

## TRUSTEE'S ANNUAL REPORT & ACCOUNTS

### REFERENCE & ADMINISTRATION INFORMATION

CHARITY NAME	FRIENDS AND FAMILY OF HIGHFIELDS AND/OR F.F.H
charity no.	1096062
address	London Road Newark Nottinghamshire NG24 3AL

TRUSTEES	NAME	APPOINTED
Co-Chair	Olivia South	27 <sup>th</sup> February 2023
Co-Chair	Melanie McKinnon	27 <sup>th</sup> February 2023
Secretary	Jo Legdon	27 <sup>th</sup> February 2023
Treasurer	Efeturi Emeledor	27 <sup>th</sup> February 2023 (incumbent)
Head Teacher	Sarah Lyons	Incumbent as Head Teacher
Board Governor	Richard South	Incumbent as Governor Representative

TRUSTEES	NAME	RESIGNED
Chair	Emily Rooke	February 2023
Secretary	Charles Rooke	February 2023

### INTRODUCTION

Welcome to the Annual General Meeting.

The FFH is a parent-run PTA charity tasked with enriching the school community and making Highfields Independent School and Day Nursery a better place for our children to grow and learn.

The FFH's primary purpose is to:

- fundraise with the school community to enrich pupils' experiences and
- organise social and other events to promote good relations between staff, parents, and pupils.

These two purposes are of equal value.

We achieve this by promoting a cooperative partnership between the administration, staff, parents, and others associated with the school and engaging in social and fundraising activities.

This Trustee Report details the work of FFH from September 30, 2022, to September 20, 2023. The financial figures in this Trustee Report are less precise than what you will find in our final annual financial figures for submission to the Charities Commission. Our final figures will be prepared over the coming months by the 2022/2023 Treasurer after the close of our financial year on September 30, 2023.

We are very proud to announce that we raised more than £54k over this period and donated £22k directly to the school, with a further £4k banked and £28k absorbed in running costs and expenses.

The FFH Financial year closes at the end of September. As a result, this year's Trustee Report does not include the Treasurer Report as it cannot be compiled until after the financial year has closed. Instead, this Trustee Report has the logged data until 20 September 2023, prepared by the current FFH Treasurer.

After the close of the FFH Financial Year, the Treasurer's Report will be made available for download on the FFH website before the close of 2023: <https://www.ffhcharity.org/downloads>

Moving forward, the FFH Committee will consider applying to Companies House to change the financial year (accounting period) for the FFH to better match the requirements of the FFH Constitution and the term served by Committee Members.

Currently: September to September  
Proposed Change: August to August

The FFH financial year closes in September, which clashes with the need for a FFH Committee election in early September. The FFH holds the AGM in September before the financial year is closed. The change to an August financial year will enable us to finalise the accounts over the Summer holidays and present the finished books at the September AGM next year.

We are very grateful for the ongoing support and guidance provided by our Head Teacher, Mrs Lyons, Deputy Head, Mrs Martin, Operations Manager, Mrs Beaumont, and the administrative staff who deal with our many and varied queries with patience and understanding. Without the backroom team, the FFH couldn't function as we do.

The AGM is the PTA's only formal meeting of the year, covering committee elections and reviewing the previous year's events and fundraising activities.

Before we commence these formalities, we would like to extend the following thank you:

- Firstly, thank you to the members of the FFH Committee who have worked tirelessly across the year, given full-time jobs, children, tertiary education commitments, location, and many other critical priorities. The generous donation of your time, skills and patience is hugely appreciated.
- Secondly, thank you to often-unsung hero Sara Radrizzani, who tirelessly delivered the Bacon Roll Mornings and Freeze Pop Friday events weekly, month on month (amongst other occasions). Her smiling face and super-organised stalls always ran seamlessly and were essential events on our school calendar.

