



Norwich High School Association
Registered Charity Number 1046984

Trustees' Annual Report for the Financial Year 2023
1st January – 31st December 2023

The Trustees submit their report and accounts for the year ended 31st December 2023.

Charity's Principal Address: Norwich High School for Girls
95 Newmarket Road
Norwich
NR2 2HU

Other names for the Charity: NHSA

Objectives and Activities

The object of the Association shall be to advance the education of the pupils of Norwich High School ("the School") by providing and assisting in the provision of facilities for education at the school and as ancillary thereto and in furtherance of this object, the Association may

- a) encourage the co-operation and good relations between the parents, staff and all others associated with the school;
- b) act as a channel of communication between the parents and the school;
- c) strengthen the links between the school and the local community;
- d) assist the school by raising funds and inviting and receiving contributions from any person or persons by way of subscription, donation and otherwise, provided that the Association shall not undertake any permanent trading activities in raising funds for its primary charitable object. Funds raised shall be devoted to such purposes as the committee, after consultation with the Head, and with her approval agree would benefit the school;
- e) arrange meetings where speakers can talk to parents about matters of general educational interest (such as new ventures in education and teaching methods);
- f) stimulate a general interest in education among its members;
- g) assist in the provision of voluntary help;
- h) do all such other things as are necessary for the attainment of the said object, provided always that the Head and staff shall have entire responsibility and jurisdiction for the organisation of discipline, curriculum and teaching methods in the school, and the Association will not be concerned with individual pupils or with members of staff and their teaching.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Structure, Governance and Management

The Norwich High School Association (NHSA) is registered with the Charities Commission of England and Wales and is a member of Parentkind. The governing document is a constitution.



The Committee consists of a President (Head of Senior School), Vice-President (Deputy Head of Senior School), two Co-Chairs, Vice-Chair, Treasurer, Secretary, Year Group Representatives, Staff Members (Head of Prep School and three staff members) and a Governor representative.

For the year ending 31st December 2023, the Committee was headed by the officers listed below:

| | |
|------------|--|
| Co-Chair: | Carli Harper-Penman (elected September 2023) Fiona Collins (resigned September 2023) |
| Co-Chair: | Elizabeth Turner (elected September 2023) Jamie O'Donnell (resigned September 2023) |
| Treasurer: | Kelly Towler (elected September 2023) Fiona Whitehead (elected February 2023, resigned September 2023) |
| Secretary: | Emma Coulson (elected September 2023) Georgie Sullivan (elected February 2023, resigned September 2023) |

The Committee meets at least once a term. Committee members are elected at the Annual General Meeting.

Achievements and Performance

The NHSA have had a busy year. A handover in leadership, drafting a new constitution, updating our terms of reference, bid system and streamlining finances have taken the bulk of the committee's time. These are not particularly glamorous tasks and we extend special thanks to Mrs Kelly Towler for her sterling work on the finances. She has been forensic in her analysis of the accounts, and we are grateful for her time.

The programme of fundraising events for 2023 included discos in the prep school, a quiz night, a summer fete, support at the school sports days, Ye Olde Christmas Shoppe for the prep school girls, and our new festive event Shopping by Starlight.

The trustees are particularly indebted to Mrs Jilly Smith and her team for the excellent program of events they have embedded for the Prep school girls. Similarly, Mrs Bec Greenwood and her team have worked exceptionally hard on parent focused events.

The Trustees wish to place on record their sincere gratitude to all committee members and supporters of the NHSA for their on-going generosity and time commitments to help make all the fundraising activities a success, and the help to enhance the school environment for all members of the school community.

We thank them all.

During 2023, the fundraising programme enabled the NHSA to donate to Norwich High School for Girls funds totalling £14,729. These included significant support in design technology, speakers for a variety of extra-curricular topics including supporting a women's well-being event for the community, new sports team kits, playground equipment for the prep school and a variety of items to support clubs and activities. In



addition, each academic year, the Committee designates a portion of funds to support school trips for those students with bursaries.

Looking forward to the next academic term and the 2024-25 school year, the committee are keen to build a program of events for the senior school girls and to build on the success of the uniform shop. The shop has taken some £30,000 this year and benefited from a £12,000 refurbishment. The shop committee asked for 12-24 months to repay the monies. This was achieved in 12 weeks.

The Trustees would like to acknowledge that significant changes have been made to how events are planned and run. It is possible that this will have a detrimental impact on the funds raised moving forwards.

We welcome any and all suggestions from parents about how we can grow the school community and engage parents in our events.

Financial Review

The total receipts raised from the fundraising of the NHSA for 2023 is £43,413 and includes receipts from fundraising events, the second-hand school uniform shop and Easy Fundraising. Receipts generated by fundraising events totalled £12,476, with expenses of £5,421. Administrative costs for the year, including bank fees and Parentkind membership totalled £1,319.

Second-hand uniform shop sales have been extremely successful this year, generating £30,891. Parents are paid 50% of the sale amount for each item donated to the shop once the item has sold. The expenses for the shop totalled £6,764. The second-hand uniform shop was refurbished during this financial year to improve the layout, including the provision of changing rooms for the girls and to provide shop fittings to enable those visiting the shop the best access to the stock. The cost of the refurbishment was £12,023. The shop is managed and staffed by volunteers.

