

**Trustees' Annual Report and Statement of Accounts
for the year ending 31 August 2016
for
The Friends of High Firs Primary School**



Section A: Reference and Administrative Details

Charity Name: The Friends of High Firs Primary School

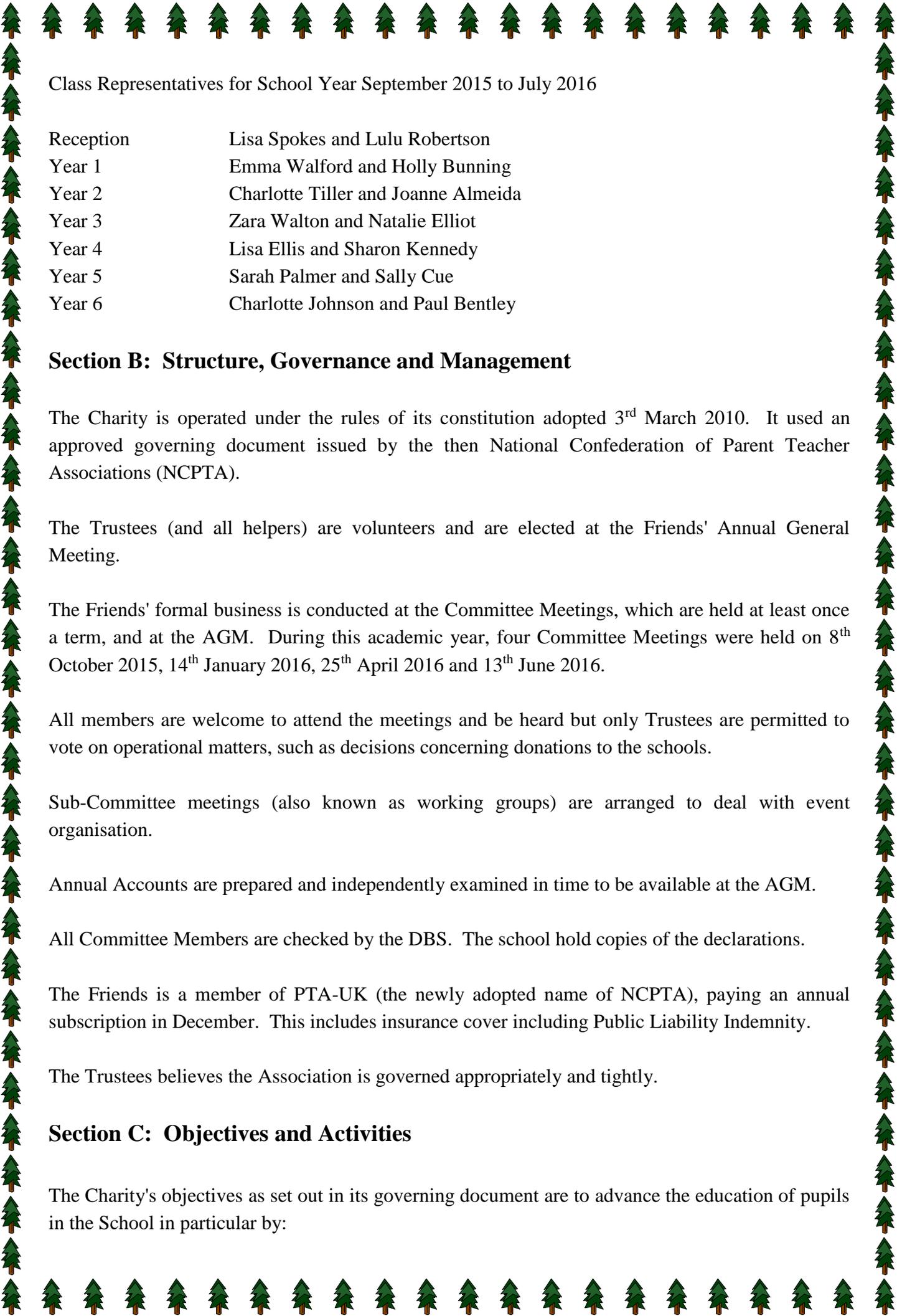
Charity's Principal Address: Court Crescent
Swanley
Kent
BR8 8NR