- An enormous thank you to Carly Carpenter for her unwavering support and can-do approach throughout the year, but particularly for her efforts on the May Ball, which was a huge financial success and a brilliant event, raising more money in one night than any event has for the FFH in more than a decade. This event fell heavily on her shoulders, and she did a magnificent job organising and delivering the impressive fundraiser from start to finish.
- Thanks again to Carly Carpenter and Sophie Dhokia for their work in the School Uniform Shop, facilitating uniform delivery and raising much-appreciated funds.
- Thank you to Jo Legdon for stepping up from FFH Committee Member to Secretary mid-school year. With your professionalism, patience, and accountability, you were the FFH Secretary we didn't know we needed. We are so grateful to have you on the team, and it would be a much more daunting task without you.
- Thanks to Olivia South for stepping up from FFH Committee Member to joint Co-Chair mid-school year. Highfest was your event and a huge success this year, as was the Christmas Fair last year. With the support of Richard South, you form the backbone of the FFH, and without your generosity, hard work, and commitment, none of the FFH's events would be as successful, organised, or safe as they have been.
- And thank you to Melanie McKinnon for joining the FFH Committee this year and stepping up as joint Co-Chair with Olivia South. Your knowledge from other PTA's (and your black book of suppliers) has proven extremely valuable, as has the introduction of our new website, ffhcharity.org, facility to purchase online tickets, improved marketing communications and general standardisation of the FFH's good practice levels.
- We have also received generous donations from local businesses, who have all been individually thanked. Nevertheless, we are incredibly grateful for the enormous generosity of the Duffey family.
- Final thanks go to Efeturi Emeledor, who has undertaken the Treasurer role for the FFH over recent years and has confirmed she will not run for Treasurer this new School Year.

Without all the FFH Volunteers, who generously bake, man stalls, run the uniform shop, lend equipment, sponsor, donate and contribute, there would be no FFH Events. So, thank you to everyone involved with the FFH this year.

## FINANCIAL RESERVES POLICY

While the Trustees make prudent decisions, we do not have a formally agreed Reserves Policy. At this point, we operate an informal agreement to retain £8,500 in the Main Bank account at the close of each school year. The Trustees keep this level under review to see if it can be reduced to liberate funds for the FFH charitable purposes.

Upon the close of this financial year (later this month), we anticipate the Main Bank Account will hold £16,000. This includes £12,000 already in the Main Bank Account from 2021/2022, and a further £4,000 raised this year.

The Accounts for 2022/2023 will need to be reviewed by an Independent Examiner as the FFH raised more than £25,000 this past year, which is the threshold for an independent review.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### **Constitution**

The FFH is an unincorporated association governed by an adopted Constitution dated 27 February 2023 and registered with the Charity Commission in England and Wales on 27 February 2023. The membership comprises parents or legal guardians of pupils currently enrolled in Highfields Independent School and Day Nursery. The association is fortunate also to enlist the help and support of the wider school community, including members of staff, governors, grandparents, former pupils and their families, and residents and businesses for events and fundraising.

### **Appointment of Committee Members**

The Committee Members, of which the Trustees shall number at least three, are elected volunteer members, except those appointed by the Constitution as listed above. The Trustees are the officers, including a Chair, Secretary and Treasurer. During the 2022/23 School Year, the Chair role was shared between two people.

A representative from the school and a representative from the Board of Governors also hold Trustee roles. Historically, the Head Teacher has held a Trustee role on behalf of the school.

Each Trustee and Ordinary Member automatically retire with effect from the next AGM following their appointment but is eligible for re-election at that AGM if they are proposed and seconded by the membership and willing to stand for the role. When circumstances dictate that Trustees may, outside of the AGM, appoint by co-option any person from within the membership ready to act as a Trustee and Officer.

In addition, a team of seven Class Representatives (one per school year group) make up the support team for the FFH Committee and act as essential communications intermediaries on behalf of their year group.

## OBJECTIVES & ACTIVITIES

All the funds raised by the FFH are spent to enrich the school community and the experience of our children throughout their school journey.

With due regard for the Charity Commission's public benefit guidelines and in line with our objectives, each year, the FFH runs a wide range of events to raise funds towards the school's "Wish List" and to provide social opportunities for pupils, parents, staff, governors, and the wider community. These include events like Highfest, Film Nights, Bacon Fridays, Freeze Pop Fridays, and more for the infant and junior pupils' enjoyment. The FFH also welcome suggestions from the membership and organises one-off innovative fundraising initiatives.

All activities are planned by the FFH, drawing on volunteers from the parent membership, school staff and broader community of supporters as appropriate, with due consideration to safeguarding and risk

assessments. The FFH is very grateful for the time, expertise and donations given by all involved, without whom the FFH would not be able to achieve so much.

