



Norwich High School Association
Registered Charity Number 1046984

Trustees' Annual Report for the Financial Year 2024
1st January – 31st December 2024

The Trustees submit their report and accounts for the year ended 31st December 2024.

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 (the objects) is to advance the education of pupils in the school in particular by:

1. Developing effective relationships between the staff, parents and others associated with the school
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

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 and was most recently updated on the 17th April 2024.

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

For the year ending 31st December 2024, the Committee was headed by the officers listed below:

Co-Chair: Carli Harper-Penman (elected September 2023)
Co-Chair: Elizabeth Turner (elected September 2023)
Vice-Chair: Vacant
Treasurer: Kelly Towler (elected September 2023)
Secretary: Emma Coulson (elected September 2023)

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



Achievements and Performance

The NHSA has undertaken an extensive programme of fundraising events during 2024 which has 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 students, a visit by the Wonderdome Planetarium and a cake sale.

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 2024, the fundraising programme enabled the NHSA to donate to Norwich High School for Girls funds totalling £16,527.87. The NHSA has made a concerted effort to produce a simple method of bid application and approval. Bids can now be decided by vote in real-time, provided they meet NHSA criteria. This represents a leap forward in the speed of decision making from the committee.

Major achievements this year include broadening the scope of bids approved across both the prep and senior schools. Sports have been well represented for the first time in years, with significant donations for equipment for gymnastics, cricket, netball, hockey and rowing. STEM is well represented with significant donations made to F24, product design and technology. The prep school has also received play equipment, and a significant donation made towards a parent pastoral online resource.

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

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

We bid farewell to Emma Coulson and Kelly Towler who have sat as secretary and treasurer respectively. We extend our sincere thanks to them both, with special mention to Mrs Towler who has spent significant time on the accounts and documents for the NHSA. We are indebted to her.

We also say goodbye to Miss Alison Sefton, Head of NHSG. We would like to thank Alison for driving forward the mission of the NHSA, being a critical friend and pushing us to make bolder decisions which have benefited the school community. We wish her well in Glasgow and will sincerely miss her input.

Finally, we say a sad goodbye to Mrs Liz Waller. Liz joined the NHSA some 13 years ago when her daughter, Izzy, was in Reception class. Liz an alumna herself, has been a tireless champion of the school & the NHSA for over a decade. With a passion for sports



and music, Liz has always placed the girls at the center of the NHSA & we will miss her hugely. We hope she considers returning to us as an alumni member, and we wish Izzy well in her singing career as she moves to Guildford this summer. Thank you Liz, for being a true stalwart of the NHSA.

Financial Review

The total receipts raised from the fundraising of the NHSA for 2024 is £36,339 and includes receipts from fundraising events and the second-hand school uniform shop. The total payments made in support of these activities is £16,069. Administrative costs for the year, including bank fees and Parentkind membership totalled £500. We received £75 compensation from Barclay's Bank in relation to the length of time it took to resolve the mandate for the bank accounts.

Second-hand uniform shop sales have been extremely successful again this year, generating £24,907 in sales. Parents are transferred 50% of the sale amount for each item donated to the shop once the item has sold. Including these payments, the expenses for the shop totalled £9724. 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. During 2024 we received a further £40,000 bequest on the 5th February. It is anticipated the remaining funds from the estate will take a significant amount of time to arrive. 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. It is anticipated approximately £40,000 of these funds will be donated to the school in 2025 for the development of a Mac Suite to support the development of GCSE and A-Level students in Music, Computing, Art and Product Design.

The charity does not have policy on reserves; however, the charity does have a bank account of unrestricted funds of £2,189.42, 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 refund 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:

A handwritten signature in black ink, appearing to be "Elizabeth Turner".

Full Name: Elizabeth Turner

Position: Co-Chair

Date: 9th June 2025

Signature:

A handwritten signature in black ink, appearing to be "Carli Harper".

Full Name: Carli Harper

Position: Co-Chair

Date: 9th June 2025

Statement of End of Year Accounts 2024

Receipts and Payments Accounts

For the period from 1 January 2024 to 31 December 2024

All funds are unrestricted

Receipts	Amount
Fundraising Events	£ 10,479
Bequest by Leona Levine	£ 40,000
Bank Interest and Compensation	£ 128
Second-hand Uniform Shop	£ 25,860
Total	£ 76,467

Payments	Amount
Fundraising Event Costs	£ 6,345
Second-hand Uniform Shop Costs	£ 9,724
Donations to Norwich High School for Girls	£ 16,528
Administrative Costs	£ 500
Total	£ 33,097

Net of Receipts/Payments	£ 43,370
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Cash Funds Year End 2023	£ 106,116
Cash Funds Year End 2024	£ 149,486

Statement of Assets and Liabilities

Balance on 31 December 2023	Amount
Barclays Norwich High School Association Account *****994	£ 93,054.98
Barclays NHSA Second-hand Uniform Account *****252	£ 10,899.03
Barclays Account *****326	£ -
Barclays Account *****042	£ 0.19
Handelsbanken Reserve Account	£ 2,136.04
Cash	£ 26.04
Available funds	£ 106,116.28

Balance on 31 December 2024	Amount
Barclays Norwich High School Association Account *****994	£ 118,631.07
Barclays NHSA Second-hand Uniform Account *****252	£ 29,226.65
Barclays Account *****326	£ -
Barclays Account *****042	£ 0.19
Handelsbanken Reserve Account	£ 2,189.42
Cash	£ 427.60
2025 Payment of 2024 Expenses Claim for Donation to NHSG	-£ 988.88
Available funds	£ 149,486.05



Donations to Norwich High School for Girls

Item	Amount
Booster Block for Cheerleading Club	£ 310.00
Wonderdome Planetarium Event	£ 1,140.00
Freshwater Watch	£ 400.00
Pancake Makers for Modern Foreign Languages	£ 79.98
Drum Kit	£ 800.00
Crochet Dolls for Prep School	£ 250.00
Hockey Shirts for PE Department	£ 230.00
Sensory space for Prep School	£ 400.00
Water Station for Prep School	£ 257.00
Drum Cases	£ 361.00
Metal detectors	£ 300.00
FlashForge Printer for Product Design	£ 550.00
UJK Holding Accessory Kit for Product Design	£ 200.00
Garden Games	£ 250.00
Glide-tide single seat sculling boat	£ 3,837.60
Sand Pit	£ 350.00
F24 Team - Car upgrades	£ 3,000.00
Tooled Up Subscription	£ 2,000.00
Football Kit	£ 719.03
Dry Coats for Football Team	£ 1,093.26
Total	£ 16,527.87



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**

31/12/2024

**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 31/12/2024.

**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:

Date: 07/06/2025

Name:

Jon Neville-Jones

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

None

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.