

# Friends of Putney High School

Annual Report and Accounts  
for the year ended  
31 August 2016



FRIENDS OF  
PUTNEY  
HIGH SCHOOL

# Friends of Putney High School

## Annual Report and Accounts for the year ended 31st August 2016

Contributions to Putney High School	2016 £	2015 £	2014 £	2013 £	2012 £	Total £
<b>DRAMA</b>						
Yr 5/6 summer production	1,750	1,850	1,850	1,850		7,300
Performing Arts Centre		30,000				30,000
<b>MUSIC</b>						
Musicians for productions	1,780	3,090	1,950	1,910	4,490	13,220
Music studio					10,000	10,000
Year 5 drum workshop				450		450
Musical instruments & equipment	5,999					5,999
<b>LIBRARY &amp; CURRENT EVENTS</b>						
Text books, books, ebooks, CDs and DVDs					4,504	4,504
Guest speakers, workshops and storytellers		2,944	668	1,247	1,980	6,839
<b>INFORMATION &amp; DESIGN TECHNOLOGY</b>						
CD roms, software, licences and online subs					179	179
<b>ART</b>						
Art Club materials	163					163
Art projects & workshops	420	875		1,500		2,795
<b>LANGUAGES</b>						
Foreign language drama workshops	468			1,152		1,620
<b>HISTORY</b>						
ActiveHistory subscription					120	120
Roman and Greek costumes					225	225
<b>SCIENCE</b>						
Senior School Science Day					3,106	3,106
Equipment		3,341				3,341
<b>SPORTS</b>						
Sports equipment, workshops and coaches		9,061	3,700	1,500		14,261
<b>GENERAL EQUIPMENT &amp; MISC</b>						
Junior school hall refurb			10,000			10,000
Playground, outdoor equipment and storage	2,016				16,536	18,552
Sixth Form refurbishment and development				20,000		20,000
Contribution to social events	4,757	4,325	2,784	1,897	851	14,614
Contribution to school magazine production					1,669	1,669
Club equipment	997					997
Pastoral workshops	1,474					1,474
First Aid training for pupils	180	1,236				1,416
<b>Total contributions</b>	<b>20,004</b>	<b>56,722</b>	<b>20,952</b>	<b>31,506</b>	<b>43,660</b>	<b>172,844</b>
<b>Funds raised</b>	<b>99,319</b>	<b>50,061</b>	<b>39,726</b>	<b>40,359</b>	<b>38,539</b>	<b>268,004</b>

Registered Charity No. 286279

## **Friends of Putney High School** **Trustees' Annual Report for the year ended 31 August 2016**

The year ended 31 August 2016 has seen Friends of Putney High School (FOPHS) raise close to £100,000. This is thanks to the industry, commitment and enthusiasm of our parent volunteers throughout the school.

We are exceptionally grateful to all the teaching staff who have assisted us during the year, in particular Mrs Suzie Longstaff, Mrs Heidi Armstrong, Mrs Jo Wallace and Mrs Wendy Archibald for serving on the committee. We would also like to thank all the staff who have provided invaluable support: special mention goes to committee members Suzanne Fearon and Henrietta Mayers from Communications and Development as well as to the staff in both school offices, the Teachers' Resources Office, the school library, Finance and Operations plus the catering and caretaking teams.

We would like to acknowledge two members of staff who left Putney High School this year but who nevertheless were great supporters of FOPHS. First, Dr Denise Lodge who sat on the committee for the duration of her time as Head and who was instrumental in bringing to fruition a number of key FOPHS projects notably our funding of the Sixth Form Fitness Centre, the Junior School Playground and the Performing Arts Centre's Sound and Lighting. Second, Adriana Williams whose day-to-day co-ordination of FOPHS activities within the school was always most helpful.

### **The Trustees**

The Trustees and those who have served on the FOPHS Committee since the last AGM, held on 12 October 2015.

### **Parent Volunteers**

Georgina Pumfrey (Chair), Kelly Mistry (Deputy Chair), Pier Luigi Culazzo (Treasurer), Melanie Davies (Secretary until 28 February 2016), Samantha Sinclair (Secretary from 29 February 2016), Alice Maughan (Reception), Emma Ghosh (Year 1), Jennifer Burner (Year 2 until 8 July 2016), Lily Brown (Year 3), Clare Cook (Year 4), Astrid Drayson (Year 5), Wendy Howard (Year 6), Amina Jamil (Year 7), Jonathan Foster Kenny (Year 8), Jenny Geall (Year 9), Susan Paton (Year 10), Christine Lips (Year 11), Yenil Rodriguez Ferrabee (Year 12), Fiona Moore (Year 13 until 8 July 2016).

