

**Charity Registration No. 10309555**

**THE FRIENDS OF ST MARY ABBOTS SCHOOL  
(FOSMAS)**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st AUGUST 2013**

## **1. CHARITY INFORMATION**

### **Trustees**

Molly Sieghart (resigned October 2012)

Michael Duffy (appointed July 2012)

Wendy Wyver (appointed July 2012)

Amelia Slocombe (appointed July 2012)

Minnie Davies (appointed July 2012)

Camila Reed (appointed July 2012)

Veronika Abdian (appointed July 2012)

Ray Kilby (appointed October 2012)

### **Registered office**

c/o St Mary Abbots School  
2 Kensington Church Court,  
London W8 4SP

### **Bankers**

Natwest Bank Plc  
Royal Garden Branch  
55 Kensington High Street  
Kensington W8 5ZG

## II. TRUSTEES' ANNUAL REPORT

The Trustees present their report and accounts for the year ended 31st August 2013.

The Friends of St Mary Abbots School (FOSMAS) is a registered UK charity formally constituted in January 1994. It is governed by its constitution, as amended and adopted on 12 July 2011. All parents/guardians of pupils attending the school, all staff and all governors are members of the Association. The Charity's Trustees bring a variety of skills to the board including communications, graphic design, administration and events management. All of the Trustees have children who are currently at St Mary Abbots School. All Trustees are encouraged to keep up to date with the role and responsibility of a trustee.

The Board of Trustees administers the Charity and meets at least quarterly with further meetings as required.

The Charity's finances are reviewed by Trustees at each board meeting.

The accounting policies employed by trustees are as follows:

**Voluntary Income:** Cash donations over £50 are individually listed; those under £50 are totalled. The identity of donors is protected where requested.

**Voluntary Help:** Voluntary help is not included in the accounts. FOSMAS is entirely dependent on the voluntary help given by its members.

**Non Cash Donations:** Donations of goods other than cash (eg items donated to the Summer Fair) are not included in the accounts. However the proceeds of the sale of these items are shown as income.

**Expenditure:** All expenditure incurred within the period is included in the Income and the Expenditure Account. Expenditure committed but for which invoices have not yet been received is excluded but is identified in the notes of these accounts.

**Fixed Assets:** FOSMAS has no Fixed Assets

**Investment:** Other than the current and deposit account balances, FOSMAS has no investments.

## **ABOUT ST MARY ABBOTS SCHOOL**

St Mary Abbots School is a Church of England primary school located in the heart of the Royal Borough of Kensington & Chelsea in central London. The school includes a reception class and years 1 to 6 and each class has approximately 30 pupils.

The school is at the heart of its community, offering an outstanding education to local children. It has an engaged and active parent body. Parents are keen to support the School's aims of encouraging every child to develop in skills and knowledge, in confidence and in personal responsibility with respect for others, within a happy, caring and secure environment.

## **OBJECT AND ACTIVITIES FOR PUBLIC BENEFIT**

The object of FOSMAS is to advance the education of the pupils at St Mary Abbots School. In the furtherance of this object the Association may:

- i) Foster relations between the staff, parents and others associated with the school.
- ii) Engage in activities which support the school and advance the education of the pupils attending it.
- iii) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee shall from time to time determine.

The trustees have paid due attention to the guidance published by the Charities Commission on 'Charities and Public Benefit' and believe that FOSMAS benefits the children of St Mary Abbots School, their families and indirectly the wider public.

## ANNUAL REVIEW

FOSMAS enjoyed another very busy year in 2012/2013. This report covers the period 1st September 2012 to 31st August 2013.

Mollie Sieghart resigned as a Trustee at the AGM in October 2012, but remained a fount of wisdom and experience for the Committee throughout the year, particularly when it came to organising the Summer Fair! Our heartfelt thanks to her and to William - Quizmaster and Auctioneer beyond compare - for their huge contribution to FOSMAS over many years.

