Chair's Report 2025/26

Purpose of the PFSA

The PFSA organises fundraising events and activities to raise money for facilities and equipment that support the school and enhance pupils' education. All parents, carers, grandparents, teachers and school staff are automatically members and are welcome to volunteer at any time. This could include helping to organise events, acting as a class representative, volunteering at the Summer Fair, or sharing skills such as communications or secretarial support.

As the PFSA raises more than £5,000 each year, it is now registered as a charity. The elected core committee manages all aspects of the PFSA and acts as the charity's trustees.

Current Core Committee Members and Trustees

- Helen Warren – Chair
- Sara Harrington – Chair
- Esther Perez – Treasurer
- Cristina Heselgrave – Secretary

Other Committee Roles (2025/26)

- Lydia – Uniform Coordinator
- Matt Wood / Mike Fox – Dad's BBQ Lead
- Karen – Refreshments
- Tetiana – Treasurer Assistant

Nomination and voting (Nominated by/seconded by)

Sincere thanks were given to the outgoing Treasurer, Esther Perez, for all her support and dedication.

Treasurer Nomination: Tetiana Ovcharuk – Nominated by… , Seconded by… .

Summary of the Year

During the year, the PFSA organised a wide range of events and activities to raise funds for the school and its pupils, including:

- Christmas cards and gifts
- Christmas Market and Raffle
- Disglo
- Summer Fair
- Bend the Rules Day
- Second-hand uniform sales
- Krispy Kreme doughnuts sale
- Ice lollies sale
- Baking sale
- Teas and coffees at school events
- Lottery
- Easy fundraising
- Match funding
- Gift Aid

2025/26 Academic Year Financial Summary

- Total income: £… (vs. £27,538 in 2024/25)
- Income from the three biggest events: £16,173 (vs. £21,078 in 2024/25)
- Expenditure for the three biggest events: £6,434 (vs. £5,557 in 2024/25)

This resulted in a net income of £… for the year, representing an increase/ a decrease on the previous year's net income of £20,108.

Funding Utilisation (2025/26)

Project / Initiative	Contribution
New classroom rugs	£3,000
Staff room upgrade	£2,060
World Book Day event (all year groups)	£2,012
New visualisers for all classes	£715
Purple shirts & swimming hats	£683
Storage for puddle suits & waterproofs	£300
Prayer Garden planting	£170.75
Fun Fund across all years	
Harvest festival bags	
Year 6 Disco / Banner / Balloons	
PFSA funds towards school projects	£15,863

Challenges & Lessons Learned

One of the main challenges this year was securing enough volunteers. Parents may not always be aware of the level of responsibility carried by the trustees, particularly when planning larger events. A key lesson learned is the value of dedicated year-group teams for each stall, with trustees providing oversight and support. We are beginning to implement this approach by recruiting volunteers through year group representatives and sharing more information directly with them.

- Set event dates further in advance to avoid clashes with hall bookings and other local events, and to allow more time to maximise ticket sales.
- Review the role of class representatives, including whether small, clearly defined tasks could be shared with them in the lead-up to larger events.
- Use Facebook and Instagram to provide regular updates, reduce reliance on WhatsApp messages, and promote events, volunteer opportunities and second-hand uniform sales.

Thank Yous

We are very grateful to the committee members who managed events alongside full-time jobs and other commitments. The PFSA depends on volunteers who bake, run stalls, lend equipment, sponsor, donate and contribute in many different ways. Without this support, the school community would not be able to enjoy these events.

Special thanks go to Mr Collins, Mrs Spacagna, Mrs Galvin and the staff at St Joseph's Catholic Primary School for their continued support and enthusiasm. We are also grateful to local businesses for their generous donations.

Finally, thank you to the wider school community for attending and taking part in events throughout the year. Your support has enabled the PFSA to fund a range of items and initiatives for the benefit of the school and its pupils.

Plan for 2026/27

At the AGM on 21 September 2026, we will discuss the PFSA's plans for the year ahead. Drawing on the lessons learned this year, we propose creating smaller teams to help deliver key events during the 2026/27 school year, with a focus on recruiting new volunteers through the year group representative system.

Key Activities Planned for 2026/27

- Christmas card design
- Christmas Market (5 December, 12–3pm)
- Disglo (5 March 2027, 5–7:30pm)
- Summer Fair (12 June 2027, 12–3pm)

Additional events will depend on support from the PFSA community. If you are interested in volunteering or have ideas for future fundraising, please contact us at pfsa@stjosephsguildford.com.

Thank you again for your support throughout the year.

