

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Oct	2019		30	Sep	2020

Section A Reference and administration details

Charity name

Coleridge Families

Other names charity is known by

Registered charity number (if any)

1001997

Charity's principal address

Coleridge Primary School

Crouch End Hill

London

Postcode

N8 8DN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Elizabeth Mackie	Chair		Coleridge Families AGM
2	Leon Choueke	Head		Coleridge Families AGM
3	Morinade Akinbobola	Treasurer		Coleridge Families AGM
4	Peter Salerno	Treasurer		Coleridge Families AGM
5	Kit Bhatti	Treasurer		Coleridge Families AGM
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Elected at the AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There are no significant governance issues impacting the charity currently.

- In the 2020 AGM, Coleridge Families has adopted a new constitution, using the Parentkind model constitution
- As a result of the new governance structure, a number of new committee members have been appointed as trustees
- Several long-standing members are stepping down this year as their children are members of year 6
- Coleridge Families has a comprehensive handbook guiding class reps and event coordinators in the way that they manage each fundraising event. The charity has taken steps to place this information on accessible folders on the web and to incorporate minutes and lessons learned into the documents
- Sponsorship from community businesses represents <10% of incomes and the charity follows a sponsorship policy put in place by the school governing body
- We have established a detailed set of policies and procedures guiding treasury, banking, the bank mandate, expenses, charities commissions procedures and money handling
- The School play made a loss of 1,870 pounds although year 6 fundraising activities succeeded in reducing that to only £230. The cost of the play reflects a changed parent demographic i.e. we have fewer parents who are able to offer highly technical skills in film production (eg cameras, editing etc) for free. This will be an area of new strategy as the school play becomes a virtual event due to limitations on large assemblies.
- The year 6 bobble hats made a loss of 65 pounds. It is expected that residual inventory will lead to future plus side returns.

Summary of the objects of the charity set out in its governing document

The objective of Coleridge Families is to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the Education Authority) and as an ancillary thereto and in furtherance of this object Coleridge Families may A. encourage co-operation between the staff, parents and all others associated with the school, B. engage in activities (including fund raising activities) which support the school and advance the education of the pupils attending it and C. encourage parents to be interested in the education of their children and the activities of the school.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

2019-2020 was another year of substantial donations from parents to the school's learning enhancement fund. The learning enhancement fund has been used to renew classroom across years 3 to 6 by providing new digital lightboards within the classrooms. Additionally the learning enhancement fund provided year 2 with learning aids for reading and year 1 with new community blocks.

WHAT DID THE CHARITY FUND IN 2019/2020?

A total of c 71,000 spent on investment including:

- £67,000 to improve the loos facilities. A much needed renovation to hygiene facilities which became even more beneficial in the context of COVID-19
- £3,700 spend toward year-6 leavers events, essentially self-funded via year-6 fundraising contributions.

SUMMARY OF FUND RAISING

CF raised c.£75,600 in the course of the year

- £49,000 via donations (incl. Gift-aid)
- £7,000 raised in the annual fireworks display
- £5,000 raised through the sponsorship of Martyn Gerrard, the local estate agents.

Please see the full details later in this document.

The accounts presented within this report were approved by the membership in the 2020 AGM held in December.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Coleridge Families is a very inclusive PTA. Involvement in event organisation is encouraged by an allocation of 2 fundraising events to each year group.

The charity is operating in a constrained fund-raising environment due to the COVID-19 pandemic and as such many of our event fixtures have been put on hold. The committee and energised parents are continually seeking ways to innovate and adapt by running events on-line and running different types of events that are suited to virtual participation.

In years prior to COVID-19, events ranged from small-scale cake sales to large scale fireworks display and the whole-school summer fair. Events are run by each year group - Reception classes are allocated simple events. Year 3 manage the Summer Fair (the main event of the year) and Year 6 parents are allowed a gentle exit which involves organising the Year 6 events only. This has been a successful approach with the main aim of promoting a clear turn of responsibilities with inclusiveness and avoiding large amounts of work falling on a few shoulders. In addition there is a network of class reps and parents who generate participation in events, fundraisers and help distribute information to the parents.

The aims and ethos of CF as a parent-staff association and registered charity is to work in partnership with the School and Governors towards a whole school community with the key elements being involvement and participation from all and keeping all events accessible to all families. It has as an equal aim fundraising to provide the extras to advance the education of the children by providing facilities at the school that the Local Authority does not normally provide.

On the fundraising side we work in a number of ways. Traditional year group events which run year on year. There are also committee-based events like Fireworks which, this year ran prior to COVID-19 and was very well attended. We also have events which were new initiatives like Movie Night for Year 5. Some events have started as a committee-based event, like Fireworks, but now have every year group involved to spread the load. This mixed approach is working well. Key to the traditional events is the class rep system. The reps' hard work and enthusiasm is essential to making it work.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

2019-2020 was a year of more limited activities due to the COVID-19 pandemic and yet still very significant fund-raising and development projects made possible by Coleridge Families.

