



BISHOP PERRIN SCHOOL
ASSOCIATION

Trustees' Annual Report and Accounts
Year ended 31st August 2020



BISHOP PERRIN SCHOOL ASSOCIATION

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020



Trustees' Annual Report

For the year ended 31st August 2020

The trustees have pleasure in presenting their report together with the accounts for the year ended 31st August 2020.

Reference and Administrative Information

Charity Name	Bishop Perrin School Association
Registered Charity No.	1108041
Address	Hospital Bridge Road, Twickenham, TW2 6LF
Trustees	Andrew Winters (co-Chair) – appointed 30 November 2020 Soraya Winters (co-Chair) – appointed 30 November 2020 Laura Burrell (co-Chair) – appointed 30 November 2020 Rebecca Hards (co-Chair) – appointed 26 September 2019 Cathryn Tillekeratne (Secretary) – appointed 26 September 2019 Fiona Bissell (Treasurer) – appointed 27 September 2018 Adrian Corke (no office) – Headteacher, appointed by Constitution Ross Poulter (co-Chair) – resigned 30 November 2020 Elizabeth Poulter (co-Chair) – resigned 30 November 2020

Structure, Governance and Management

Constitution

Bishop Perrin School Association is an unincorporated association, governed by an adopted constitution dated July 2004 and registered with the Charity Commission in England and Wales on 22 October 2004. The membership is composed of parents or legal guardians of pupils currently enrolled in Bishop Perrin Church of England Primary School. However, the association is fortunate to also enlist the help and support of the wider school community – members of staff, governors, grandparents, former pupils and their families, local residents and businesses – for events and fundraising.

Appointment of trustees

The trustees, who shall number not less than three, are all elected volunteer members, except for those appointed by the constitution as listed above. The trustees are taken to be the officers, defined to include a Chair, a Vice-Chair, a Secretary and a Treasurer. In recent years the Chair roles have been shared by three or four acting as co-Chairs.

The charity and its property is managed and administered by a committee comprising the officers and other volunteer members, elected at the Annual General Meeting (AGM). The other volunteer roles are: Assistant Treasurers, Charity Team Lead and team, Uniform



Cupboard Lead and team and a minimum of seven Class Representatives - one or more per school year group.

Each trustee automatically retires with effect from the next AGM following their appointment, but is eligible for re-election at that AGM if they are proposed and seconded by the membership and willing to stand. Where circumstances dictate need the trustees may, outside of the AGM, appoint by co-option any person from within the membership who is willing to act as trustee and officer.

Objectives and Activities

Charitable Objects

The objects or purposes of the School Association (SA) are to advance the education of the pupils in the school, in particular by:

- Developing effective relationships between staff, parents and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Activities

With due regard for the Charity Commission's public benefit guidance and in line with our objectives, each year the SA runs a wide range of events both to raise funds towards the school's 'Wish List' and to provide social opportunities for the pupils, parents, staff, governors and wider school community. These include regular annual events like Bake sales, the Summer Fete and Quiz Night, a stall at the Light Up Whitton community event, plus Discos and Movie nights for the infant and junior pupils' enjoyment. The committee also welcomes suggestions from the membership and organises one-off innovative fundraising initiatives.

All activities are planned by the committee, drawing on volunteers from the parent membership, school staff and wider community of supporters as appropriate, having regard to safeguarding and risk assessments. The committee is very grateful for the time, expertise and donations given by all involved, without whom the SA would not be able to achieve so much.

The work of the SA enables the advancement of pupils' education by giving money to school for the purchase of equipment, resources, facilities and other 'Wish List' items it would otherwise not be able to afford. This not only enhances pupils' educational experience but also enriches their learning by paying for whole school events like music and wellbeing workshops, author and drama group visits, plus subsidising an annual theatre trip and many class trips related to the curriculum.