### Progress Against Objectives

In our last Annual Report, we set ourselves the following objectives for 2012/2013:

**To advance the education of the students of St Mary Abbots School by:**

- **building effective relationships between parents and staff**, through:
  - holding a range of welcoming social events;
  - working through Class Reps to get to know our parent body better;
  - establishing a volunteer “FOSMAS Army” of at least 50 parents willing to help with events on an ad-hoc basis;
  - close consultation with Governors, parents and staff to understand their priorities for FOSMAS spending, including through a parent survey.
  
- **raising £20,000, with the focus on a facelift for the KS1 playground**, through:
  - a range of enjoyable fundraising events;
  - increasing regular giving by families, with efficient use of Gift Aid/Payroll Giving;
  - developing new fundraising activities;

### **What we did well**

We held a good range of successful social and fundraising events (see below). Thanks to the Stadlen family, a new annual FOSMAS Football tournament was launched, and we also initiated printer cartridge recycling. We strengthened our relationship with the Governing Body through attending the Governors Building Committee and Governors meetings in an observer capacity. We worked closely and productively with them on the KS1 playground upgrade, which has totally transformed this lovely play space. We also gained a better sense of the view of parents on FOSMAS through conducting a parent survey.

***We smashed our fundraising target, raising a grand total of just over £26,000*** after all our expenses, with a substantial cheque for gift aid still to be settled by HMRC. We gave £17,500 to the school during this fundraising year, with significant expenditure still to come in the next few weeks as we write cheques to cover the final costs of the upgrade to the KS1 playground. Our donations funded, among other things, new playground markings for the KS2 playgrounds, Black History week, Geography week, the Life Education Mobile Classroom, coaches for school trips, new IT Suite stools, visits by the Freshwater Theatre company and a Bulgarian storytelling troupe, KS1 books, the Y6 production, cookery club, playground equipment, School Christmas Parties, the Y6 Leavers Party.....and the list goes on.

## **What we could do better**

- The parent survey made clear that we need to get better at explaining to our members how we spend the funds we raise.
- We only got about 25 volunteers for the FOSMAS Army! We need more people to sign up to help with events on an ad hoc basis – and to use them better when they do.
- We need more families to commit to regular giving (it's very easy to give £5 a month through [www.justgiving/fosmas](http://www.justgiving/fosmas)). We also need more people to make use of their employers' Payroll Giving facility, and/or to sign Gift Aid forms to ensure that their generosity is as tax-efficient as possible!
- We need to get members to make more use of our excellent website, and to use it as their portal for internet shopping, so that we make money through "Spend and Raise".
- Get more parents to donate and purchase second-hand uniform – recycling in action!

## **Fundraising & Social Events**

### **Autumn Term**

Autumn Term 2012 saw a number of new arrivals at the school. We welcomed them at our annual "**new parents drinks**" evening, and many of them immediately put their time and talents to good use for the sake of the school. I'd like to thank in particular Chada Bowra, who has taken on the role of FOSMAS website manager and has done a fantastic job (see [www.fosmas.info](http://www.fosmas.info)). We have also benefited hugely from her architectural expertise, and that of her husband Daniel Reynolds, in the redesign of the KS1 playground. A big thank you too to Rana and Bassel Al Ghouch family of the Maroush restaurant business, who generously provided de luxe catering for the Summer Drinks and Summer Fair at their own expense, as well as meticulously renovating the KS1 playhouse – a real labour of love.

Minnie Davies did a great job of organising the well-attended **International Supper** – a great annual social event which enables us all to appreciate the great cultural diversity within the school. We enjoyed dishes from Rwanda, Denmark and Bulgaria, to name just a few.

**The Christmas Fair** went well too, raising over £2,700, with Veronika Abdian running a very popular Raffle. The smell of mulled wine and the fine array of unusual Christmas decorations got the Christmas season off to an excellent start. Many people commented that Santa's Grotto was the most beautiful and magical ever – take a bow, Michael Duffy and Ray Kilby!

The **KS1 Play** is always a highlight of the Christmas term, and this year's was superb. So it's no surprise that the **DVD** was one of the best money spinners of the year for FOSMAS, raising £864. Special thanks to Jonathan Stadlen, who filmed and produced these at his own expense.