Helen Warren and Sara Harrington
Joint PFSA Chairs
21 September 2026

Trial Balance

St Joseph's Catholic Primary School PFSA

01 August 2025 to 31 July 2026

Account	Debit	Credit
002 Entrance		2,261.90
003 Raffle		3,837.00
005 BBQ		3,293.10
006 Bottle Tombola		902.90
007 Chocolate Tombola		591.70
008 Cafe at event		272.00
009 Bar		1,395.50
010 External Stalls		711.05
011 Gingerbread & Rein (was Mulled Wine)		217.50
012 Pocket Money Stall		2,069.49
014 Sweets (was Wrap a Present)		465.00
015 Doughnuts (Toys & Games)		1,006.84
016 Kids Bottle Tombola		453.00
018 Face Painting		594.09
019 Second Hand Uniform		737.20
020 Lottery Income		52.50
022 Candy Floss (was Darts)		374.00
024 Jolly Jars		864.00
025 Craft Stall		108.90
026 Donations		20.74
027 Christmas Trees		400.00
029 Merch - Disglow		547.18
030 Pop-Up Bake & merch sale (was Gold Tattoos)		316.90
031 Bouncy castle		1,357.00
033 Penalty Shootout		139.65
035 Year 6 Show - drinks contributions		133.00
038 Colour Run (Was S&S)		996.38
040 Cafe - PopUp at Events		2,050.23
042 Sports Day refreshments		47.20
Trial Balance Check (nearest £)	**£51,284**	**£51,284**

Account	Debit	Credit
044 Christmas Cards		775.72
046 Easy Fundraising		454.08
047 Discos		955.50
048 Bend the Rules (was Craft event)		2,045.17
049 Sponsorship		500.00
100 Disco Hire	204.71	
102 Commission Paid	177.45	
103 Other costs	307.28	
105 BBQ costs	1,245.79	
106 Cafe Event Costs	119.84	
107 Craft stock	44.61	
108 Candy Floss costs	230.00	
109 Sweets cost (Wreaths cost)	120.90	
110 Tattoo costs	261.73	
111 Bar costs	783.46	
113 Raffle costs	250.00	
114 Silver Games cost	49.21	
115 Glow Merch	311.33	
116 Bouncy Castles	707.50	
121 Hairspray cost	27.09	
122 Frosty Friday costs	366.69	
123 Other events costs - Licences, Advertising etc	339.70	
125 Colour Run costs (was S&S)	886.57	
126 Jolly Jars costs	38.74	
127 Pocket Money Stall - costs	477.52	
128 Gingerbread & Rein COS (was Mulled Wine)	92.10	
129 Doughnuts Costs	879.90	
201 PTA UK Membership	530.99	
203 Decorations	252.83	
204 SumUp commission chgs	36.54	
206 St Joseph's School Funding	13,587.46	
271 Office Equipment	5.94	
276 Printing	138.00	
279 Licenses and Permits	21.00	
Trial Balance Check (nearest £)	**£51,284**	**£51,284**

Account	Debit	Credit
281 Miscellaneous	3.49	
285 Pop-Up cafe supplies	113.94	
289 Staff Entertaining	10.75	
360 Charitable Donations	250.00	
363 Bank/Finance Charges	186.67	
460 Depreciation Charge	125.40	
601-4 Other Capital Asset Brought Forward	743.89	
602-5 BBQ Equipment Purchase	458.06	
605-4 Other Capital Asset Depreciation Brought Forward		667.13
606-4 Other Capital Asset Depreciation		38.38
606-5 BBQ Equipment Depreciation In Year		87.02
671 STOCK - BAR	180.00	
673 STOCK - GLOWMERCH	65.76	
678 STOCK - CRAFT	80.00	
679 STOCK - POCKET MONEY STALL	275.00	
681 Trade Debtors	0.00	
731 TAKINGS CONTROL		50.00
750-1 Bank Account: Natwest Business Current Account	24,996.04	
750-2 Bank Account: Natwest Business Reserve Account	1,300.00	
761 Bank Transfers in Progress	0.00	
968 Profit and Loss		19,494.93
Trial Balance Check (nearest £)	**£51,284**	**£51,284**

Independent Examiner's Report

To the trustees of St Joseph's Parents, Friends and Staff Association (PFSA)

Charity registration number: 1201547

For the year ended 31 July 2026

I report to the trustees on my examination of the receipts and payments accounts and statement of assets and liabilities of St Joseph's Parents, Friends and Staff Association (PFSA) for the year ended 31 July 2026.

Responsibilities and basis of report

The charity's trustees are responsible for preparing the accounts in accordance with the requirements of the Charities Act 2011. They are also responsible for maintaining proper accounting records and determining that an independent examination is appropriate.

My responsibility is to examine the accounts under section 145 of the Charities Act 2011, follow the applicable Directions issued by the Charity Commission under section 145(5)(b), and state whether particular matters have come to my attention.

Independent examiner's statement

The following is proposed wording for the examiner to confirm or amend only after completing the independent examination. It assumes the charity is eligible to prepare receipts and payments accounts.

Following completion of my examination, I confirm that no material matters have come to my attention giving me cause to believe that, in any material respect, accounting records were not kept as required by section 130 of the Charities Act 2011, or the accounts do not accord with those records.

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 to enable a proper understanding of the accounts to be reached.

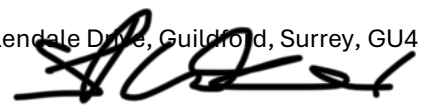
Independent examiner

Name: Sophie Parker

Occupation / relevant experience: Senior Underwriter

Professional accountancy qualification: None stated

Address: 43 Glendale Drive, Guildford, Surrey, GU4 7HZ

Signature: 

Date: 14.10.2026