

# Friends of Bowhill Primary School CIO

## Trustees' Report for the Year Ended 31 August 2019

The Trustees present their annual report of the charitable incorporated organisation for the period 1 September 2018 to 31 August 2019.

### Structure, governance and management

#### ***Constitution***

Friends of Bowhill Primary School is a Charitable Incorporated Organisation registered with the Charities Commission on 18 August 2017. The Governing document of the Charity is a Foundation constitution dated 18 August 2017. The registered Charity number is 1174308.

#### ***Charity Principal Address***

Bowhill Primary School, Buddle Lane, St Thomas, Exeter, EX4 1JT

#### ***Charity Trustees***

The CIO has 9 charity trustees

<b>Name</b>	<b>Office</b>	<b>Changes</b>	<b>Term</b>	<b>Term End Date</b>
Charlotte Baker	Chair	Appointed as Chair 13/09/19	3 years	12 Sep 2022
Kelly Voysey	Chair	Resigned as Chair 13/09/19	4 years	17 Aug 2021
Stephanie Stone	Secretary		4 years	17 Aug 2021
Katherine Brazendale-Sweet			4 years	17 Aug 2021
Jennifer Sexton	Vice Chair		3 years	17 Aug 2020
Debra Ward	Teacher		3 years	17 Aug 2020
Elizabeth Capell			3 years	17 Aug 2020
Claire Quick	Treasurer	Re-appointed 13/09/2019	3 years	12 Sep 2022
Marie Morgan		Resigned 09/09/19	2 years	09 Sep 2019
Caren Brooks	Head Teacher		3 years	12 Sep 2022

#### ***Trustees' liability***

In the event of the CIO being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

#### ***Method of recruitment and appointment or election of Trustees***

The first Charity trustees were appointed on 18 August 2017 following completion of Trustee consent forms and Trustee Eligibility declaration. Appointment of Trustees will be in accordance with the constitution. Suitability is determined by an interest in the work of the Charity, eligibility, personal competence, specialist skills and local availability. New Trustees will be inducted into the workings of the Charity on joining by the Chair and other trustees.

## **Objectives and activities**

### **Objects and aims**

The Charity's objects are as follows:

To advance the education of the pupils of Bowhill Primary School and other schools in the Exeter Learning Academy Trust by engaging in activities or providing facilities or equipment which support the school and develop relationships between staff, parents and the wider community.

The trustees achieve the charitable objects by running a Parent, Teacher and Friends Association, known as the PTFA. The PTFA has formal members, who are the Trustees and a number of informal members who attend the PTFA meetings and provide much valued support at the various events throughout the school year.

### **Achievements and performance**

Report by our Chair, Kelly Voysey:

2018/19 was a fantastic fundraising year for the PTFA and it is once again my pleasure to write this year's chairperson's report.

As a school community, we have managed to raise a fabulous £9,847 which exceeded the total raised in 2018 and is the highest level of support for our school ever provided by the PTFA.

You may have already seen the redecorated school hall since coming back after the summer and agree that the new colour has made an amazing difference to the feel of the space. New play panels are attracting plenty of attention in the top playground and make a great addition to the existing new scheme. We know children are really enjoying the panels in their playtime. Other items funded by the PTFA have been new PA and microphones, class Christmas parties, raised flower/veg beds in KS1, Year 6 Leavers' hoodies and autograph books, and additional PE equipment.

None of this would have been possible without your support; coming along to events, baking cakes, donating at the Summer Fete. The entire PTFA team would like to extend our thanks to you and your families for supporting us. We truly hope the events we run make a difference to being part of Bowhill, not just for fundraising but for the fun, laughs and memories.

Future plans to improve and support the school are afoot and we know the school wish to improve the MUGA which is a highly used space. This year we would like to focus on fundraising for this particular area. Every penny raised by the PTFA is used for the school to spend on items or activities which enhance our children's experience at Bowhill.

Our calendar of events is shaping up to be as strong as last year – we plan to keep the Christmas Fayre in the fundraising calendar for December. We worked hard to improve the Christmas Fayre last year to reduce the queues for Father Christmas and offer a good selection of stalls. We will continue to make this a great event but as ever we welcome your feedback.

As a new parent at Bowhill 6 years ago, I knew next to no-one at school and was pretty apprehensive about school gate life. After attending a PTFA meeting one Friday afternoon, I was warmly welcomed and very quickly made new friends with people with children in all year groups. These people have become firm friends and have helped me navigate my way through school life.

This year, I am very aware that a large proportion of our core fundraising team have children which are in the last years at Bowhill. This means that we will see a significant drop in our numbers by the time the year is out. To continue the strength of our fundraising capabilities, we are in great need of new committee members. Please, even if you are just mulling over joining us, come along to a meeting or chat with one of the core team to find out more about us.

I would like to thank the existing volunteers who pitch in and help out with the events we run. Thank

you to all of you. Our teaching and school support team are phenomenal, and I would like to thank everyone who helps makes the PTFA run more smoothly within the school team and our teachers who stay late to help with events and regularly go above and beyond.