The work of the FFH enables the advancement of pupil's education by giving money to the school to purchase equipment, resources, facilities and other "Wish List" items it would otherwise not be able to afford.

Regular FFH meetings are held, and all parents and carers of enrolled Highfield students are welcome to attend. At these meetings, upon instruction from the Head Teacher, short, medium, and long-term spending is agreed upon, together with time frames.

We are very proud to announce that all the objectives set by Mrs Lyons for the 2022/2023 School year have been met, and £22,000 was given to fund the following short, medium, and long-term fundraising projects and goals.

#### **All Short-Term Objectives:**

- Support the Red Nose Day Fun run with fruit drink boxes and biscuit donations.
- Support and contribute funding to Detective Day
- Support and contribute funding to the Christmas Pantomime
- Support and contribute funding to World Book Day
- Support and contribute funding to VR Day
- Support and contribute funding for the Coronation Celebration Day at School, including donations towards crafting activities , bespoke Coronation Celebration Certificates and Medals.
- Support and contribute to the "All Creatures Great and Small" topic at School by funding a mini zoo at Highfest 2023.
- Support and contribute towards the hire of a marquee at the Leavers Ceremony
- Support and contribute towards the Leavers Book

#### **All Medium-Term Objectives:**

- Purchase of School Away Event collateral, including branded School Flag and stand, two Branded School Drinks Crates for Kids' Water Bottles and Branded School Water Bottles
- Purchase of hurdles for 60m Athletics Race
- Purchase of a new PA System for Sports Events

#### **All Long-Term Objectives:**

- Contribute £16,500 towards purchasing an outdoor learning pod for flexible uses, including Prep Common Room, Garden Learning Room, and Summer Activities Centre.

## FUNDRAISING EVENTS & INITIATIVES

The fundraising year started as usual, with the Committee planning a schedule of events to match last year's income of £19,200. Fortunately, with COVID-19 behind us, the total gross funds raised for this year exceeded our target, as we generated £54,000.

Key Fundraising Events across the year grossed:

- Highfields Ball raised £34,000
- Highfest raised £10,000
- Christmas Event raised £2,500

Key Fundraising Initiatives across the year grossed:

- Uniform Shop raised £1,200
- Bacon Roll Friday raised £700
- Freeze Pop Friday raised £310
- Film Night(s) raised £720
- Student Theme Days raised £420
- Pancake Breakfast raised £190
- Easyfundraising raised £820
- Bingo raised £215
- Sports Day raised £320
- Amazon Donations raised £150
- Halloween Disco raised £370
- Others raised £2,000

When we look at previous accounts for the FFH (the only records we have on file), we see that this year shows a return to significantly higher gross revenue than any other financial year records dating back to 2015.

Year	Income	Expenditure	Net
2015/2016	£13,685.91	£20,469.75	-£6,783.84
2016/2017	£23,268.99	£31,321.15	-£8,052.16
2017/2018	£23,028.34	£15,597.59	£7,430.75
2018/2019	£19,686.48	£23,489.78	-£3,803.30
2019/2020	£6,317.85	£3,618.66	£2,699.19
2020/2021	£14,994.21	£7,727.99	£7,266.22
2021/2022	£19,456.1	£17,888.22	£1,567.88
2022/2023	c.£54,000.00	c.£50,000.00	c.£4,000.00

The Easyfundraising program has effectively raised passive funds for the FFH across the past year. Once a parent has signed up for the program, each time they shop with the included retailers, a percentage (average 1%) of their total spend is directed to the FFH's bank account every quarter. We have raised

819.66; a further £1,066 is due in October, bringing the total to £1,885.92. As of September 2023, only 14 Highfields families have signed up for Easyfundraising.

Especial thanks for supporting the Easyfundraising program go to the Hildyard, Rooke, Banks, Xiang, and South families, who have raised more than £900 between them.

The FFH would like to take this opportunity to thank everyone involved in raising funds for the FFH this past year. We can all be very proud of our efforts and these impressive results.

## MARKET RESEARCH

Using surveys and solid support from parents, the FFH has asked for feedback on delivered events and suggestions for planning events over the next three years. A great deal of work goes into every occasion, and the FFH wants to ensure that these efforts will be well received and attended. Results for the surveys were shared via Class Dojo at the time.