Achievements and Performance this year

Following the AGM in September 2019 the committee discussed and approved the majority of the Bishop Perrin School 2019/20 'Wish List', resulting in a total of £11,045 given to fund:

- £4,250 for the annual 'Standard Contributions'. These included £2,100 to subsidise educational trips for all classes, £1,000 towards the whole school theatre trip to see the pantomime and £350 for Christmas craft materials. This year £400 was also given for each of an author visit and new library books, with agreement these should be part of the annual standard contribution in future.
- £500 for whole school Wellbeing workshops, which pupils found valuable last year also.
- £1,071 to purchase new equipment for the Reception year classroom outdoor area.
- £724 for Read/Write/Inc Phonics workbooks to boost pupil resources for this vital skill.
- £500 to buy two new lunch box trolleys.
- £1,000 for other requests which were individually under £500: Class cameras, African drumming workshops, materials for 'Guided Reading' and costumes and props for the School Production, as detailed in Note 5 to the accounts.
- £3,000 for a whole school Focus Week Art Installation project. This was planned for the VE Day celebrations week in May 2020, with pupils collaborating to create art works for the school's side entrance passageway. Due to the Covid-19 nationwide 'Lockdown' and school closure from March, this did not take place. The overriding need then was to boost the school's IT resources. So, in July the committee approved redirection of the £3,000 as part payment for 30 Chromebooks, sourced and paid for in the Autumn.

The fundraising year started as usual, with the committee planning a schedule of events in the hope of matching the previous year's income. This was not to be however, with events halted by the Covid-19 pandemic national 'Lockdown' from March 2020. Consequently, the Summer Fete, our major annual fundraising event, could not be held. As seen in note 4 to the accounts, the impact of this and other missed events was a total fundraising net income of only £5,837 for the year, a significant drop of 62% compared with £15,277 (£16,678 less £1,401 sponsorship received for the 2018 Fete) the previous year.

The committee were fortunate however that they were able to hold very successful events up to March 2020: A Valentines Bake Sale, Infant and Junior Movie Nights, a stall at the Light Up Whitton event, Christmas Discos for Infant and Junior pupils, a second-hand uniform sale and the usual annual Quiz Night. The Quiz Night was fortuitously planned for the week before the first national 'Lockdown' and raised an amazing £1,343, only a few pounds less than the previous year. Funds were also raised via Cauliflower Cards sales of the children's Christmas card and mug designs. In addition, a photographer parent donated £200 proceeds from the sale of Infant Nativity photographs for which the committee is very grateful.

Whilst all in-person activities were curtailed, a couple of Virtual Quiz Nights were run in May and July, keeping community spirits up and raising £305 from donations via JustGiving. In addition, the committee were able to launch the BPSA's own small society lottery called the 'Money Club' which runs on a monthly subscription basis, with quarterly draws for a prize fund of 50% of subscriptions. At the year end, money received for the first three quarterly draws had generated a very welcome £682 profit, with £90 of prizes owed. An extra £220



came from prize winnings and duplicate subscriptions donated, and the committee would like to reiterate thanks to those people for their generosity, especially in this difficult year.

The BPSA also gratefully received other voluntary receipts, including £70 raised by a pupil's grandparent who grew and sold tomato plants during lockdown. As in the previous year, £300 of matched funding was received from Sky, kindly accessed by a volunteer parent who works for them. A further £500 of matched funding was received specifically towards the cost of replacement gymnastics mats. The purchase of these was delayed due to Covid-19, so these restricted funds were carried forward to spend next year.

Regular income continued to be generated by encouraging members to support the SA via easypundraising.org.uk when they shop online. Similarly, from November 2019, the SA was recognised as a charity eligible to receive donations via AmazonSmile purchases, raising £67 this year. The trustees wish to take this opportunity to formally thank everyone involved in staying positive and raising funds for the SA despite the effects of the Covid-19 pandemic.

Financial Review & Reserves Policy

Through the hard work and dedication of the Uniform Cupboard Lead and team, the BPSA also sells new mostly branded school uniform. Garments are priced to cover costs only, as a service to parents or guardians, saving them money compared with high street prices and making very little distributable net income. The apparent profit of £1,187 this year results mainly from differences between the timing of receipts for sales compared with payments for purchases. This also reflects in a lower stock figure this year end compared with the last.

