

Friends of Putney High School



Annual Report and Accounts
for the year ended
31 August 2019

Friends of Putney High School
Annual Report and Accounts
For the Year Ended 31 August 2019

Friends of Putney High School

Trustees' Annual Report for the year ended 31 August 2019

The year ended 31 August 2019 has seen the Friends of Putney High School (FOPHS) raise over £48,500. This has been achieved thanks to the hard work, dedication and enthusiasm of our parent volunteers throughout the school.

We are very grateful to all the teaching staff who have helped during the year. We would also like to thank all the staff who have provided invaluable support: special thanks go to Henrietta Carter-Mayers, Sarah Adams and Suzanne Fearon from Communications and Development as well as the staff in the school offices, Finance and Operations and the caretakers and catering teams. We appreciate your endless support and enthusiasm for all the activities that FOPHS has undertaken this year.

The trustees

We would like to thank all the trustees who have served on the FOPHS Committee since the last AGM, which was held on 24 September 2018.

The trustees include teachers and parents: Mrs Longstaff, Mrs Armstrong, Mr McMillan, Mrs Page- Roberts, Ms Fearon, Mr Miller, Ms Franks, Sara Levy, Pragna Patel, Alice Maughan, Vanessa Robert, Lucia Bark, Sharon Kaye, Kathryn Foster, Beth Long, Emilija Dlutowski, Jenny Chaichian, Michele Pollock, Mel Baroukh, Heather Alcott, Joanne Butter, Christobel de Cruz, Sue Grunnell, Jane Luxford, Jennifer Spink, Susan Saunders.

We would also like to thank the Deputy Reps,

In addition, I would like to thank all those parents who have helped fill rotas for everything from selling disco tickets to making sandwiches for the movie night.

Review of Activities

I am grateful to all the Committee members who have worked tirelessly throughout 2018/19 to make this year a success for FOPHS. Vanessa Robert, Alice Maughan, Pragna Patel, Lucia Bark, Sharon

Kaye and Joanne Butter have dedicated a lot of their personal time to keep FOPHS running smoothly.

The year group reps have made sure that our fundraising has been efficient, profitable and fun and that the parents in the year groups have had a number of opportunities to meet socially. Such commitment is the backbone of the FOPHS Committee and enables us to create a thriving parent community.

We continued to follow our mission of 'Friendship. Fundraising. Fun.' to build a sense of community and run enjoyable events for the girls as well as raising money.

This year, FOPHS has run a wide range of fundraising events which have enabled us to contribute to many projects that will benefit the girls. These events involve many more parents than those on the Committee. All have given an enormous amount of time and energy to make them a success.

This year to raise money for the girls, FOPHS held the Christmas Fair, Christmas Raffle, Discos, Movie Nights, Cake Sales, Quiz Night (for parents), Book Fair, a stall at the Sports Days and very successful Second-Hand Uniform Sales. This year, we sold our first junior school Advent Calendar thanks to an illustrator parent, in our own junior school parent community. She designed a gorgeous illustration of Putney High School on the front of the Advent Calendar and with the help of the Junior school teachers there was a surprise photograph behind every door. FOPHS is also linked to easyfundraising, where supporters can set up for FOPHS to receive a small donation for each online shop they do with linked retailers. We should focus our efforts on promoting easyfundraising a bit more this year.

We have continued support from Hamptons International Estate Agents in Putney. As well as donating money towards the Quiz Night and the Christmas Fair, they also donate their time by helping out on a stall at the Fair.

Our efforts to bring the parent community together included a New Reception Parents' welcome coffee, Junior School New Parents' Welcome Drinks, and Senior School Let's Get Started Day, where we

engaged the new parents and extolled the virtues of being part of FOPHS.

Alice also continues to update our twitter account @FOPHS1.

Event Summaries:

The Year 7/8 Disco was our first event of the year and it was a big success, raising £3,105. The event was so popular that we had to turn people away.