### **Future Events**

In July, we surveyed the parents to identify the events they would prefer to attend in the future. Learnings from the feedback include a better understanding of price points and the types of events parents will pay for their kids, as a family and as adults.

The most popular Family Event suggestions were:

1. Highfest
2. Christmas Event
3. Bonfire Night

The most popular Kids Events suggestions were:

1. Freeze Pop Friday
2. Non-Uniform Day
3. School Film Night

The most popular Adult Event suggestions were:

1. Dinner Dance
2. Cocktails with Music

This information will prove very helpful in planning events for the next three years. Looking through the results, we are confident that with renewed parental support, the top three Kids Events (Freeze Pop Friday, Non-Uniform Day, and School Film Night), Highfest, Bonfire Night, and a Christmas Event should all be delivered this school year. However, Adult-focused events such as a Dinner Dance and Cocktails with Live Music can only be held if new volunteers offer to organise and support such activities.

## COMPLIANCE & PAPERWORK

As a registered charity, the FFH undertakes various compliance activities. As legislation and regulations change, we must ensure that our paperwork is correct and current. During this past year, we have launched the following actions:

1. We launched a new FFH Website at [www.ffh.org.uk](http://www.ffh.org.uk) outlining the purpose and activities of the FFH.
2. Introduced online ticket purchases for FFH Events (Highfest)
3. Published a Calendar of Events on the Website
4. Posted our Monthly Meeting Minutes on the Website
5. Updated the FFH Constitution
6. Introduced and approved policies including Code of Conduct, Equal Opportunity, Volunteering Policy, Safeguarding Policy, Conflict of Interest Policy, Expenses Policy, Complaints Procedures Policy

## COMMITTEE ELECTIONS

At the beginning of each school year, the FFH Committee Members are elected at the FFH AGM to manage FFH on behalf of all Members. There are two types of Committee members: Trustees and Ordinary members.

Trustees have specific roles, such as Chair, Treasurer or Secretary and have a legal duty to ensure that FFH acts lawfully and is appropriately managed. Ordinary Committee Members are vital in working alongside and supporting the Trustees.

The elected 2022/2023 FFH Trustees from September 2022 to February 2023 included:

Co-Chairs: Emily Rooke: Secretary: Charlie Rooke: Treasurer: Efeturi Emeledor

In February 2023, the FFH Chair, Emily Rooke, stepped down as Chair to become an Ordinary FFH member, while Charlie Rooke stepped down as Secretary and left the FFH. An EGM was held on 27<sup>th</sup> February to vote in the new FFH Committee by the FFH Constitution.

The elected 2022/2023 FFH Trustees from February 2023 to September 2023 include:

Co-Chairs: Olivia South & Melanie McKinnon

Secretary: Jo Legdon

Treasurer: Efeturi Emeledor

Ordinary Members: Michelle Noble, Laura Fletcher, Dawn Whittle, Sarah Hanton, Sara Radrizzani, Carly Carpenter

Staff Members: Mrs Lyons, Mrs East

Governor Member: Richard South

Resignations from FFH Ordinary members across the year include Katy Moyes, Emily Rooke, and Davinder Bal.

## REDUCING CASH TRANSACTIONS

In the 2021/2022 School Year, a SumUp (Card) Machine was purchased to facilitate card purchases. This proved valuable over the year at local events and for ticket sales, although it required linkups with a phone or the school network to operate, which sometimes meant it didn't work.

In 2022/2023, we purchased a further 4 SumUp Machines, which included SIM cards, ensuring we did not need to link up with a phone or the school network to facilitate transactions. Again, these were invaluable at Highfest 2023 and enabled us to move on from the more labour-intensive wristband, manual payment program used previously.

In addition, we launched our website, [ffhcharity.org](http://ffhcharity.org), where all ticket sales are now made.

These two changes have significantly reduced our need to bank cash weekly and reduced the Treasurer role's detailed workload as much of the "grunt work" is completed online by the website back end and SumUp internal systems.

Naturally, we will continue to accept cash at school events, although not for entry tickets.

## BANK ACCOUNT SIGNATORIES

The FFH holds a bank account with NatWest, and the following are signatories.

Olivia South  
Melanie McKinnon  
Jo Legdon  
Efeturi Emeledor

## LICENSES

The Secretary manages all licensing, including applying for TENS (Event) Licenses and Gambling License for Raffle events. All licenses are currently up to date.