The trustees make prudent decisions but do not have a formally agreed reserves policy. The following information is provided to explain the year end unrestricted reserve balances.

- Main bank account: £7,794. The established pattern is that the majority of funds given to school are paid shortly after the AGM at the start of the school year. This is paid out of money raised the previous school year and held in short term reserve in the main bank account at the year end. In line with this, £3,704 was given against the school's 'Wish list' requests in November 2020. In December 2020 a further £3,078 was given which, together with £3,000 from this year's cancelled Art Installation, was used to buy 30 Chromebooks.
- Money Club account: £1,063 including £90 of subscriptions for September draw prizes.
- Uniforms bank account: £6,817. This fluctuates with the timing of uniform purchases and sales and is held at a level necessary to fund the working capital requirements of the School Uniform Cupboard trade. The trustees keep this level under review in case it can be reduced to liberate funds for the BPSA's charitable purposes.

Approved by the Trustees and signed on their behalf by:

Rebecca Hards
Co-Chair

Date: 30th September 2021



Independent Examiner's Report to the Trustees of Bishop Perrin School Association (Charity No. 1108041)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2020, as set out on pages 6 to 8.

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 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.

Eric Girma

Date: 12th October 2021



Receipts and Payments Accounts for the year ended 31st August 2020

	Unrestricted funds	Restricted funds	Total funds	Last year
Receipts				
Voluntary receipts	£590	£500	£1,090	£520
Fundraising activities	£8,236	£0	£8,236	£22,039
School uniform sales	£6,688	£0	£6,688	£8,574
Total Receipts	£15,514	£500	£16,014	£31,133
Payments				
Costs of generating voluntary receipts	£101	£0	£101	£42
Fundraising activities costs	£2,399	£0	£2,399	£5,361
School uniform purchases	£5,501	£0	£5,501	£7,507
Funds donated to school & events	£11,093	£0	£11,093	£16,388
Administration costs	£260	£0	£260	£239
Asset purchases	£112	£0	£112	£152
Total Payments	£19,466	£0	£19,466	£29,689
Net of receipts/(payments)	(£3,952)	£500	(£3,452)	£1,444
Transfers between funds	£0	£0	£0	£0
Cash funds last year end	£19,710	£0	£19,710	£18,266
Cash funds this year end	£15,758	£500	£16,258	£19,710

Statement of Assets and Liabilities at 31st August 2020

	Unrestricted funds	Restricted funds	Total funds	Last year
Cash at bank and in hand				
Main bank account	£7,794	£500	£8,294	£13,936
Money Club bank account	£1,063	£0	£1,063	£0
Uniforms bank account	£6,817	£0	£6,817	£5,677
Uniforms cash in hand	£84	£0	£84	£97
Total cash and bank balances	£15,758	£500	£16,258	£19,710

	Unrestricted funds	Restricted funds	Total funds	Last year
Other monetary assets				
Stock of school uniform	£5,882	£0	£5,882	£6,725
Assets retained for the charity's use				
Equipment	£982	£0	£982	£871
Liabilities				
Uniform purchases	£312	£0	£312	£90
Money Club September Draw Prizes	£90		£90	£0
Total Liabilities	£402	£0	£402	£90

Signed by one or two trustees on behalf of all the trustees

Signature	Print name	Date
	Rebecca Hards	30/9/21
	Fiona Bissell	30/09/21



Notes to the Accounts - for the year ended 31st August 2020

1. Basis of accounting

The accounts have been prepared on the Receipts and Payments basis in accordance with the requirements of the Charities Act 2011. The notes form part of the trustees' accounts.

2. Nature and purpose of funds

Unrestricted funds are those funds that the trustees are able to spend for any of the charity's objects or purposes. Restricted funds may only be used for specific purposes, either because money is raised for that specific purpose or because the donor specifies it.