Registered Charity Number: 1137633

Trustees:

Chair	Christine Munday
Deputy Chair	Sarah Jones
Secretary	Jo Almeida
Treasurer	Jenny Pantlin
Safety Officer	Brian Bunning
Committee Members	Charlotte Tiller Jane Croxton Sam Officer
Honorary President	Mr C Turtle
Independent Examiner	

Bank: NatWest (Swanley Branch)
5 The Mall
Swanley
BR8 7YZ



Class Representatives for School Year September 2015 to July 2016

Reception	Lisa Spokes and Lulu Robertson
Year 1	Emma Walford and Holly Bunning
Year 2	Charlotte Tiller and Joanne Almeida
Year 3	Zara Walton and Natalie Elliot
Year 4	Lisa Ellis and Sharon Kennedy
Year 5	Sarah Palmer and Sally Cue
Year 6	Charlotte Johnson and Paul Bentley

Section B: Structure, Governance and Management

The Charity is operated under the rules of its constitution adopted 3rd March 2010. It used an approved governing document issued by the then National Confederation of Parent Teacher Associations (NCPTA).

The Trustees (and all helpers) are volunteers and are elected at the Friends' Annual General Meeting.

The Friends' formal business is conducted at the Committee Meetings, which are held at least once a term, and at the AGM. During this academic year, four Committee Meetings were held on 8th October 2015, 14th January 2016, 25th April 2016 and 13th June 2016.

All members are welcome to attend the meetings and be heard but only Trustees are permitted to vote on operational matters, such as decisions concerning donations to the schools.

Sub-Committee meetings (also known as working groups) are arranged to deal with event organisation.

Annual Accounts are prepared and independently examined in time to be available at the AGM.

All Committee Members are checked by the DBS. The school hold copies of the declarations.

The Friends is a member of PTA-UK (the newly adopted name of NCPTA), paying an annual subscription in December. This includes insurance cover including Public Liability Indemnity.

The Trustees believes the Association is governed appropriately and tightly.

Section C: Objectives and Activities

The Charity's objectives as set out in its governing document are to advance the education of pupils in the School in particular by:

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1. developing effective relationships between the staff, parents and others associated with the School; and
 2. engaging in activities, providing facilities or equipment, which support the School and advance the education of the pupils.

Section D: Review of the Year by the Chair

Events and Activities

We have had a very busy year with many fundraising initiatives. It has been great to see new faces at so many events and a delight to welcome new Class Representatives and Committee Members who have brought with them many fresh and exciting ideas.

I would like to say a big thank you to all the parents, carers and teachers who have supported us throughout the year.

Social Evening/AGM – 10th September 2015

The year began with the AGM followed by a very successful social evening with BBQ and a beer tent and a great chance for parents to catch up with each other after the summer break. Events like these do not run themselves. Thank you to everyone who helped. This raised a profit of £76.15.

Sponsored Bounce – 29th September 2015

The Sponsored Bounce is always a hugely popular and successful event in the High Firs Friends calendar. The children thoroughly enjoy the day. Thank you to Mrs Munday and Mrs Jones for organising the day and thank you to everyone who assisted. This raised £1,574.98.

Design your Own Christmas Card – December 2015

The children had the chance to design and buy their own Christmas cards. This raised £186.25.

Christmas Bazaar – 4th December 2015

Planning for the Christmas activities began in earnest after the AGM and it was fantastic to see so many of the new Class Representatives joining in to help organise the event. The year 6 children thoroughly enjoyed running stalls with Miss French's help, enthusiasm and great patience. It was terrific to see so many new faces on stalls as well as the "old faces". The year 5 children did a fantastic job in assisting children in Reception, years 1 and 2 to have a preview of the bazaar before it was opened to all parents and friends at the end of school. This raised £1,386.15.

Christmas Panto – 6th December 2015

This is a weekend event for families to buy Panto tickets. This year the Panto was Aladdin at the Churchill Theatre in Bromley. This raised £627.00.