The NHSA is the beneficiary of a bequest by Leona Levine, an alumna of Norwich High School for Girls. The first payment of £70,000 was donated to the charity on 23rd June 2022. The next receipt of funds of £40,000 will be in February 2024. It is anticipated the total funds from the estate will take a significant amount of time to arrive. The Committee is convening a Sub-Committee to start to gather ideas from the whole community on how best to utilise the very generous bequest and to determine where the funds should be held whilst this takes place. The funds are currently held in our main current account with Barclays' bank, leading us to maintain a high account balance of unrestricted funds for the charity.

The charity does not have policy on reserves; however, the charity does have a bank account of unrestricted funds of £2,136, agreed by the Committee to only be accessed in the event of a necessity. The Treasurer works to maintain enough funds in the bank accounts to fund all forthcoming payments, including expenses for events, donations to the school, second-hand uniform payments to parents and annual administrative payments.




Nan and Jon Neville-Jones are our Independent Examiners appointed to examine the accounts. Nan was previously a primary school headteacher and trustee of a children's charity and Jon was managing partner of a large architectural practice based in London and chair of a local housing organisation. They will not be paid for their report.

Declarations

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

Signed on behalf of the charity's trustees.

Signature: 

Full Name: Elizabeth Turner

Position: Co-Chair

Date: 17/04/2024

Signature: 

Full Name: Carli Harper

Position: Co-Chair

Date: 17/04/2024



Statement of End of Year Accounts 2023

Receipts and Payments Accounts

For the period from 1 January 2023 to 31 December 2023

All funds are unrestricted

| Receipts | Amount |
|--------------------------|-----------------|
| Fundraising Events | £ 12,476 |
| Easyfundraising | £ 46 |
| Second-hand Uniform Shop | £ 30,891 |
| Total | £ 43,413 |

| Payments | Amount |
|--|-----------------|
| Fundraising Event Costs | £ 5,421 |
| Second-hand Uniform Shop Costs ^{Note 1} | £ 6,764 |
| Second-hand Uniform Shop Refurbishment | £ 12,023 |
| Donations to Norwich High School for Girls | £ 14,729 |
| Administrative Costs | £ 1,319 |
| Total | £ 40,256 |

| | |
|---------------------------------|----------------|
| Net of Receipts/Payments | £ 3,157 |
|---------------------------------|----------------|

| | |
|---|------------------|
| Cash Funds Year End 2022 ^{Note 2} | £ 114,570 |
| Cash Funds Year End 2023 ^{Note 2} | £ 106,116 |

Notes

1: Second-hand uniform shop costs include payments to parents of 50% of sale amount

2: Total includes a bequest of £70,000, a first installment, with additional funds still to follow from the estate

Statement of Assets and Liabilities

| Balance on 1 January 2023 | Amount |
|--|---------------------|
| Barclays Norwich High School Association Community Account | £ 73,521.57 |
| Barclays NHSA Second-hand Uniform Shop Community Account | £ 31,462.54 |
| Handelsbanken Reserve Account | £ 2,093.56 |
| Cash | £ 7,492.21 |
| Available funds | £ 114,569.88 |

| Balance on 31 December 2023 | Amount |
|--|---------------------|
| Barclays Norwich High School Association Community Account | £ 93,054.98 |
| Barclays NHSA Second-hand Uniform Shop Community Account | £ 10,899.03 |
| Handelsbanken Reserve Account | £ 2,136.04 |
| Cash | £ 26.04 |
| Available funds | £ 106,116.09 |



Donations to Norwich High School for Girls

| Item | Amount |
|---|--------------------|
| Chess Equipment | £ 290.00 |
| Benchtop Planner / Thicknesser for Product Design | £ 450.00 |
| Modern Foreign Languages Career Workshops | £ 400.00 |
| Mural for Art Room in Prep School | £ 600.00 |
| Musical Instruments for Prep School | £ 600.00 |
| Well-being Event for Women | £ 450.00 |
| Netball Uniforms for PE | £ 850.00 |
| Buzzers for school challenge | £ 200.00 |
| Dell Computers for Design Technology | £ 5,000.00 |
| Formbox desktop for Design Technology | £ 954.00 |
| Spike Kit for Design Technology | £ 425.00 |
| Furniture and Decorations for Year 11 common room | £ 200.00 |
| Speaker to visit for PSHE | £ 1,000.00 |
| Paris Trip 2024 (NHSA designated Education Fund for bursary students) | £ 1,300.00 |
| Quality Girls Crochet Dolls for Prep School | £ 560.00 |
| Playground Scooters for Prep School | £ 500.00 |
| Sandpit for Prep School | £ 300.00 |
| Sofa Covers for Sixth Form | £ 200.00 |
| 1st IX Hockey Shirts for PE | £ 450.00 |
| Total | £ 14,729.00 |



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

Norwich High School Association

On accounts for the year
ended

31/12/2023

Charity no
(if any)

1046984

Set out on pages

5 - 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

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:

Jon Neville Jones

Date:

22.04.2024

Name:

JON NEVILLE JONES

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

Address:

3 BEECHBANK
NORWICH
NR2 2AL

Only complete if the examiner needs to highlight 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.