3. Voluntary receipts

	Unrestricted funds	Restricted funds	Total funds	Last year
Matched funding from Sky	£300	£0	£300	£300
Matched funding for gymnastics mats	£0	£500	£500	£0
Donations and Payroll giving	£70	£0	£70	£220
Donated Money Club income & prizes	£220	£0	£220	£0
Total voluntary receipts	£590	£500	£1,090	£520

4. Fundraising activities net income

	Unrestricted funds	Restricted funds	Total funds	Last year
Bake Sales	£363	£0	£363	£647
Refreshments (incl Nativity stall)	£53	£0	£53	£246
Second Hand Uniform	£243	£0	£243	£513
Movie nights - Infant & Junior	£532	£0	£532	£527
Christmas cards	£280	£0	£280	£451
Tea towels	£0	£0	£0	£645
'Light Up Whitton' stall	£888	£0	£888	£1,115
Discos - Infant & Junior	£235	£0	£235	£669
Nativity DVDs	£0	£0	£0	£488
Photo sales (Nativity & Play/Sports Day)	£200	£0	£200	£217
Mothers Day Flowers	£70	£0	£70	£78
Easter Egg Mufti & Tombola	£0	£0	£0	£233
Quiz night	£1,343	£0	£1,343	£1,367
Virtual Quiz nights	£305	£0	£305	£0
Ice Lolly Sales	£0	£0	£0	£274
Summer Fete	(£149)	£0	(£149)	£7,058
Summer Fete 2018 sponsorship	£0	£0	£0	£1,401
Easyfundraising	£695	£0	£695	£749
Amazon Smile	£67	£0	£67	£0
Stampastic	£11	£0	£11	£0
Money Club (Lottery)	£772	£0	£772	£0
Money Club (Lottery) running/set up costs	(£71)	£0	(£71)	£0
Total Fundraising activities net income	£5,837	£0	£5,837	£16,678



5. Funds donated to school

	Unrestricted funds	Restricted funds	Total funds	Last year
Class trips subsidy	£2,100	£0	£2,100	£2,100
Author visit	£400	£0	£400	£0
Library books	£400	£0	£400	£0
Christmas craft materials	£350	£0	£350	£175
Theatre trip or drama group visit	£1,000	£0	£1,000	£500
Wellbeing week workshops	£500	£0	£500	£500
Art Installation for Focus Week (May'20)	£3,000	£0	£3,000	£0
Equipment for Reception outdoor area	£1,071	£0	£1,071	£0
Read/Write/Inc phonics workbooks	£724	£0	£724	£0
New lunchbox trolleys	£500	£0	£500	£0
Class cameras	£300	£0	£300	£0
African drumming workshop	£200	£0	£200	£0
Guided Reading materials	£400	£0	£400	£0
Production costumes & props	£100	£0	£100	£0
30 Chromebooks	£0	£0	£0	£8,285
New Projector for Hall	£0	£0	£0	£2,000
Solar Panels	£0	£0	£0	£2,436
Chick Hatching kit (50% share)	£0	£0	£0	£142
Year 6 Leavers event (Sweet Bag/BBQ)	£48	£0	£48	£250
Total Funds donated to school & events	£11,093	£0	£11,093	£16,388

Covid-19 restrictions from March 2020 prevented many of the usual school activities and trips. So, at the end of the Summer term, Bishop Perrin School had the following unspent BPSA funds ringfenced in their budget for the next school year: Class trips subsidy £900, Author visit £400, Class cameras £300, Junior Production £50, Lunchbox trolleys £500. The Focus Week Art installation project was also cancelled, with the £3,000 re-directed as part payment for 30 Chromebooks in Autumn 2020. Neither was the usual Year 6 class leavers BBQ event held in July, so sweet goodie bags were distributed to those children instead.

6. Administration costs

Administration costs include bank account charges and the SA's subscription to Parentkind a PTA membership organisation which provides insurance, advice and support.

7. Asset purchases

This includes equipment purchased for use by the charity over the course of more than one year, in the achievement of its objectives. Purchased this year were an artificial Christmas tree plus money belts and price stands for the Light Up Whitton and other events. Last year a Keter outdoor store and a cashbox were bought.

8. Related party transactions

There were no related party transactions during the year.