**Christmas cards** with designs taken from St Mary Abbots Church sold less well than we had hoped, and did not make a profit this year. However we have lots of very beautiful cards to offer the discerning customer for Christmas 2013! People clearly missed the option to purchase child-designed cards, and we will aim to run this scheme again in the coming year.

## Spring Term

The annual **Quiz Night** in January was a success both socially and financially, raising just short of £1,500. It was no surprise that the teachers' table won again. How can mere mortals hope to compete?! Many thanks to Lucy Taylor, Lisa Jones and William Sieghart for their superb organisation.

A popular new initiative was the **Thai Food stall**, generously provided at the school gate by Orawan Kitguson, who has kindly offered to run – and cater – this at her own expense on an occasional basis. She raised nearly £500 in just two afternoons!

## Summer Term

The **Fun Run**, in the Sports Field in Holland Park, was again organised by Corene Vaughan-Hughes. It was a fantastic day with many children and parents participating. It raised £2,338, which is even more than last year! Every penny has since been spent on the KS1 playground upgrade. Several pupils set up their own fundraising pages on the Just Giving website, and showed that this could be hugely successful in extending our fundraising reach (one child ended up being sponsored by friends and family as far afield as Tanzania, the US, New Zealand and Denmark!). Big thanks to Corene and to all those who took part. (NB this is Corene's last year as a St Mary Abbots parent, so we need someone to step forward to learn how to run the event for the future.)

The Stadlen family organised the inaugural **FOSMAS Football Tournament**, which was a great success, attracting a number of enthusiastic teams and raising £365. The refreshments stall was a particular hit! We hope this will become an annual event.

**The Summer Drinks Party** was a roaring success, thanks to the lovely summer evening, the amazing food provided by Maroush and some beautiful, but lethal, cocktails. Which eminent cleric was spotted dancing enthusiastically to the music of "Wham" shall remain a secret.....Many thanks to Father Gillean and Linda for being such gracious and engaged hosts, and for Adam Norton, SMA Centre manager, for all his help with the organisation. The event, while predominantly social, managed to raise just under £675 due to the gargantuan amount of alcohol consumed.

**The Summer Fair** was also blessed with fantastic weather and lots of support from school families – at times it was standing room only! The new "rocks and fossils" stall was a big hit with the children, and we'll aim to run it again in the future. We were honoured by the presence of RBKC Mayor Councillor Charles Williams and the Mayoress. To the delight of the children, we were also visited by an RBKC fire engine, which they got to explore. The Fair unbelievably turned a profit of nearly £12,000, although some of the receipts crept into the next financial year. A huge thank you to our sponsors, Savills, who paid the costs of all our advertising and of the major attractions, including the sumo wrestling, bouncy castle and surf simulator. Thank you too to Veronika Abdian and Sally Bessada, who organised a hugely successful raffle and silent auction, and to all the many local businesses who donated generously – particularly Mark Warner Family Holidays, whose wonderful gift of a family holiday was the headline draw.

Thank you again to Fr Gillean, Linda and Adam for providing the venue and supporting the organisation. And finally, a huge thank you to all the Class Reps and other stallholders, without whom the event simply wouldn't have happened. Particularly to all of you who stayed around to clear up afterwards....

## **Other initiatives**

Throughout the year the monthly **Friday cake and 2nd hand uniform sales** have been a huge hit with the pupils, raising over £1,630. Thank you to all the Class Reps who ensure the cakes are baked and the stalls manned, and to all the children and parents for buying! The second-hand uniform we offer for sale alongside the monthly cake sales not only saves parents money and brings in funds for FOSMAS – it also teaches our children about the importance of recycling and the sustainable use of resources. So we hope a growing number of parents will make use of it.

Another fundraising success was the **Blue Bag Textile Recycling Scheme**, pioneered by the amazing Sally Bessada, which saw a large number of families contributing and made £636. We'll be running this again this year, so don't throw out your old soft toys and textiles just yet!

We raised only £79.10 this year through **"Spend and Raise"**. This is an amazing online shopping scheme whereby we can get commission from over 1,000 retailers if people just click through to the retail website from the FOSMAS website. So we need to get more people thinking about using it, particularly as Christmas approaches.