### **Staff Committee Members**

Mrs Suzie Longstaff (Head), Mrs Heidi Armstrong (Deputy Head Pastoral Senior School), Mrs Jo Wallace (Head of the Junior School), Mrs Wendy Archibald (Deputy Head Junior School), Ms Suzanne Fearon (Director of Development and Communications), Miss Adriana Williams (Development Officer until 12 February 2016), Miss Henrietta Mayers (Development Manager from March 2016).

### **Review of Activities**

I would like to thank all committee members for their hard work to make 2015/16 such a success. A wide range of events were run efficiently, profitably and with a great sense of fun by our parent volunteers. The year reps not only attended all the 'new parent' welcome activities at the school, they also provided a number of opportunities for their parents to meet socially. Such dedication is the backbone of the FOPHS Committee and enables us to sustain a thriving parent community. Whilst the committee has always acted as a 'channel of communication' (FOPHS Constitution – updated 15 October 2003), this aspect of FOPHS has been formalised during the year with the introduction of termly 'feedback' sessions. The first two topics covered were 'school lunches' and 'homework'. Both proved to be extremely useful to parents and the school and a further programme of topics is in the pipeline.

### **Parent Volunteers**

All FOPHS activities involve many more than the main committee members. Everyone has given an enormous amount of time and energy to ensure excellent benefits to the school and the girls. On behalf of the members of FOPHS, I would like to thank:

*Julia Soo, Jane Day, Vanessa Robert, Amanda Harmer (until 24 March 2016), Catherine Turner, Anne-Louise Rea, Phoebe Bennett, Hanna Joseph, Heather Alcott, Joanne Butter, Victoria Stephens, Lucy Kelly, Charlotte Aughterson, Barbara Sulzberger, Louisa Scambler, Malika Amlung, Monica Sen Gupta, Fiona Russell (Alexander), Charlotte de Groot, Karen Williams, Elizabetta Turkheimer-Meda, Julie Hirsch, Sylvia Corona-Palcios, Susan Chatelier, Jen Craven and Beatrice Blazye* for acting as **Deputy Reps.**

*Hanna Joseph* for acting as **Membership Secretary**

Melanie Davies for acting as **Parent Feedback Co-ordinator**

Linda Keers for the **FOPHS Inventory**

Dan George for acting as **Independent Examiner** of the FOPHS accounts

Heather Alcott, Anusha Toniappa, Deidre Coolahan, Amanda Harmer and Hanna Joseph for the **Autumn Fair and Pet Show 2015**

Melanie Davies for **Christmas Gift Wrap**

Rotha Bell, Jane and Steven Luxford Jones, Clodagh Keogh, Camilla Hall, Corina Smith (Glowrey) and Kathryn Clement for **Christmas Fair 2015**

Aly Kennaway for **Christmas Trees**

Jo Buckingham for **Logs**

Kelly Mistry and Hanna Joseph for **Christmas Products**

Susan Paton for the **Christmas Raffle 2015**

Jennifer Burner, Alice Maughan, Debbie Love and Anne-Louise Rea for the **Valentine's Cake Sale**

Fiona Russell (Alexander), Julie Hirsch, Monica Sen Gupta, Elizabetta Turkheimer-Meda, Jonathan Foster-Kenny, Christine Lips, Penny Avis (Catterall), Nikki Wellspring (Harries) and Lisa Beck for the **Quiz Night**

Lily Brown, Heather Alcott, Hanna Joseph, Kelly Mistry, Emily Young, Melanie Davies, Deidre Coolahan, Sarah Tracey, Lucie Bowden, Debbie Buckley and Eva Muqit for the **Book Fair**

Astrid Drayson for **Hair Accessories and Cuddly Toys**

Astrid Drayson, Kelly Mistry, Camilla Hall, Emily Young, Sylvia Corona-Palacio, Farah Phullar and Lucie Bowden for **Second Hand Uniform**

Cara Bradley, Sara Levy, Emma Lawson, Jackie Goldenberg and Jared Pearl, Amanda and Al Cameron, Nikki Wellspring (Harries), Melanie Davies, Suzy Johnston, Suzy Dulieu, Wendy Howard, Sammy Sinclair, Satu Macdonald, Lana Tomic, Sharon Richardson, Pier Luigi Culazzo, Alice Maughan, Scott Levy, Jasper Lloyd and Lisa Beck for **The Star Ball**

Alice Maughan for the **New Reception Coffee Morning**

Jenny Geall, Agnes Hosie, Michelle Whitnall, Monica Sule Shingadia, Monica Sen Gupta, Joy Flanagan, Andrea Diaz Castillo, Joanna Osborne, Deborah Batchelor, Bryony Barnard, Susan Grunnell, Mari Pallu, Louisa Scambler, Amina Jamil, Rebecca Saunders, Bronwyn Crockett, Natalie de Marisillac, Alexandra Irwin, Vania Samuel, Catherine Harmer, Bahareh Ghaemi, Barbara Sulzberger, Malika Amlung, Wendy Howard, Lucy Kelly, Elliot Howard, Robert Kelly, Kasha Harmer, Sophie Dettmer, Johannes Sulzberger, Abi Andrews, Bernd Amlung, Emma Lawson, Bilal Hafeez, Lou Hopkins, Deidre Coolahan, Faye Walshe, Natalie Katz, Sally Hudson, Selina Ramji, Joanne Butter, Pranoti Nayar, Mary Guest, Laurel English, Kurstyn Storms, Astrid Drayson, Victoria Stephens, Alice Maughan, Vanessa Robert, Rotha Bell, Emily Young, Kath Chiarotti, Cathy Sage, Charlotte North, Jennifer Lomax, Natasha Smart, Victoria Nicholson, Michelle Lawrence (Pollock), Debbie Joint, Tina Briggs, Anna Gordon-Smith, Rupal Sheth, Catherine Turner, Debbie Love, Jennifer Burner, Eleanor Mowat, Mel Baroukh, Phoebe Bennett and Anne Louise Rea for the **FOPHS Discos (Years 7/8 September 2015, Years 6/7 and Junior School May 2016)**

The school remains 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.

### **FOPHS pledges**

During this financial year, FOPHS pledged over £80,000 to support the following items and activities to benefit the girls. Included in this is The Star Ball Target list. This was a one-off black tie event to celebrate the school's 20,000th pupil. The ball raised money for Science and Technology projects across the school and was a huge success, achieving more than double its financial target.

### **Junior School pledges**

Musicians for Junior School carols

Early Years' play equipment

Year 6 first aid course

Talk for children and parents on tackling anxiety

Year 6 'end of year' water sports celebration

Years 5 & 6 dance and drama workshops

Goblin car kits

Year 4 STEM computer equipment

Year 2 Art/needlework project

Chess Club clocks

Osmo Genius start kits for ipads

Talk for KS2 children and parents on body image

#### Senior School pledges

Chess club competition clocks  
Harp\*, clavinova, timpani drum and glockenspiel  
Marquee hire for Leavers' Ball  
Book Club books  
Two tennis ball machines with balls  
Year 8 (going into Year 9) workshop and tour of Royal Opera House  
Fashion show mentored by leading designer  
Avid Scorch music app for all music students  
iPad pros for Art Studios  
Netball workshop for 80 squad members  
Broadcast quality cameras for PAC\*

\*Items will also be used by the Junior School

#### The Star Ball pledges (Science and technology equipment and projects for the whole school unless otherwise specified)

Programmable robots and LEGO models plus specialist training workshops  
Maltese Cross cathode ray tube (Senior School)  
Brunel SP60 trinocular microscopes (Years 7 to 11)  
Maths puzzles from The Happy Puzzle Company (Early Years)  
A set of two Pasco wireless data trolleys (Senior School)  
Forensic equipment and workshop for 'CSI' type analysis of DNA, fingerprints and ballistics (Senior School)  
Data collection equipment to support Science (Junior School)  
FOPHS bird house with infra-red cameras  
Chemical synthesis equipment for the analysis of complex chemical compounds (Senior School)

#### **Funds transferred to the school**

The actual funds transferred to the school (and in some instances to parents/other companies) during 2015/16 totalled £20,004. The activities for the girls that these funds covered are listed on page 2. Some of these items were pledged in previous financial years.

#### **Sponsorship**

We were fortunate to benefit this year from local community sponsorship and received funds or goods from GM Developments, Hamptons International, Waitrose and Acres for Dogs.

#### **Charities**

A number of charities and organisations benefitted from the donation of items left over from our events. These included SchoolAid, The Peace and Hope Trust and Regenerate Rise

#### **Summary**

In summary: During 2015/16, FOPHS raised £99,319 in additional funds. The FOPHS Committee agreed to support a range of school projects and for these committed £81,652 from available funds. The current balance of funds (at 31 August 2016) is £134,110 of which £84,083 has yet to be claimed against current and past commitments. Taking into account amounts already pledged and debts due, we have an available balance of just under £50,028 at the start of the new financial year.

I have completed my time as Chair. It has been a privilege to be part of such an industrious and creative team and I have greatly enjoyed the experience. I would like, in particular, to thank the committee for its sound advice and careful guidance and the event organisers for their tireless commitment and for 'being the best.' It is heartening to see fresh faces joining the FOPHS fold – I wish you, the school and its pupils the best of luck for continued success.

**Georgina Pumfrey**  
**Chair**

### **Independent Examiner's Report on the Accounts**

I report to the Trustees of Friends of Putney High School on the accounts for the year ended 31st August 2016 set out on pages 7 and 8.

### **Respective responsibilities of Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act and section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Dan George**

**71 Kings Road, Richmond, Surrey, TW10 6EG**

**Date: 07/10/2016**

Further notes:

The following recommendations in relation to the examination of the accounts are made:

- It may be helpful to keep copies of all receipts and invoices in one place, so that they can be handed over en masse to the Independent Examiner. This includes receipts and invoices that do not require payments out of the FOPHS accounts but nevertheless relate to the costs of a particular activity undertaken on behalf of FOPHS (for example, the costs of running a project which are deducted from the takings in advance of any payments into the FOPHS account).
- It would be helpful to the Independent Examiner if the minutes of committee meetings could include a summary of how the expenditure meets the objects of FOPHS as set out in the constitution.
- It would be useful for the Independent Examiner to have regular access to the accounts during the year; the suggestion is termly, close in time to major fundraising events.

**Friends of Putney High School**  
**(Registered Charity No. 286279)**

**Statement of Receipts and Payments**  
**for the year ended 31 August 2016**

<u>Receipts from voluntary sources</u>	Receipts (£)	Payments (£)	Net 2015/16 (£)	Net 2014/15 (£)
<b>1. Events:</b>				
Autumn Fair & Pet Show	8,165.46	-2,575.25	5,590.21	7,159.91
Autumn Fair & Pet Show 2016	150.00	-39.90	110.10	0.00
Christmas Fair*	14,033.80	-3,452.63	10,581.17	21,162.33
Christmas Fair 2016	1,490.00	0.00	1,490.00	0.00
Christmas Raffle	5,368.95	-351.44	5,017.51	Inc in Christmas Fair
Discos	3,484.00	-569.74	2,914.26	5,296.31
Discos 2016	3,841.80	-1,171.63	2,670.17	0.00
Cake Sale**	840.00	0.00	840.00	1,235.50
Quiz Night	6,521.35	-2,229.78	4,291.57	3,982.71
Book Fair	590.00	-40.00	550.00	Inc in Cake Sale
The Star Ball	89,134.98	-33,118.86	56,016.12	7,453.00
<b>2. Product Sales</b>				
Cuddly toys	716.00	0.00	716.00	-749.00
Hair accessories***	555.50	-462.50	93.00	943.10
Christmas Products	3,146.00	-2,524.08	621.92	Inc in Christmas Fair
Christmas Trees	4,172.00	-2,950.44	1,221.56	Inc in Christmas Fair
Gift wrap	1,309.51	-803.86	505.65	Inc in Christmas Fair
Logs	220.00	0.00	220.00	0.00
Tea towels	0.00	0.00	0.00	983.00
<b>3. Schemes</b>				
easyfundraising.org.uk	2,193.19	0.00	2,193.19	1,543.79
<b>4. Miscellaneous donations</b>				
Membership fees & donations	2,405.00	0.00	2,405.00	645.00
Leavers' Ball (2015) donation	3,000.00	0.00	3,000.00	
Other income & costs	100.00	-1,828.51	-1,728.51	405.00
	<b>151,437.54</b>	<b>-52,118.62</b>	<b>99,318.92</b>	<b>50,060.65</b>
<b>Income from assets</b>				
Interest	26.01	0	26.01	32.39
<b>Net Receipts/Payments</b>			<b>99,344.93</b>	<b>50,093.04</b>
<b>Other Payments</b>				
Direct charitable expenditure (Contributions to PHS/parents)			-20,003.96	-56,721.82
<b>Other Expenditure</b>				
Administration expenses				-94.97
AGM & New Parents' Events				-80.00
			<b>-20,003.96</b>	<b>-56,896.79</b>
<b>Total Receipts less payments</b>			79,340.97	-6,803.75
Balance brought forward			54,769.40	61,573.15
			<b>134,110.37</b>	<b>54,769.40</b>

\*2014/15 figure includes Fair, Raffle, Panettone, Trees & Gift Wrap; \*\*2014/15 figure includes Book Fair; \*\*\*2014/15 figure includes Second-hand Uniform

**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 AUGUST 2016**

Funds at 1 September 2015	£54,769.40
Net movement in funds for the year	£79,340.97
<b>FUNDS AT 31 AUGUST 2016</b>	<b>£134,110.37</b>
Represented by cash in the bank accounts	£134,110.37