



Trustee Annual Report

Portishead County Primary School – Friends of the School Association

Charity Number: 1040840

Reporting Period: 1 September 2023 – 31 August 2024

Presented at the AGM on 22nd November 2024

1. Chair's Introduction

Dear Parents, Carers, and Supporters,

2023–24 was another energetic and inspiring year for the Friends of Portishead County Primary School. Despite the increasing pressure on volunteer time and resources, our community has pulled together to deliver a packed programme of events and initiatives – all while keeping our fundraising goals front and centre.

A standout success this year was achieving our long-standing goal of installing the Cringle Cragg climbing frame. This was a collective effort, and we are incredibly proud of what it represents: community-led impact that directly benefits our children.

This year has also been a moment of reflection. As a committee, we've discussed how to strengthen engagement from both parents and staff, and ensure the sustainability of the Friends for the years ahead.

Thank you to everyone who contributed, in ways big and small, to another fantastic year.

Lucie Loughlin

Chair of Trustees



2. Objectives and Activities

Our mission is to support and enhance the learning environment at Portishead County Primary School by:

- Raising funds for resources and opportunities that lie outside the core school budget
- Building community through events and partnerships
- Supporting inclusive, enriching experiences for every child

3. Achievements and Performance

This year's event programme was a major success, both financially and in terms of community involvement. We delivered a wide variety of activities, including:

- Colour Run
- Summer Fete
- Christmas Fete and Christmas Cards
- Christmas Tree Sales
- Wreath Night
- School Disco
- Spinnathon

We also secured passive income streams, including:

- The Co-op Community Fund
- The School Lottery, which is now a steady source of fundraising support

Key Milestone:

- We successfully funded and installed the Cringle Cragg climbing frame, creating a vibrant, fun and active space for the pupils.

4. Financial Review

A full financial summary is available separately. Key points include:

- Strong event income with excellent participation from the community
- Passive fundraising channels are proving sustainable and scalable
- Spending remains aligned with agreed priorities and budgets, with reserves protected



5. Governance and Attendance

The Friends committee is made up of elected Trustees who oversee strategy, finance, and delivery of the charity's goals.

Present at the AGM (22 November 2024):

- Lucie Loughlin – Chair
- Louise Gigg – Trustee
- Rachel Corlett – Acting Secretary
- Jeremy Parrott – School Business Manager
- Hannah Rebbeck – Teacher
- James Gooding – Governor

Notable Absences:

- Lucy Sargent – Headmistress
- Alistair Meredith – Deputy Head
- Dione Jarvis – Co-chair

We thank all members for their ongoing support and contributions.

6. Future Plans and Reflections

At the AGM, we looked ahead to 2024–25 with fresh goals and important reflections:

Priorities for Funding:

- iPads for classroom learning – with support from Hannah Rebbeck to explore existing school funding routes or matched funding options
- Travelling Drama Groups – supporting children who may not thrive in sport, ensuring all pupils benefit from creative enrichment opportunities

Use of Co-op Community Fund:

- Lucie and Hannah discussed the best way to allocate the Co-op Community Fund, with agreement that the focus should be on a structured item to support physical and imaginative play specifically for Reception-aged children.



Parent and Teacher Engagement:

- There was a productive discussion on how to build stronger engagement from parents and staff.
- Creating a website or communication hub is being explored as a tool to help parents get involved more easily.
- Clearer visibility into what the Friends do, and how people can help, was seen as essential.

Need for More Members:

- A recurring challenge is the small number of active volunteers.
- The current workload is not sustainable for such a limited group.
- Recruitment of new members will be a key goal next year – ideally with a focus on specific roles to distribute tasks more fairly.

7. Acknowledgements

Huge thanks go out to:

- Our amazing parent and carer volunteers
- The school staff, who always support our efforts behind the scenes
- The wider community for their generosity and encouragement
- And of course, the children – whose excitement and joy motivate everything we do

8. Approval of Report

This report was approved by the Board of Trustees and is submitted as a true record of the charity's activities and governance during the reporting year.

Signed: *Lucie Loughlin*

Lucie Loughlin

Chair of Trustees

Date: 22nd November 2024

Summary of Accounts for period 1st September 2023 - 31st August 2024

Registered Charity Number 1040840

EVENTS: INCOME

EVENTS & DONATIONS	INCOME	EXPENDITURE	PROFIT/LOSS	RUNNING TOTAL
X-mas Fayre 23	5,242.17	2,413.64	£ 2,828.53	£ 2,828.53
Wreath Making	2,707.54	548.24	£ 2,159.30	£ 4,987.83
Mothers day flowers	1,505.00	297.50	£ 1,207.50	£ 6,195.33
Colour run	7,762.85	4,969.43	£ 2,793.42	£ 8,988.75
Summer Fete	3,583.03	2,108.31	£ 1,474.72	£ 10,463.47
Lottery	306.30	-	£ 306.30	£ 10,769.77
School disco	572.93	499.68	£ 73.25	£ 10,843.02
Brass day	-	250.00	£ (250.00)	£ 10,593.02
Dog head designs	31.92	185.00	£ (153.08)	£ 10,439.94
Xmas trees	591.00	504.00	£ 87.00	£ 10,526.94
Ice lollies	298.99	-	£ 298.99	£ 10,825.93
Donations - Kenya	-	242.00	£ (242.00)	£ 10,583.93
Clothes recycling	152.10	-	£ 152.10	£ 10,736.03
Donations	2,860.74	-	£ 2,860.74	£ 13,596.77
Spinathon	2,243.07	-	£ 2,243.07	£ 15,839.84

DISBURSEMENTS

ITEM	COST	TOTAL
Staff coffee machine	130.00	£ 130.00
Eco bins	370.00	£ 500.00
Playtime equipment	1,055.77	£ 1,555.77
Consumables	-	£ 1,555.77
Sensory room	1,171.10	£ 2,726.87
PTA insurance	153.00	£ 2,879.87
Scrapstore	175.00	£ 3,054.87
Y6 Lifeskills Visit	350.00	£ 3,404.87

Opening Account balance 1/9/2023

Cash Held (Float) £ 100.00
 Total Profits £ 15,839.84
 Total Disbursements £ (3,404.87)

Balance of Natwest a/c
 31/8/24 £ 29,062.90

Balance of Sumup a/c
 31/8/24 £ 1,157.99

Available Funds £ 30,220.89

Treasurer.....*Dioné Jarvis*.....

Date.....13/06/25.....

Chairperson.....*[Signature]*.....

Date..13/06/25.....

signed 23-24 accounts

Final Audit Report

2025-06-13

Created:	2025-06-13
By:	Lucie Loughlin (lucie@jamww.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOJRg-LCarqWDo6p7_imJbwWIYkkceNnz

"signed 23-24 accounts" History

-  Document created by Lucie Loughlin (lucie@jamww.com)
2025-06-13 - 3:12:17 PM GMT
-  Document emailed to James Jarvis (dione_torrington@yahoo.co.uk) for signature
2025-06-13 - 3:12:46 PM GMT
-  Email viewed by James Jarvis (dione_torrington@yahoo.co.uk)
2025-06-13 - 3:16:40 PM GMT
-  Document e-signed by James Jarvis (dione_torrington@yahoo.co.uk)
Signature Date: 2025-06-13 - 3:16:55 PM GMT - Time Source: server
-  Agreement completed.
2025-06-13 - 3:16:55 PM GMT

Independent examiner's report to the trustees of Friends of Portishead County Primary School

I report to the trustees on my examination of the accounts of the Friends of Portishead County Primary School (the Trust) for the year ended 31 August 2024.

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Imogen Quarterman

Relevant professional qualification or membership of professional bodies (if any):

Address: 34 Beach Road East, BS20 7ES

Date: 13/06/2025