Our registration for **Gift Aid** is now bearing fruit – we received a cheque for over £5,200 in the course of the year. Over 60% of FOSMAS members have completed Gift Aid forms – if others can do likewise we would be very grateful.. We can claim gift aid on straightforward donations, sponsored event, and ticket sales which include a donation element. Just Giving automatically claim Gift Aid for us on donations received through their site.

We have started a **printer cartridge recycling** scheme with **"Empties Please"** ([www.emptiesplease.com](http://www.emptiesplease.com)). Parents can leave used cartridges in a bin by the school library, or hand them into the school office. We have yet to receive our first cheque. We will get £1 per cartridge, and can accept HP, Lexmark, Dell and Canon cartridges (*NOT Epson, Brother or Toner/Photocopier cartridges*).

## **Finances**

We raised over £26,000 this year (130% of our initial target), which means that the FOSMAS bank balance currently stands at around £37,000, with £7,500 held in a reserve account. However, well over £25,000 of this has already been committed for this year's "school wish list" and outstanding expenditure on the KS1 playground upgrade and embellishments to the new Reception classroom. So our fundraising efforts this year need to be as energetic and productive as ever – for example we'd like to be able to support some attractive new playground equipment for KS2 as well as a new electronic keyboard.



## Communications

Our **website**, [www.fosmas.info](http://www.fosmas.info), is even better this year, thanks to our new website manager Chada Bowra. It is regularly used by many parents as a valuable resource of FOSMAS and school information. The site contains information on FOSMAS events and fundraising schemes, on fundraisers, how to contact the FOSMAS class reps and team members. You can find past Annual Reports and breakdown of spend there. FOSMAS members can advertise goods and services for free on our bulletin boards. There are also links to our Just Giving pages and the brilliant Internet shopping portal [www.spendandraise.com/fosmas/](http://www.spendandraise.com/fosmas/) where we are paid commission on all online purchases made through the site.

FOSMAS uses a **centralised email secure database** to communicate with its members. This helps us to reduce duplicated messages where parents have more than one child at the school and helps to ensure that parents are advised simultaneously. But we will also continue to cascade important messages through our Class Reps, who play a vital role in keeping the Committee in touch with the wider membership. We further produce a termly hard-copy newsletter, which is book-bagged to keep our members up to date with activities.

## Thanks and Farewells

The end of the summer term saw a number of families leaving the school who have been a driving force within the FOSMAS Committee over many years, including the Siegharts, the Joneses, the Bessadas, the O'Neills and the Roebers. We thank them for their huge contribution to FOSMAS. We will miss them badly. Special thanks to Sally Bessada for putting her phenomenal administrative gifts at the service of FOSMAS for so long. Special thanks too to Jules Roeber for her transformational work on the KS1 playground this summer. Her new stage will be the stimulus for even greater dramatic excellence among our children (as if the inspiration from Whole School Services wasn't enough to fire their imaginations....)

Some key members of the current Committee are stepping down at the coming AGM, and I would like to thank them for their huge contribution over the past year. Michael Duffy, the longest serving Trustee, has been a fantastic Secretary and Events Organiser, organising the very successful Christmas and Summer Fairs despite a busy day job. Amelia Slocombe has worked tirelessly to ensure meticulously accurate accounts as Treasurer, as well as playing a full part in the rest of the work of the Committee. Minnie Davies has been the driving force behind the recent KS1 playground upgrade, making a passionate and well researched case for the new play features we now see – as well as arranging the International Dinner and providing masses of delicious catering. Camila Reed has given generously of her experience of the school, serving as an important link with the Governors and doing a great job on the Summer Drinks. It has been a privilege to work with them all; our children and our school community have benefited hugely from their talents and enthusiasm.

Finally the committee would like to thank Father Gillean and the Governors, Mrs Doyle, the teaching and support staff and Mr Reeve for all their help and support throughout the year.

Wendy Wyver, Chair 2012/13

## **Objectives for 2012/2013**

The objectives of the Committee in 2012-2013 are to advance the education of the students of St Mary Abbots School through:

- building positive, productive relationships between parents, staff and other friends of the school (no-one should feel isolated at the school gate!); and
- raising at least £20,000 to fund better school facilities and rich educational experiences.