Visit to Santa and "Secrets" – 14th December 2015

All children in school had a chance to visit Santa, receive an early Christmas present and have their photo taken with him. We would like to say a huge thank you to Santa and his helper for visiting



us again this year and also a huge thank you to our photographer who did a splendid job taking photos of the children with Santa. Children then had a chance to visit the "Secrets Shop" which took place in the school. The children thoroughly enjoyed buying "Secret" presents for their family and a huge thank you goes to many of the parents and Friends trustees who managed to source some wonderful presents for the children to buy. Together the visit to Santa and "Secrets" shopping raised a massive £1,155.10.

2016 School Calendar

This year Kings Estate Agents funded a wonderful calendar incorporating the children's photographs. This was designed by Charlotte Johnson. Calendar sales raised £535.00.

Pyjama Day – 8th January 2016

Children and teachers alike turned up for school in their pyjamas. It was an enjoyable day and we received some excellent donations for future events.

Quiz Night – 12th March 2016

A very successful and enjoyable night was had by all and raised £378.00. A massive thank you to Mr Turtle and Miss Rennie who organised the event.

Book Swap – 14th March 2016

The Friends ran the annual book swap where all children were invited to bring a book to school that they no longer wanted and for just 50p were able to choose a book new to them. A nearly new book sale was then held after school for parents and children, including siblings. This event raised £72.66. Thank you to everyone who helped to run this event.

Spring Disco – 17th March 2016

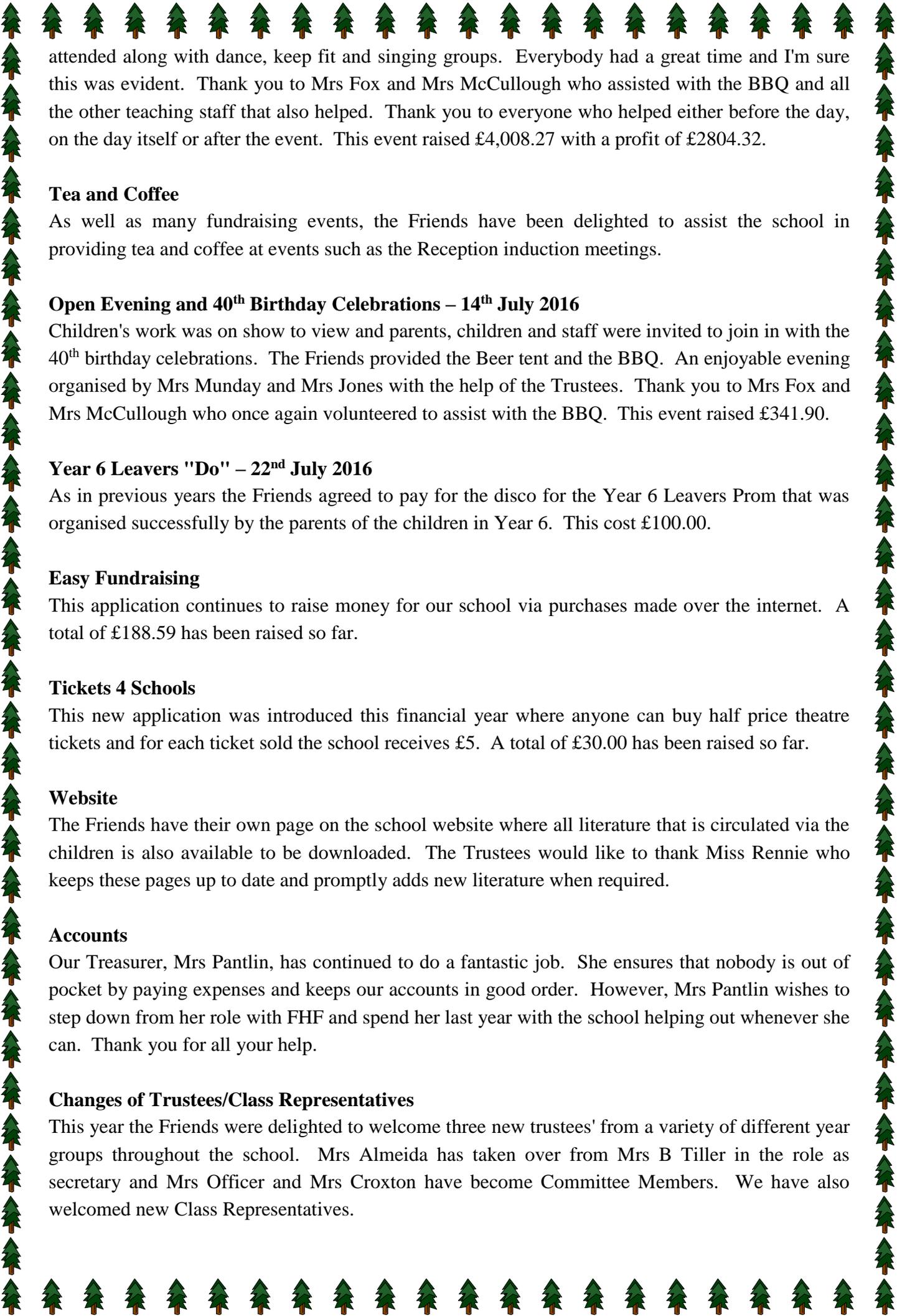
A Spring Disco was held to which all children from Reception through to Year 6 were invited. There was a great response and the children had a fantastic time dancing around in the school hall to the sounds provided by Taylor Made Discos. Thank you to all who helped organise this event and all the staff and parents who assisted on the night. The disco raised £315.40.

Easter Egg Hunt – 23rd March 2016

Following the success of the previous Easter hunts the Friends decided to run the event again. I would like to say a big thank you to all the parents that helped on the hunt. Every child in the school had the opportunity to hunt for clues in the school grounds to win an Easter Egg or other form of chocolate. We are delighted that every child who took part worked out the clues. No money was raised as this event was funded by FHF at a cost of £230.20.

Summer Fun Day – 25th June 2016

Planning for the Summer Fun Day begins very early on in the academic year. On the day itself, a huge number of stalls and events were on offer and it was great to see so many new faces volunteering to help run stalls and to help set up. Mrs Munday and Mrs Jones took on the task of organising the day with the help of the Trustees. The Summer Fun Day is not only a fundraising event but also a chance for the outside community to come into our school. The local Police



attended along with dance, keep fit and singing groups. Everybody had a great time and I'm sure this was evident. Thank you to Mrs Fox and Mrs McCullough who assisted with the BBQ and all the other teaching staff that also helped. Thank you to everyone who helped either before the day, on the day itself or after the event. This event raised £4,008.27 with a profit of £2804.32.

Tea and Coffee

As well as many fundraising events, the Friends have been delighted to assist the school in providing tea and coffee at events such as the Reception induction meetings.

Open Evening and 40th Birthday Celebrations – 14th July 2016

Children's work was on show to view and parents, children and staff were invited to join in with the 40th birthday celebrations. The Friends provided the Beer tent and the BBQ. An enjoyable evening organised by Mrs Munday and Mrs Jones with the help of the Trustees. Thank you to Mrs Fox and Mrs McCullough who once again volunteered to assist with the BBQ. This event raised £341.90.

Year 6 Leavers "Do" – 22nd July 2016

As in previous years the Friends agreed to pay for the disco for the Year 6 Leavers Prom that was organised successfully by the parents of the children in Year 6. This cost £100.00.

Easy Fundraising

This application continues to raise money for our school via purchases made over the internet. A total of £188.59 has been raised so far.

Tickets 4 Schools

This new application was introduced this financial year where anyone can buy half price theatre tickets and for each ticket sold the school receives £5. A total of £30.00 has been raised so far.

