

Trustees' Annual Report and Statement of Accounts
for the year ended 31 August 2021
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	Derya Halil
Deputy Chair	Sam Officer
Secretary	Jo Almeida
Treasurer	Jane Croxton
Safety Officer	Brian Bunning
Committee Members	Lisa Ellis Emma Walford Gemma Sayers
Honorary President	Mr C Turtle
Independent Examiner	Mark Pantlin

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

Staff Representative Miss C Rennie

Class Representatives for School Year September 2020 to July 2021 -

Reception	Georgie Barr
Year 1	Marie Collett, Jo Roper and Kerry Cattermole
Year 2	Jesal Trivedi and Kate Smith
Year 3	Holly Bunning
Year 4	Lisa Ellis, Rachel Baynton and Gemma Sayers
Year 5	Derya Halil and Lisa Spokes
Year 6	Emma Walford and Sarah Larkby

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, because of the restrictions brought on from the coronavirus, only two Committee Meetings were held on 26th April 2021 and 7th June 2021 via zoom and there was also an AGM on the 29th March 2021.

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, 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:

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

Sadly, due to the aforementioned coronavirus, this year has not been as busy with fundraising initiatives as it usually is.

I would like to say a big thank you to all the parents, families and staff who have supported us throughout the year, including during the pandemic.

Sponsored Bounce – September 2020

The Sponsored Bounce is always a hugely popular and successful event in the High Firs Friends calendar. The children thoroughly enjoy the day. Sadly this didn't take place this year due to social distancing and class bubbles.

Christmas Market – November 2020

The Christmas market was a successful event, but was a lot quieter last year, so we decided to run it every second year. It is where people were given the opportunity to sell their own goods by purchasing a stall. We had a wide range of goods and we also provided the refreshments. As it was, because of restrictions it wouldn't have taken place even if we had planned to.

Ruxley Ice Rink Closed Session – November 2020

Ice skating is a hugely popular event and sells out quickly. Unfortunately Ruxley didn't have an ice rink this year which we usually hire out for an exclusive High Firs skating session.

Design your Own Christmas Card – December 2020

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

Christmas Bazaar – December 2020

This again is usually a good money maker and lots of fun for the children. Sadly, again this was unable to take place.

Visit to Santa and "Secrets" – 14th December 2020

Unfortunately Santa was unable to visit the school this year, however the FHF funded gifts for all of the children, which the class teachers very kindly bought and gave out on behalf of Santa. Thank you very much to all the teachers for taking time out to do this. 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 again to the teachers for running this in the absence of parents being able to come into the school. Also thank you to the parents and Friends trustees who managed to source some wonderful presents for the children to buy. "Secrets" shopping raised a massive £.....

Christmas Panto – December 2020

This is an event for families to buy Panto tickets. This year the Panto was Jack and the Beanstalk at the Orchard Theatre in Dartford. 100 tickets were bought. This was inevitably postponed and the Orchard Theatre has rescheduled our tickets for 23rd December this year.

Pyjama Day – January 2021

Children were home schooling this year so this event didn't take place.

Easter Egg Hunt - 31st March 2021

This event was able to take place this year so that the children could enjoy looking for clues and also received an Easter Egg at the end when handing in their answers. Again, no volunteers could come in and help run the event, but thank you to the teachers who bought the eggs and ran the event for the children to take part in.

Spring Disco, Summer Fun Day and X Factor and BBQ Evening

Sadly, due to the Covid pandemic, the above events were unable to take place. Apart from the loss of a huge amount of profit we could have made at these events, it was particularly sad that the children did not get to take part and enjoy the pleasure and atmosphere that comes with them.

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.

Year 6 Leavers "Do"

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

Easy Fundraising

This application continues to raise money for our school via purchases made over the internet. A total of £..... was raised.

Tickets 4 Schools

This was a website where anyone can buy half price theatre tickets and for each ticket sold the school receives £5. Unfortunately, due to theatre closures this year we have had no income from this source.

Kids Pass

Kids Pass has been active three years. After a 60 day trial a discounted offer on an annual membership is given in exchange for free children's meals and discounts at various restaurants, cinemas and days out. The school receives £5 for each membership taken out through our link. This year there were no new memberships as a lot of venues were closed.

Asda Green Coins

Last year we added our name to the Asda charity scheme where customers are given green coins when paying for their purchases and then adding them to one of a choice of three charities. The charity with the most coins at the end of each quarter will be given a £500 cheque. The other two charities will receive £200. Last year we won £500. This year thanks to covid there hasn't been a green coin scheme in Asda.

Amazon Smile

This scheme was set up during the pandemic as another way to raise funds. Everyone who uses and buys on Amazon can add High Firs as their charity, then every time they make a purchase a small amount is given to High Firs School. So far we have raised £.....

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, Jane Croxton, has done a fantastic job. She ensures that nobody is out of pocket by paying expenses and keeps our accounts in good order.

Changes of Trustees/Class Representatives

This year the Friends have appointed Derya Halil as Chair and Sam Officer as Deputy. Both were already trustees and are welcomed into their new roles. We also lost Mr Turtle as president and we would like to thank him for his hard work and dedication over the past years.

Thank you to all the parents who have offered to help at all our fundraising events. All help is greatly appreciated.

I would also like to thank the current Trustees and Class Representatives for all their hard work, dedication, commitments and their support in helping me fulfil my role as Chair of the Friends.

Running events takes great organisation and the more parents involved the more events can be run and more fun can be had by the children. Thank you to all the staff who have supported the events, from the discos, helping on stalls and hunting for clues, it's greatly appreciated.

Finally, the biggest thank you goes to the parents, carers, friends and relatives who have attended the events organised by the Friends. We hope that you have enjoyed them and if you would like to be further involved in any of the Friends' events or would like to suggest new initiatives, please contact myself or a member of the Friends.

Section E: Financial Review

We are pleased to have supported the school with the following major purchases this year:

Class Trip Funding	£700.00	New Reception 2020 Items
£543.00 Year 6 Leaver's Party/Books	£449.65	Display Frames 2xA3 £13.24
Reception Awning Installation	£3,000.00	Ice Creams for Panto £726.00
CDs 2 per class	£143.54	Lego £186.01
School Football Kits	£247.18	Small World £75.85
<i>Committed further purchases:</i>		
Large Carpet Rugs	£1,000.00	TV with VGA £200.00
New Tablets	£1,500.00	
<i>Continued commitment to trip funding / new intake items</i>		

Prepared in accordance with the general directions given by the Charity Commission.

Jane Croxton (Treasurer)

Date

I certify the above to be a true statement from September 2020-August 2021

Derya Halil (Chair)

Date

Section F: Declaration

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

Signed on behalf of the charity's trustees

Signatures

Full Names

Position

Date