event took place at the end of the Christmas term, and was for nursery, reception and years 1 & 2.

The children visited Santa in the grotto, which was decorated, set up and undecorated by the PSFA and parent helpers. Each child received a gift of a book.

The grotto is decorated by PSFA parent helpers on the evening before the arrival of Santa and is a delightful occasion for the children who meet him and receive a gift, which was a book in 2023. A suggested donation of £1.50 was requested to cover the cost of the books.

A special thanks to Dawid, the caretaker, for building the grotto and to Miss Thurston and the year 6 elves who helped co-ordinate the morning as well as entertain the younger children as they waited to meet Santa.

**Cake Sales** made a profit of £1,225

Each half term, a year group (except Year 6) coordinates a cake sale, to raise funds in aid of the PSFA.

The amounts raised by each year (and in order of occurrence) were as follows:

Year 5 - £192.10, Year 2 - £188.20, Year 4 - £212.24, Year 1 - £249.90, Year 3 - £176.50, Reception - £205.60.

There is a competition, and the year that achieves the highest takings is awarded a sum of cash to spend on play equipment / activities that all children in that year can enjoy.

The sales are held in the playground and are a fun and easy way to raise funds and bring people together.

**Online Shopping Fundraising Portals:**

**(i) Easy Fundraising**

We encouraged parents to sign up for EasyFundraising when online shopping. The amount we raised this year, £241.47, was less than the £321.45 raised last year.

**Online Charitable Donations – General School Donations**

Since 10 January 2023, donations via Benevity, Paypal Giving and UK Online Giving are handled in the same way as other QEPSFA funding for projects in line with the QEPSFA aims, rather than being passed directly to the school.

Online donations totalled £1,523.51

- Charities Aid Foundation (CAF): £1,500
- Benevity: £23.51
- UK Online Giving: £0
- PayPal Giving: £0

**Financial Summary**

QEPSFA made a surplus for the financial year ending 31 August 2024 of £15,137.27 before donations to the school.

During the financial year, donations to the school totalled £6,206.90. Funds carried forward are £33,570.51. This money has been earmarked for improving/refurbishing the KS1 Playground, Courtyard, Quiet Area, and the Dining Hall acoustics and establishing a Forest School, plus the teacher training for the Forest School.

The cash balance is relatively high because the funds were initially earmarked for a significant project (outdoor classroom). However, the project did not proceed due to building regulations.

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Signed on behalf of the trustees:

..........Chair

.......... Treasurer

Date: 14/01/2025

<b>Queen Edith PSFA Accounts Summary 1/9/2023 - 31/8/2024</b>				
<b>Bank Account</b>		<b>Balance 1.9.2023</b>	<b>Balance 31.8.2024</b>	
Barclays		22,870.12	12,014.97	
Cambridge BS		1,764.30	21,450.04	
Cash		30.28	105.50	
<b>Total</b>		<b>24664.70</b>	<b>33570.51</b>	
<b>Events Total</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>	<b>Donations</b>
Uniform Sales	367.37		367.37	
Easy fundraising	241.47		241.47	
Santa's Grotto	252.90	(235.15)	17.75	
Cakes Sales	1,224.54		1,224.54	
Bag2School	120.00		120.00	
Disco	1,915.11	(490.20)	1,424.91	
Ceilidh	308.60	(185.23)	123.37	
Tea Towels	922.20	(810.00)	112.20	
Fete	12,360.11	(2,618.06)	9,742.05	
Ice Cream	240.10		240.10	
<b>Sub-Total</b>	<b>17,952.40</b>	<b>(4,338.64)</b>	<b>13,613.76</b>	
Other Expenditure				
Parentkind		(153.00)		
Other Income				
Interest	128.46			
<b>Direct Giving</b>				
PayPal Giving	0.00		0.00	
Benevity	23.51		23.51	
CAF	1,500.00		1,500.00	
<b>Sub-total</b>	<b>1,523.51</b>		<b>1,523.51</b>	
<b>Donation to QE</b>				
Cake sale winners		(102.22)		(102.22)
Trim Trail		(3,942.72)		(3,942.72)
Leader in Me		(1,766.00)		(1,766.00)
Leavers Books		(395.96)		(395.96)
<b>Sub-total</b>		<b>(6,206.90)</b>		<b>(6,206.90)</b>
<b>Totals</b>	<b>19,604.37</b>	<b>(10,698.54)</b>	<b>15,137.27</b>	<b>(6,206.90)</b>





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Queen Edith Community Primary School Parent, Staff and Fr  
No (if any)  
297363

## Receipts and payments accounts

CC16a

For the period from 01/09/2023 To 31/08/2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Income from Fundraising	17,952	-	-	17,952	17,073
Interest	128	-	-	128	21
Donations: Benevity	24	-	-	24	158
Donations: Charities Aid Foundation (CAF)	1,500	-	-	1,500	1,950
Donations: UK Online Giving	-	-	-	-	8
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>19,604</b>	<b>-</b>	<b>-</b>	<b>19,604</b>	<b>19,210</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>19,604</b>	<b>-</b>	<b>-</b>	<b>19,604</b>	<b>19,210</b>
<b>A3 Payments</b>					
Cost of Fundraising	4,339	-	-	4,339	3,420
PTA Insurance	153	-	-	153	140
	-	-	-	-	-
Donations to QECPS	6,207	-	-	6,207	3,461
General School Donations	-	-	-	-	2,042
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>10,699</b>	<b>-</b>	<b>-</b>	<b>10,699</b>	<b>9,063</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>10,699</b>	<b>-</b>	<b>-</b>	<b>10,699</b>	<b>9,063</b>
<b>Net of receipts/(payments)</b>	<b>8,906</b>	<b>-</b>	<b>-</b>	<b>8,906</b>	<b>10,147</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>24,665</b>	<b>-</b>	<b>-</b>	<b>24,665</b>	<b>14,518</b>
<b>Cash funds this year end</b>	<b>33,570</b>	<b>-</b>	<b>-</b>	<b>33,570</b>	<b>24,665</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash	106	-	-
	Barclays Bank Account	12,015	-	-
	Cambridge Building Society Account	21,450	-	-
	<b>Total cash funds</b>	<b>33,571</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	