We plan to achieve those objectives by:

- Maintaining close and productive links with the Board of Governors, particularly the Parent Governors and Mrs Doyle, the Head Teacher;
- Getting families who are new to the school involved with FOSMAS – and recruiting more KS1 parents to the Committee.
- Improving our communication with the membership, so that everyone is clear on our role, and how we spend the funds we raise.
- Holding welcoming social events, including an International Dinner and a Quiz Night.
- Holding a range of enjoyable fundraising events, including cake and uniform sales, a Christmas Fair, a Fun Run and a Summer Fair;
- Making better use of our network of Class Representatives to get to know our parent body, their skills and interests and any needs for support;
- Signing up more FOSMAS Army volunteers to help with events on an ad-hoc basis;
- Increasing levels of regular giving by our membership, making efficient use of Gift Aid and raising awareness of the tax efficiency of Payroll Giving;
- Increasing the number of “hits” on the FOSMAS website, and encouraging members to make use of it, and of “Spend and Raise”
- Drawing on the skills, experience and creativity of our membership to develop new forms of social and/or fundraising activity;

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**Wendy Wyver, Chair 2013/14**

# FOSMAS STATEMENT OF ACCOUNTS

Sum of Movement		I/E		Grand Total		
Bank Year	FOSMAS YE	Category	Sub Category	Income	Expenditure	Bulk
11/12				41,541.44	-7,194.36	19,044.70
12/13				500.00		500.00
	2011			6,772.16	-122.39	0.00
	2012			2,975.36	-198.00	0.00
	2013	Donations - non event				
		FOSMAS DONATIONS		-13,000.00		-13,000.00
		"Mrs Doyle Wish List"		-1,811.92		-1,811.92
		2012 FUNRUN PLEDGE - KS1 Playground Equipment		-250.00		-250.00
		Bulgarian folklore production		-847.33		-847.33
		Christmas Parties		-276.00		-276.00
		Hand held microphone for church		-718.20		-718.20
		IT SUITE Stools		-40.00		-40.00
		Refreshments for buildings meeting		-550.00		-550.00
		Year 6 Leavers Party		-65.66		-65.66
		Sports Day Refreshments				
		FOSMAS DONATIONS Total		-17,559.11		-17,559.11
		FR - Events		12,698.09	-1,389.71	11,308.38
		10 Summer Fair 2013		365.00		365.00
		12 Football tournament		637.00	-205.00	432.00
		6 International Supper 2012		3,640.52	-911.23	2,729.29
		7 Christmas Fair		1,486.12		1,486.12
		8 Quiz Night 2013		2,338.20		2,338.20
		9 FunRun 2013		674.42	-10.00	664.42
		11 Summer Drinks				
		FR - Events Total		21,839.35	-2,515.94	19,323.41
		FR - Misc		636.50		636.50
		Bags2School		1,630.87	-20.00	1,610.87
		Cake & Uniform Sales		709.10	-859.10	-150.00
		Christmas Cards		265.00		265.00
		Ebay Sales		864.00		864.00
		KS1 DVD		560.00	-140.00	420.00
		ReceptionPhotobook		79.10		79.10
		Spend & Raise		487.40		487.40
		THAI FOOD		30.00		30.00
		Water Bottles				
		FR - Misc Total		5,261.97	-1,019.10	4,242.87
		General Exps				
		Gazebos - shared with church		-171.46		-171.46
		Glasses		-22.20		-22.20
		Kitchen Roll holders		-48.00		-48.00
		Laminating		-10.00		-10.00
		Subscriptions & Memberships		-96.00		-96.00
		Teachers Christmas Gifts		-179.70		-179.70
		Website		-11.99		-11.99
		Website hosting		-46.85		-46.85
		Glasses storage box.		-30.95		-30.95
		General Exps Total		-617.15		-617.15
		Social		235.00	-224.55	10.45
		2013 Total		-17,559.11	30,311.68	-4,574.74
		12/13 Total		-17,559.11	37,583.84	-4,697.13
		Grand Total		-49,626.81	79,125.28	-11,891.49
					19,044.70	36,651.68