**Melanie McKinnon: Co-Chair**

I have thoroughly enjoyed my role as Co-Chair, mainly due to the fantastic Committee, Volunteers and School Team we have worked with. Much work was done throughout the school year, particularly on the Christmas Event, May Ball and Highfest. At times, we were finding our way, which was stressful, but with so many supportive parents and teachers, we were confident that the result would be fantastic.

We've laughed a lot, worried about ticket sales, stalked the school grounds for volunteers and shed blood, sweat and tears to deliver the best events possible. I hope this year will feel more fun and less like hard work!

**Olivia South: Co-Chair**

I have always enjoyed being a member of the FFH over the years, meeting, and volunteering with fantastic people passionate about making the children's lives even more magical at Highfields. We have been very lucky to have had the dedication of long-standing members and teachers to guide the FFH and the new members' refreshing ideas, expertise, and enthusiasm. I have enjoyed and learned a lot in my time as Co-Chair.

**Jo Legdon: Secretary**

Being Secretary of the FFH has definitely been an eye-opener to me in terms of the effort that goes into putting on events and activities for our children, I'm looking forward to a full term in the role this year, where we can really get ourselves on track as a team and establish some great cadence for future years.

**Efeturi Emeledor: Treasurer**

The role of the Treasurer is vital, as it ensures that all planned FFH activities run without a hitch. The funds are in the right place at the right time. It's also an opportunity to see how much support the FFH gives the school while ensuring the children have the best time, whether in a fun or academic-led activity. I have enjoyed working with the team to reach our set targets.

### **Chair Role**

The Chair provides leadership for the committee, sets the agenda for meetings, and manages meetings in line with the Agenda.

The Chair should ensure that issues are adequately debated and an agreement is reached. Some committee members will be better at expressing themselves than others; the Chair must welcome contributions from all committee members so everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to participate actively in the committee meeting discussions.

To ensure the smooth running of meetings, the Chair must remain impartial and ensure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As a Trustee of the committee, the Chair will be one of the designated signatories and will sign cheques on behalf of the PTA and other designated signatories.

### Job Function

To ensure that the business of the FFH is conducted following the wishes of the representatives of the FFH, to uphold the constitution of the FFH, and to prepare and submit statutory reports to Regulatory Bodies.

### Main duties

- Provide leadership.
- Sign off the approved minutes of the last meeting.
- Set the agenda for meetings.
- Get to know members of the committee.
- Run meetings efficiently and on time, ensuring that everyone can contribute.
- Agree on a date for the next meeting.
- Welcome and involve new members.
- Write the annual report in cooperation with the Secretary.
- Sign cheques for the PTA with one other committee member.

## **Secretary Role**

The Secretary ensures that the FFH runs smoothly and links Committee Members, the FFH, and the School. This requires good organisational and communication skills and sticking to deadlines.

### Job Function

The Secretary is a key committee member responsible for ensuring effective communication between committee members, the FFH, and the school.

The Secretary deals with all the correspondence the FFH receives and helps the Chair ensure that committee meetings run smoothly. Building a good relationship with the school Secretary will help ensure that correspondence sent to the school is promptly passed on to the FFH.

As well as dealing with correspondence, the Secretary must make bookings and other arrangements for events following a committee meeting and confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will plan for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the FFHA.

### Main Duties

- Deal with correspondence
- Arrange meetings.
- Prepare and distribute agendas.
- Take the minutes of meetings, type them up and distribute them.
- Ensure that enough committee members are present to make the meeting quorate.
- Sign cheques as required.
- Write the annual report with the Chair.
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events

## **Treasurer**

All committee members' vital role is managing and controlling the funds the PTA raises. Although all the Trustees have equal responsibility for maintaining and managing PTA funds, the Treasurer is integral in helping the committee carry out these duties properly.

### Job Function

To maintain up-to-date records of all PTA financial transactions

### Main Duties

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
- Prepare and update financial ledgers regularly.
- To complete banking transactions regularly.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals submitted to the appropriate stakeholders. Ensure at least one other Committee Member agrees to recount all funds at the close of the event.
- Prepare and present a financial summary specific to each fundraising event within 60 days of the event close.
- To prepare and present a financial report at each PTA Meeting.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid