

## **Purpose**

To develop effective relationships between staff, parents, others associated with the school and also the wider community in order to engage with activities, and provide facilities/equipment which support the school and advance the education of the pupils.

The Friends committee comprises 8 roles: Chair (Geraldine Archbold-Shore), Events Coordinators (Emma Watson and Mavi Tzaig), Secretary (Jo Harman), Sub-Secretary (Kirsty Hollywood), Treasurer (Angus Halkett).

The positions of Sub-Chair and Sub-Treasurer are currently vacant.

The trustees registered with the Charity Commission are Angus Halkett, Jo Harman, Sheridan McPherson, Kirsty Hollywood, Dina Shah, Mavi Tzaig and Jessica McGinty. Angus is currently updating this list.

At the AGM, all positions are open for election/re-election – anyone in the school community can put themselves forward for a committee role.

## **Highlights**

- ✓ We finally completed the playground – a massive, massive highlight following years of hard work and extensive fundraising
- ✓ The online shop has proved a huge success (thanks SL)
- ✓ We have significantly reduced cheque and cash payments - saving lots of time
- ✓ We are now selling uniform and taking compulsory donations for FoHA
- ✓ We have successfully implemented Gift Aid reclamation going back to the original tile wall and also now incorporating buy-a-gift payments
- ✓ easyfundraising has been reintroduced
- ✓ We secured grants/additional funds totalling £32,808.47
- ✓ 14 new tiles on the wall (£600) and 200 still in stock for future pushes

## **Lowlights**

We lost our FoHA shed and equipment/resources are currently located across 2 rooms in the school (non-permanent), as well as in the homes of generous parents. At the moment there is no long-term solution in the offing for our equipment.

## **Events**

Another excellent year of highly successful events for Friends overseen by Geraldine, Susan, Emma and Mavi - with great attendance/participation at new events including a barn dance and a Christmas carol concert. Old favourites also went really well: a quiz night, the Easter Egg Hunt and the summer celebration/BBQ. We also supported the school with a Macmillan cake sale + coffee morning, and a parents evening, a welcome pack and a teddy bears picnic for new starters.

This year, as the committee changes hands, the key events in the diary are a comedy night (new parent welcome + Christmas night out for parents) being coordinated by Katharine Haines and the seminal Easter Egg Hunt now being led by Paul Molloy.

As with 2017-18, the overall schedule of events will be scaled back again this year as a result of new committee members taking the reins, a lack of event managers to oversee the schedule and the challenge of sourcing parent volunteers outside of the immediate committee - with the majority of work falling on a small number of volunteers.

### **Spending**

Spend across 2017-2018 was predominately on the playground, but we did manage a few other items:

Playground	£ 76, 837.26
Librarian System	£ 620.00
Dyslexia Training	£ 395.00
SEN Items	£ 283.08
Scrapstore Membership	£ 60.00

### **Grant Applications/Additional Funding**

In 2017-2018, we secured grants/additional funds from:

Harpenden Trust	£ 10,000
Luton Airport	£ 7,500
Co-op	£ 6,308
Tesco	£ 4,000
Herts County Council	£ 2,500
Finnis Scott	£ 1,300
Aviva	£ 1,100
Classlist	£ 100

We are still waiting on responses from the Co-op and Ernest Cook for applications related to the science programme, implemented this September.

We also received £1,351.83 from easyfundraising and £30.33 from stampstastic. Both are definitely worth another push.

### **Members**

Everyone in the school community is automatically a member of the Friends. Our meetings are open to all. The meeting schedule for 2018-2019 will be distributed by Duncan Rose, once he formally takes over the role of Chair.

### **Community Links**

We continued to forge links across the community, particularly with the Easter Egg Hunt, including St Albans District Council, Harpenden Town Council, Lyndhurst Financial Management (main sponsor), Fingertips preschool and the Little Gym who both advertised on in the programme. We also secured advertising from 2 newcomers: Fizzbug Holiday Club and Water Babies. We worked closely with the Football Club again to deliver both sports day and the summer celebration/BBQ, the Rugby Club for the fireworks event and numerous schools and nurseries on Christmas trees.

### **Plans for the forthcoming year**

So far, we have 2 events planned for the coming year: a Christmas comedy night and the Easter Egg Hunt (with a new venue TBC). As in previous years we will also continue to raise money from the Christmas tree initiative, the Christmas card initiative, easyfundraising and funds from the school uniform. While not my decision, I think the plan for the coming year should be to focus on replenishing the depleted bank account to be able to accommodate requests from teachers for spend (as school budgets become more and more challenged), to discuss with Mrs Davies a clear focus for fundraising going forward and to find the tricky balance between raising funds, engaging the parent community and giving parents some time off following many requests for cash - particularly in the summer term of 2018.

### **In summary**

It has been a challenging year as Chair of Friends but I am immensely proud to have played a small part in the completion of the playground project and in raising significant funds, which have supported the learning and development of our pupils. It has been a privilege to work with and get to know so many supportive parents and I am confident I am leaving the committee in capable hands with Duncan Rose who I know will be able to improve relations with the school's senior leadership team, at the same time as providing a friendly face for our parents in the coming year(s).

***Geraldine Archbold-Shore***



Charity Name Friends of Harpenden Academy	No (if any) 1159562
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CC16a

## Receipts and payments accounts

For the period from	Period start date 01/10/2017	To	Period end date 30/09/2018
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Events	11,135	-	-	11,135	15,006
Uniform	2,377	-	-	2,377	54
Other fundraising	13,983	-	-	13,983	10,605
Grants	35,841	-	-	35,841	1,649
Interest	7	-	-	7	14
Gift Aid	1,425	-	-	1,425	-
Other	932	-	-	932	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>65,700</b>	<b>-</b>	<b>-</b>	<b>65,700</b>	<b>24,029</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>65,700</b>	<b>-</b>	<b>-</b>	<b>65,700</b>	<b>24,029</b>
<b>A3 Payments</b>					
Event expenses	3,799	-	-	3,799	6,936
Uniform expenses	3,513	-	-	3,513	-
Other fundraising expenses	9,321	-	-	9,321	6,059
Donations	81,880	-	-	81,880	11,654
Membership fees	105	-	-	105	101
Admin expenses	319	-	-	319	110
Other	147	-	-	147	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>99,085</b>	<b>-</b>	<b>-</b>	<b>99,085</b>	<b>24,860</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>99,085</b>	<b>-</b>	<b>-</b>	<b>99,085</b>	<b>24,860</b>
<b>Net of receipts/(payments)</b>	<b>- 33,385</b>	<b>-</b>	<b>-</b>	<b>- 33,385</b>	<b>- 831</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>41,889</b>	<b>-</b>	<b>-</b>	<b>41,889</b>	<b>42,720</b>
<b>Cash funds this year end</b>	<b>8,504</b>	<b>-</b>	<b>-</b>	<b>8,504</b>	<b>41,889</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	7,931	-	-
	Undeposited funds	574	-	-
			-	-
	<b>Total cash funds</b>	<b>8,504</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



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 Harpenden Academy

**On accounts for the year  
ended**

30<sup>th</sup> September 2018

**Charity no  
(if any)**

1159562

**Set out on pages**

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2018.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

**Signed:**

*[Signature]*

**Date:**

14/5/19

**Name:**

Geoffrey AUSTARE NEWMAN

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

FINANCE DIRECTOR  
HERTFORDSHIRE CRICKET LTD

**Address:**

2 ROSENESS

19 SALISBURY AVENUE  
HARPENDEN AL5 2QF

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]