Website

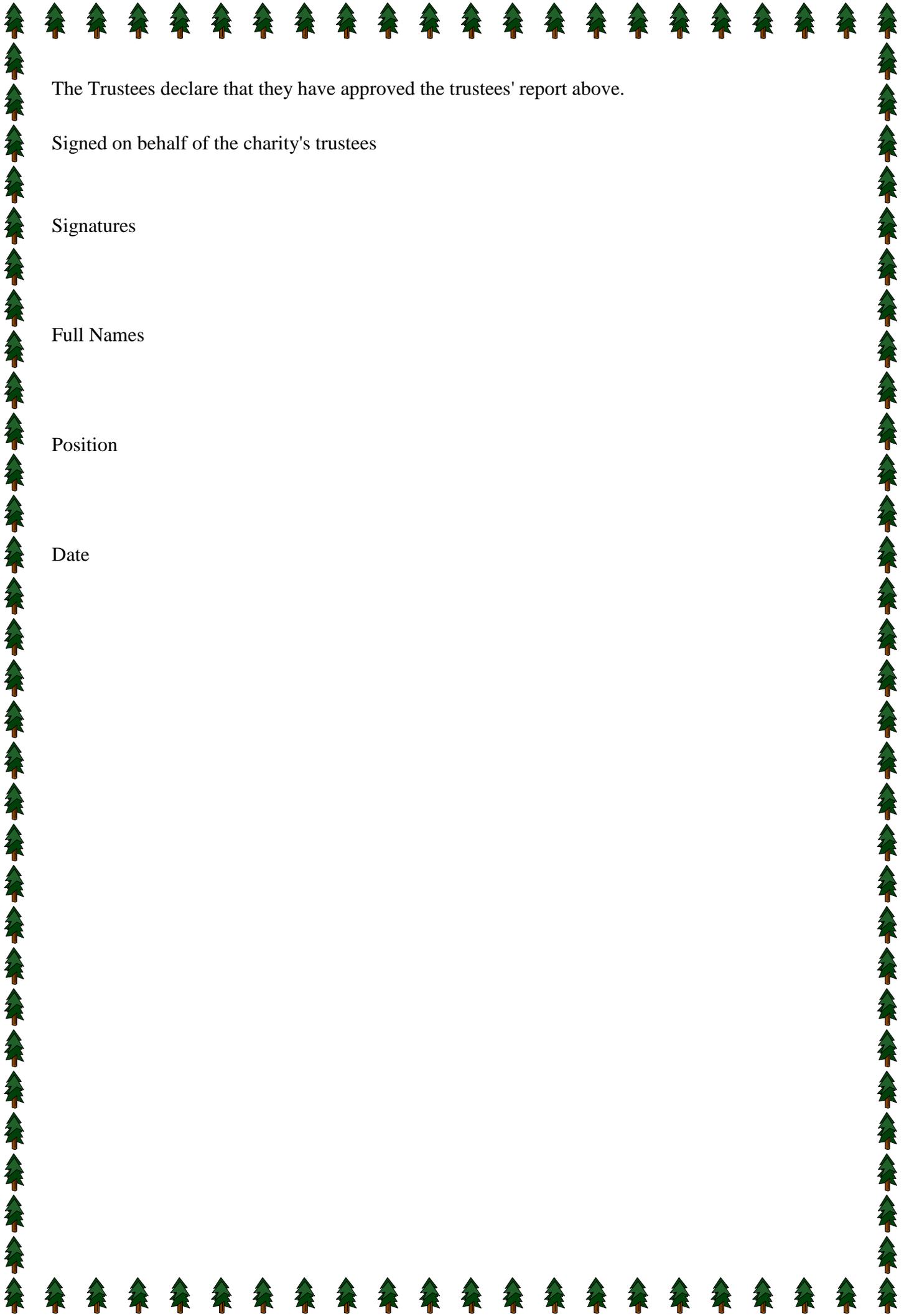
The Friends have their own page on the school website where all literature that is circulated via the children is also available to be downloaded. The Trustees would like to thank Miss Rennie who keeps these pages up to date and promptly adds new literature when required.

Accounts

Our Treasurer, Mrs Pantlin, has continued to do a fantastic job. She ensures that nobody is out of pocket by paying expenses and keeps our accounts in good order. However, Mrs Pantlin wishes to step down from her role with FHF and spend her last year with the school helping out whenever she can. Thank you for all your help.

Changes of Trustees/Class Representatives

This year the Friends were delighted to welcome three new trustees' from a variety of different year groups throughout the school. Mrs Almeida has taken over from Mrs B Tiller in the role as secretary and Mrs Officer and Mrs Croxton have become Committee Members. We have also welcomed new Class Representatives.



The Trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signatures

Full Names

Position

Date