



# Trustees' Annual Report for the period

|                   |            |                 |            |
|-------------------|------------|-----------------|------------|
| Period start date |            | Period end date |            |
| From              | 01 09 2017 | To              | 31 08 2018 |

## Section A Reference and administration details

Charity name Friends of Little Kingshill School

Other names charity is known by FOLKS

Registered charity number (if any) 1096357

Charity's principal address Little Kingshill Combined School,

Windsor Lane, Little Kingshill,

Buckinghamshire

Postcode

HP16 0DZ

### 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  | Louise Slope   | Chair            |                                   | Trustees/School/Parents                                       |
| 2  | Suzan Byrd     | Treasurer        |                                   | Trustees/School/Parents                                       |
| 3  | Sarah Carelton | Secretary        |                                   | Trustees/School/Parents                                       |
| 4  | Amanda Gower   | Deputy Chair     |                                   | Trustees/School/Parents                                       |
| 5  | Emma Gregory   | Deputy Treasurer |                                   | Trustees/School/Parents                                       |
| 6  |                |                  |                                   |   |
| 7  |                |                  |                                   |   |
| 8  |                |                  |                                   |   |
| 9  |                |                  |                                   |   |
| 10 |                |                  |                                   |   |
| 11 |                |                  |                                   |   |
| 12 |                |                  |                                   |   |
| 13 |                |                  |                                   |   |
| 14 |                |                  |                                   |   |
| 15 |                |                  |                                   |   |
| 16 |                |                  |                                   |   |
| 17 |                |                  |                                   |   |
| 18 |                |                  |                                   |   |
| 19 |                |                  |                                   |   |
| 20 |                |                  |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document

(eg. trust deed constitution)

Model Constitution for Parent Teacher Associations

How the charity is constituted

(eg. trust association company)

Parent Teacher Association (NCPTA)

Trustee selection methods

(eg. appointed by elected by)

Elected / re-elected at the Annual General Meeting (AGM) held in September each year. One person proposes the election and another seconds it. Headteacher, Parents and other staff present for elections.

**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.

Committee Meetings are held every half term to communicate what events have been held and what funds these have generated. Information on future upcoming events and any relevant items that need to be put forward for discussion are also covered during these meetings.

Two signatures are required for every cheque that is raised.

FOLKS work closely with the school and pupils in order to understand how and where they wish funds to be spent. Parent engagement also takes place to get their votes and feedback on the key areas of activities / materials they wish to see money go towards for that academic year.

Around the official committee meetings held each half term, ParentMail communications are sent out to keep parents informed on activities that FOLKS organise and to let them know what has been raised.

## Section C Objectives and activities

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

FOLKS help to raise important funds to provide opportunities for the children to partake in activities they may not otherwise do or have available to them (examples include Theatre Productions and Music).

In addition, the money is used towards improving equipment or areas at the school for the benefit of the children (for example, in April to July 2018, money was used to renovate the Eco Garden enabling the children to access it for the first time in over seven years.)

**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)**

The object of FOLKS is to advance the education, and provide opportunities to the children, that they would otherwise not have access to or would have to pay for themselves.

For the academic year of September 2017 to August 2018, the following summarises the key activities undertaken in relation to this purpose.

Activities include:

- Theatre Productions
- Online Maths Tool called 'Mathletics' where the teacher can set homework and the children can practice for themselves
- Music opportunities, including Choir, Orchestra, Violins, Charanga
- A visit from an Eco Warrior to talk to them about the environment and ways they can help

Major projects such as:

- Eco Garden renovation project – this saw a complete overhaul of the garden back to an amazing space that the children can use to study the wildlife, help with planting, benefit from the sensory garden area for touch, smell and sound
- Fundraising towards new Playground Equipment (this will be a 2-3 year fundraiser due to the costs involved)

#### **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.

Whilst FOLKS was made up of the above five elected Trustees for the academic year of September 2017 to August 2018, we could not deliver the funds raised without the fantastic support of the volunteers (parents and staff) to enable events to run smoothly.

School year groups are assigned events which enables new input and fresh ideas on stalls to run, etc. They have been an invaluable source for FOLKS which has allowed us to deliver an amazing amount during this academic year.

**Summary of the main achievements of the charity during the year**

During the September 2017 to August 2018 period, a profit of £17.3K was raised from events run during this time.

£1.2K of this was income related to the Christmas Pantomime for which the cost was not paid out until October 2018 (after this academic period). As such, adjusting for this, the underlying profit in the year was £16.2K.

Key spend items for the above period included:

- Contribution towards music - £2.8K
- Mathletics subscription - £1.1K
- Roald Dahl workshop - £0.2K
- Theatre Productions - £0.7K
- Eco Warrior Visit - £0.3K
- Eco Garden renovations - £6.2K
- ParentMail facility for FOLKS to use - £0.1K
- Playground Equipment - £4K identified to be set aside towards the target

## Section E Financial review

### Brief statement of the charity's policy on reserves

In general, a minimum reserve of £5K is held in the bank as a contingency at any point in time. At the end of August 2018, the closing cash balance at the bank stood at £20K. Section D highlights where the money has been spent during this academic year. It should be noted that the Pantomime income of £1.2K was not paid out until October 2018, and that the £4K of funds for the Playground Equipment has not yet been spent due to the requirement of further funds to support the installation.

### Details of any funds materially in deficit

N/A

### 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.

The source of funds raised through FOLKS is all delivered by fundraising events. Examples of events that are run include Summer Fete, Christmas Fayre, Kids Discos, Curry and Quiz Nights, Second Hand Uniform Sale, Hot Dog Days, Ice Cream Fridays and a Golf Day.

All funds are held in an account to support activities and facilities for the school children to benefit from.

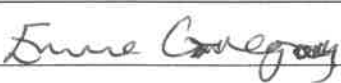
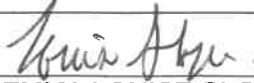
The key success of this academic year was the renovation of the Eco Garden back to a space that all the children can enjoy. The school schedule lessons in the cabin and the children can get outdoors to study the wildlife from the plants to the birds and insects.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | EMMA GREGORY  | EMMA LOUISE SLOPE  |
| Position (eg Secretary, Chair, etc) | TREASURER   | CHAIR  |
| Date                                | 7 <sup>th</sup> APRIL 2019 .  |  |



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Friends of Little Kingshill School

On accounts for the year  
ended

31 August, 2018

Charity no  
(if any)

1096357

Set out on pages

1 & 2 (no additional notes included)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2018.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below \*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Date:

3 May, 2019

Name:

Richard James Burcham

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

Fellow of the Chartered Institute of Management Accountants (Retired)  
Chartered Global Management Accountant (Retired)

Address:

39 Chalk Farm Road

Stokenchurch

High Wycombe, Buckinghamshire HP14 3TB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None