The Junior School movie night this year continues to be a highlight for the girls. The event raised over £1,700.

Christmas Fair. This year the Fair had an intoxicating atmosphere. Visitors to the Fair enjoyed themselves immensely, and the parent helpers were amazing throughout the day, from setting up early in the morning through to clearing up at the end of the day. The Fair raised over £ 25,000 across all of the activities associated with the Fair, with net profit amounting to £17,345.

The structure of the Junior School Valentine's Cake Sale was changed this year to offer cakes at pick up in the scooter park rather than during the day. This format worked very well and raised £598. The remaining cakes were sent to Regenerate Rise which received great feedback. Next year it was recommended that we should offer the remaining cakes to the senior school.

The Quiz Night raised nearly £6,000, with net profit of just under £4,000.

The Junior School Book Fair raised almost £700 despite poor footfall. It was suggested that next year the location is changed to the scooter park or Putney Green if the weather permits.

The Junior School Disco raised £1454.

Second Hand Uniform Sales. We continue to enjoy our dedicated space in the school to keep our uniform organized and it is much easier to set up the sale. In addition to the fabulous organization by Mel, we think this is another reason for the great success of the sales this year. It is much easier to see how much stock we have and to set it out for parents to find. This year we raised over £5,000 in the sales

and helped parents save money on uniform at the same time. As the new uniform comes into play for 2019 we will be clearing out the cupboard and expect revenues to fall significantly next year.

Our FOPHS stands at the Junior and Senior School Sports Days raised £379 selling ice creams for the junior school and sweets for senior school. We are undecided about whether it is worth holding a stall again next year because $\frac{1}{4}$ of these funds are due to the standing committee taking advantage of the hot weather and selling our remaining ice creams at the senior school break, raising £134.41 in a matter of minutes.

Pledges to the School

The school is exceptionally grateful for the continued support, help and spirit of the parent community. All departments have expressed appreciation for the items and activities funded by FOPHS.

During 2018-2019, FOPHS pledged almost £50,000 to projects that the Committee considered would benefit the girls and the school.

Pledges to the School 2018-2019	
£11,030	Junior School Write Inspired Workshop
£11,555	Junior School Plastic Bottle Sculptures Workshop
£1,618	KS1 and EY Junior Drama (Pantomine)
£11,362	Senior School Drying Cabinet (Chemistry) Y7-Y13
£13,310	Senior School KS3 Science Equipment Y7-Y13
£12,286	Senior School Thermo Bath and Centrifuge (Biology) Y12 & Y13
£11,260	Senior School Language Plays Y7-Y13
£16,100	Sixth Form Treadmill
£1,149	Junior Sewing Machine Y6
£1,146	Board Games Y8
£11,850	Year 5 & Y6 Dance Production
£13,113	Goblin Kit Cars, Key Stage 2
£12,454	Outdoor Learning Reception & Y6
£11,439	Drones & All Year Groups
£13,329	Textiles Equipment Y7 & Y13
£11,568	STIX Art Workshop Y8 & Y9, Equipment available to Y7-Y13
£1,999	Art Glass Kiln & Workshop Y7-Y13
£1,756	Explorer Dome, Reception, Y1 & Y5
£13,326	Senior Gym Carpet Mats & All Year Groups
£11,500	PIE2, Y7-Y13
£12,395	Now Press Play, Reception to Y6
£11,110	MeeTwo Books, Y10 & Y11
£1,288	Laser Kit Y5-Y13
£1,480	Sixth Form Plants Y12-Y13
£1,769	Junior Board Games, Reception & Y6
£1,224	Proteins Y9-Y13
£11,645	KS3 Science & Electromagnetism Y7-Y11
£1,786	KS1 Pantomime & Reception & Y2
£12,657	Logitech Crayons, All Year Groups
£11,325	Stage Piano

Due to the diligence of the staff in acquiring some of this equipment under budget, either through special discounts or through their own negotiations, the school were able to release funds amounting to £1,766 back to FOPHS, for which we are extremely grateful.

Engagement Sessions

This year we continued to hold the engagement sessions in smaller year groupings to look at more key stage specific areas of interest and concern. These meetings proved very useful for both sides. We

will be holding these feedback meetings again in 2019/2020, and dates will be distributed to the Reps in due course. We have a new format for reps to use in order to help raise the kind of constructive feedback that the school is looking for. The staff are still hoping to receive some words of praise and encouragement mixed in with the concerns of parents.

The new Standing Committee

The new Standing Committee has already put in place some fresh ideas for FOPHS while trying to make volunteering a more manageable and pleasurable experience. We held only four committee meetings which proved sufficient to meet up and discuss bids proposed by the school. In these more informal meetings, we sat in a circle and encouraged participation from all reps and depts to make it feel more collaborative.

We are still welcoming new ideas for ad hoc events – particularly something completely different that a group of parents will get together and take the initiative to organise.

My fellow Standing Committee members have worked tirelessly this year to organise the usual events as well as deal with new issues that GDPR has presented to us. You will have noticed the extra administration involved on your part as a parent, but you may not realise how much time has been spent behind the scenes to allow this smooth transition to take place in order to comply with a significant amount of new rules and regulations. Vanessa has spent countless hours of her own time to understand these rules and how they affect FOPHS, and we are extremely grateful for her dedication.

The year group reps and event organisers have been loyal, imaginative and have worked extremely hard for FOPHS. It has been a privilege to be part of the team. I would like to thank the new officers, reps and depts who are standing for election in 2019/2020. I particularly want to thank our new Chairman Jane Day who will take my place when she is voted in the AGM. Jane's enthusiastic, organised approach and great sense of humour will no doubt lead FOPHS to a successful and fun year.

In summary: During 2018/19 we raised £48,518 in additional funds, and the FOPHS Committee pledged £49,898 to support a range of school projects. During the year payments totaling £67,369 were

made to the school in respect of historic and current year pledges. At the year-end FOPHS had funds of £53,123 of which £5,904 represented amounts pledged but not yet claimed by the school, leaving an available balance of £47,219 at the start of the new financial year.

Sara Levy
Chair



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

FRIENDS OF PUTNEY HIGH SCHOOL

On accounts for the year
ended

31 AUGUST 2019

Charity no
(if any)

286279

Set out on pages

10 - 12

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2019

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 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 (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Caroline Bansal

Date:

19/09/2019

Name:

CAROLINE BANSAL

Relevant professional
qualification(s) or body
(if any):

ACA (CHARTERED ACCOUNTANT)

Address:

11 SCOTT AVENUE, LONDON, SW15 3PA

Friends of Putney High School (Registered Charity No 286279)
Financial Statements for the year ended 31 August 2019

		Year ended 31/08/2019	Year ended 31/08/2018
RECEIPTS AND PAYMENTS	Note		
	1	£	£
Receipts	2		
Voluntary receipts			
Membership fees and donations		1,780	2,265
Gift aid recovered	3	170	0
easyfundraising		548	1,440
		<u>2,498</u>	<u>3,705</u>
Activities for generating funds			
Events	4	41,624	45,990
Product sales	5	4,358	4,631
Other income		0	0
Investment income			
Bank interest		38	25
Total receipts		<u>48,518</u>	<u>54,351</u>
Payments			
Direct charitable expenditure			
Contributions to Putney High School	6	(67,369)	(30,144)
Cost of generating funds			
Event expenses	4	(10,024)	(9,035)
Product expenses	5	(2,965)	(3,100)
Other expenses and costs		(357)	(276)
Total payments		<u>(80,715)</u>	<u>(42,555)</u>
Excess of receipts over payments/(payments over receipts)		(32,197)	11,796
Cash funds last year end		85,320	73,524
Cash funds this year end		<u>53,123</u>	<u>85,320</u>
STATEMENT OF ASSETS AND LIABILITIES	Note	Year ended 31/08/2019	Year ended 31/08/2018
		£	£
Assets			
Cash at bank		53,123	85,320
Liabilities	7	<u>0</u>	<u>0</u>
Total net assets		<u>53,123</u>	<u>85,320</u>

Signed:  (Trustee) Date: 19/09/19

CBansal
19/09/19

Friends of Putney High School (Registered Charity No 286279)
Financial Statements for the year ended 31 August 2019

Notes to the Accounts

- 1 The accounts of Friends of Putney High School have been prepared on a receipts and payments basis.
- 2 All funds received during the year are unrestricted funds.
- 3 A gift aid claim was made during the year ended 31 August 2018 but not received until the following financial year. During the year ending 31 August 2020, gift aid claims will be made made in respect of further donations received in the three years ending 31 August 2018, 31 August 2019 and 31 August 2020.

4	Events for generating funds	Year ended 31/08/2019			Year ended 31/08/2018
		Income	Expenses	Net	Net
		£	£	£	£
	Christmas fair	14,932	(5,138)	9,794	10,731
	Christmas raffle	6,156	(279)	5,877	4,537
	Discos	5,944	(1,714)	4,230	4,782
	Movie nights	1,793	(518)	1,275	2,745
	Cake sale	598	0	598	647
	Quiz night	5,969	(2,130)	3,839	3,946
	Book fair	683	0	683	818
	Sports days	379	(245)	134	554
	Uniform sales	5,170	0	5,170	8,195
		41,624	(10,024)	31,600	36,955

5	Product sales	Year ended 31/08/2019			Year ended 31/08/2018
		Income	Expenses	Net	Net
		£	£	£	£
	Toys, hair accessories & bags *	110	(402)	(292)	283
	Christmas products	1,466	(832)	634	136
	Christmas trees	2,771	(1,731)	1,040	1,090
	Northbrook gift wrap	11	0	11	22
		4,358	(2,965)	1,393	1,531

* A stock of Putney High teddy bears is available for sale in the next 2-3 years

28 14/09/19

CS 19/09/19

Friends of Putney High School (Registered Charity No 286279)
Financial Statements for the year ended 31 August 2019

Notes to the Accounts

6 Contributions to Putney High School

	Year ended				
	31/08/2019	31/08/2018	31/08/2017*	31/08/2016	31/08/2015
	£	£	£	£	£
English & library	1,030	3,857	1,236		2,944
Maths			3,231		
Science	8,876	8,648	26,686		3,341
Languages	1,584	840		468	
Humanities		130	450		
Sport	9,837	4,754	22,600		9,061
Art	2,796	245	6,389	583	875
Music	1,325	1,050	9,314	7,779	3,090
Drama	3,818	3,825	15,449	1,750	1,850
ICT & DT	7,591	2,475	13,386		
Workshops	3,880	4,320	5,804	1,654	1,236
Contributions to major works	20,000				30,000
Other	6,632		1,129	7,770	4,325
	67,369	30,144	105,674	20,004	56,722

* Contributions in the year ended 31/08/2017 were particularly high because of the fundraising from the Star Ball which took place in May 2016.

- 7 Although the Friends of Putney High School have no liabilities, each year the Committee pledges funds to Putney High School in respect of bids made by the school for specific items of expenditure. The school pays the costs up front and then submits a claim against these pledges. Claims cannot exceed monies pledged, and any monies pledged that exceed actual expenditure are released.

	Year ended 31/08/2019	Year ended 31/08/2018
	£	£
Pledges outstanding at start of year	25,140	25,865
Add: Pledges made in year	49,898	44,853
Less: Contributions paid to school during year*	(67,369)	(30,144)
Less: Pledges released during year	(1,766)	(15,433)
Pledges outstanding at year end	5,904	25,140

* Includes a contribution of £20,000 towards the Junior School playground project.

RB 19/09/19

CS 19/09/19