- Major improvement to the school loos facilities
- Significant contributions from parents via donations
- Significant contributions from Martyn Gerrard our sponsor
- Agreement to adopt a new governing document and new chair's appointed to act as co-chairs

Looking ahead, the charity has earmarked 68,246 for specific grants to Coleridge Primary school.

This includes 17,000 to continue planned redevelopment of the playground areas, making this a safer and more useful area for children and building on the 58,579 already invested. There is 10,000 held aside to replace the turf on the multi-use games area (sports pitch).

There is a further 39,746 dedicated to provide financial support to the school, funded from voluntary financial contributions via donations towards the Learning Enhancement and Voluntary funding of the school. These funds will be deployed when needed to fund areas of the School Development Plan (SDP). Some money will also be used to cover essential school running costs, for example educational resources and premises costs. The Resources Committee of the school's Governing Body will scrutinise spending and will hold the Senior Leadership Team to account, ensuring that the fund is appropriately spent to provide maximum impact.

Finally there is 1,500 dedicated to projects to improve the air through the students Clean Air Coleridge project.

Section E

Financial review

Brief statement of the charity's policy on reserves

Coleridge Families keeps a minimum of £8k in reserve to deal with unexpected costs and cash flow. Large expenditure plans are discussed at the AGM with on going expenditure discussed in open committee meetings

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information**

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Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	On file	On File
Full name(s)	PETER SALERNO	ELIZABETH MACKIE
Position (eg Secretary, Chair, etc)	Treasurer	CHAIR
Date	3/4/21	3/4/21

Coleridge Families Accounts – 30-Sep-2020

Approved

Summary of Coleridge Families Accounts

#	Item	Amount	Comment
1	Opening 1-Oct-19	£93,794.89	Total bank balances
2	Fund Raising	£75,599.91	Includes pending expenditures
3	Expenditures	-£71,373.25	includes pending expenditures
4	Closing Balance	£98,021.55	Closing 2019 Balance
5	Bank Balance	£95,074.05	Actual Bank Balance
6	Variance	£2,947.50	See Detailed Section
7	Capital Reserve	-£8,000.00	Coleridge Families have agreed to keep an £8K reserve
8	Approved Expenditures	£68,246.00	See Detailed Section
9	Remaining Available To Spend	£21,775.55	Bank Balance, less committed expenses & reserve

Approved Major Expenditures

#	Description	Amount
1	CVF - Coleridge Voluntary Fund	28,110
2	Playground	17,000
3	LEF - Learning Enhancement Fund	11,636
4	MUGA Replacement Fund	10,000
5	Clean Air Coleridge	1,500
6	Grand Total	68,246

Explanation of Variances

#	Description	Amount
1	Gift Aid yet to Receive	£2,947.50
5	Grand Total	-2,947.50

2019-2020 CF Accounts – Year on Year

Income from Fund Raising Activities

Category	2018-2019	2019-2020
Donations - CF (Incl gift aid)	20,000	41,930
Summer Fair	17,586	
Fireworks	5,530	6,951
Donations - LEF (Incl gift aid)	4,074	6,767
Sponsorship	5,500	5,000
Quiz Night	4,897	3,268
Clean Air Coleridge	7,060	
Silent Disco	2,276	4,224
Winter Bazaar	2,726	2,881
Year 6 Fundraising	528	2,047
Y6 Fundraising (garden)		2,000
T-Shirts	956	1,029
Greeting Cards	764	815
Sponsored Bounce	1,377	
Year 6 Big Night Out (gig)	1,234	
Easyfundraising	472	232
Y2 Mud Race	690	
Christmast Trees	540	
Movie Night	453	
Water Bottles		332
Amazon Fundraising		47
Bank Interest	13	12
Year 6 Bobble Hats		-65
Year 6 School Play	813	-1,870
Grand Total	77,491	75,600

Expenses from Projects Undertaken

Category	2018-2019	2019-2020
Loos improvement		66,975
Playground	58,579	100
Year 6 Leavers	3,853	3,706
School Halls	3,386	
Stage Supplies	964	
Reception Book Bags	672	
Water Bottles	649	
Gazebos	569	
Concert Afternoon	429	
Children's SCRAP Project	417	
Year 6 Poetry	400	
Ladders & Trolley	382	
PTA Association	117	122
Clean Air Coleridge		237
Shelving	187	
Platform	175	
Christmas Carols	161	
Camera Repair		159
Holiday Parties	121	
Library Books	105	
MPLC		73
Coffee Morning	63	
Pyjama Karma	62	
Alexandra Palace Book Awards	60	
Dropbox	44	
Grand Total	71,396	71,373

- Year 6 Leavers Activities are supported by Year 6 fund raising events such as the Gig Night and Play sales shown as income (left hand side)

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Coleridge Families

On accounts for the year
ended

2020

Charity no
(if any)

1001997

Set out on pages

4 – 5

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's
statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: On file, upon request

Date: 12-3-21

Name: George Sawtell

Relevant professional qualification(s) or body (if any):

LLB, ACCA, MCT

Address:

On file

Section B	Disclosure
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Only complete if the examiner needs to highlight material problems.