Lastly, a huge personal thank you to our trustees who are a dedicated core of volunteers and make all of our events happen. Thank you for hard work and time spent in making such a successful PTFA. I've loved working with you all. This year is my last as Chairperson so I would like to welcome Charlotte Baker, mum of boys in Year 6 and Year 2, to the role of Chairperson along with Jenny Sexton in the role of Vice Chairperson. You'll make a great team.

#### **Financial review**

The Charity held 8 fundraising events, which achieved a profit of £9,847 (2018: £8,040). The events included Christmas Cards with the children's own designs, Disco, Raffles, Cake sales and the annual Summer & Christmas Fayres.

The Charity funded improvements to the School playground through adding play panels, tables and redecoration of the walls in the outside shelter area. The PTFA also funded PE Equipment and new PA system with microphones, subsidised the Class Christmas parties and Year 6 Leavers Hoodies. At the end of the year the PTFA also funded redecoration of the hall. Other expenditure incurred was for Subscriptions and Licence fees.

Opening Funds at 1 September 2018	£15,047
Fundraised	£9,847
Donated to School	(£15,757)
Other Expenditure	(£157)
Closing Funds at 31 August 2019	<b><u>£8,980</u></b>

All funds are held in a bank account and a small amount of petty cash. The Charity does not have any investments or any other assets or liabilities.

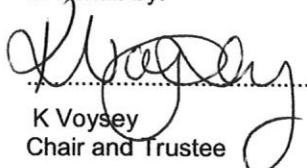
#### **Reserves policy**

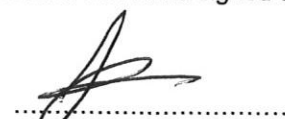
The Trustees base their decision on an appropriate level of reserves with reference to planned pattern of expenditure. The Trustees will ensure that reserves are sufficient to enable the Charity to meet essential expenditure as well to continue financially supporting projects for Bowhill Primary School.

The Charity will maintain a minimum level of reserves of £1,000. Higher reserves may be appropriate when the Charity is building up funds to support a specific future larger scale project. The Reserves held at 31 August 2019 was £8,980. The Charity is building reserves and plans to commit future funds to improving the surface of the Multi Use Games Area.

#### **Declaration**

The Trustees' Report was approved on behalf of the Trustees on 13 September 2019 and signed on its behalf by:

  
K Voysey  
Chair and Trustee

  
J Sexton  
Vice Chair and Trustee



CHARITY COMMISSION  
FOR ENGLAND AND WALES

FRIENDS OF BOWHILL PRIMARY CIO

1174308

## Receipts and payments accounts

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For the period  
from

01/09/2018

To

31/08/2019

### 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>					
Christmas Card Income	389	-	-	389	2,115
Raffles	2,949	-	-	2,949	1,048
Christmas Fayre	1,310	-	-	1,310	1,272
Disco & Chocolate Bingo	1,786	-	-	1,786	1,191
Summer Fete	5,615	-	-	5,615	5,187
Cake sale	166	-	-	166	156
Non Uniform Day	-	-	-	-	169
Other	162	-	-	162	175
<b>Sub total (Gross income for AR)</b>	<b>12,378</b>	<b>-</b>	<b>-</b>	<b>12,378</b>	<b>11,313</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>12,378</b>	<b>-</b>	<b>-</b>	<b>12,378</b>	<b>11,313</b>
<b>A3 Payments</b>					
Christmas Cards - Supplier Payment	18	-	-	18	1,556
Christmas Fayre & Summer Fete	1,548	-	-	1,548	1,149
Disco & Chocolate Bingo	613	-	-	613	393
Year 3 Sleepover	-	-	-	-	63
Donations to Bowhill Primary School	15,757	-	-	15,757	510
PTFA T Shirts	-	-	-	-	304
Year 6 Leavers Book & Hoodies	-	-	-	-	1,161
Subs/Licences etc	157	-	-	157	538
Raffles	352	-	-	352	161
<b>Sub total</b>	<b>18,444</b>	<b>-</b>	<b>-</b>	<b>18,444</b>	<b>5,835</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>18,444</b>	<b>-</b>	<b>-</b>	<b>18,444</b>	<b>5,835</b>
<b>Net of receipts/(payments)</b>	<b>- 6,067</b>	<b>-</b>	<b>-</b>	<b>- 6,067</b>	<b>5,478</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>15,047</b>	<b>-</b>	<b>-</b>	<b>15,047</b>	<b>9,569</b>
<b>Cash funds this year end</b>	<b>8,980</b>	<b>-</b>	<b>-</b>	<b>8,980</b>	<b>15,047</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 at bank	8,852	-	-
	Petty Cash	128	-	-
		-	-	-
	<b>Total cash funds</b>	<b>8,980</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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
		K A VOYSEY	13/09/19
Vice Chair		J. SEXTON	13/09/19