



NOTTING HILL & EALING  
HIGH SCHOOL

2 Cleveland Road, Ealing, London W13 8AX  
Registered Charity Number 1055543

## **NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD**

**ACCOUNTS FOR THE YEAR ENDING  
31 AUGUST 2022**

Registered Charity 1055543

## **CHARITY INFORMATION**

### **TRUSTEES**

#### **Teachers:**

Matthew Shoults  
Kate Bevan  
Clair Sargison

#### **Parents:**

Sharmila Antao – Deputy Treasurer  
Alan Brown  
Katharine Hunt  
Simon King-Cline – Co-Chair of careers  
Richard Odumodu – Treasurer  
Alison Palmer – Co-chair of careers  
Debbie Williams  
Pooja Aggarwal – Chair – SFRC  
Abi Shuttleworth  
Iain Fratter - Chair  
Frank Proud – Secretary  
Clare Wimalasundera  
Danielle Plank

### **REGISTERED OFFICE**

Notting Hill & Ealing High School Parents' Guild  
2 Cleveland Road  
Ealing  
London  
W13 8AU

### **INDEPENDENT EXAMINER**

Graham Paul Limited - Chartered Accountants  
Ground Floor,  
Wilson House, 5 Ash Tree Court,  
Woodsy Close  
Cardiff Gate Business Park  
Cardiff  
CF23 8RW

### **BANKERS**

HSBC Bank Plc

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## **NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD TRUSTEES' ANNUAL REPORT**

The trustees present their report with the financial statements of the charity for the year ended 31 August 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### **Structure, Governance and Management**

The Charity is governed by the Constitution as amended on 17 November 2016; it is managed, and reports to the Charities Commission, in accordance with the Charities Act 2011. The Charity is inscribed in the Register of Charities under charity number 1055543; the statutory return for the year ended 31<sup>st</sup> August 2021 has been duly filed with the Charities Commission.

All parents of children at the school are automatically members of the NHEHS Parents' Guild without payment of any fees, dues or subscriptions; all members are entitled to make voluntary donations to the Guild.

The Charity is managed by a Board of Trustees which meets as a General Committee at least 3 times a year; at the beginning of every school term with a further meeting being held on the day of the AGM.

The Honorary President of the Trustees is the Headmaster of the senior school and there are three elected Honorary Officers (The Chair, Secretary and Treasurer); All trustees can serve a three-year term and then be re-elected for a further three years.

Trustees representing the parents are drawn and elected from amongst the members of the NHEHS Parents' Guild at the Annual General Meeting of the Charity and Trustees representing the school are drawn from the teaching staff by nomination of the Head of the senior school.

The General Committee retains the sole right to make all decisions relating to: -

- Distribution of surpluses and reserves
- Governance
- Accountancy
- Risk Management
- Liaison and relationships between the Charity and the School
- Liaison with and reporting to the Charities Commission

In order to efficiently conduct its activities and achieve its objects, the Charity has established two specialist committees, which report to and are overseen by the General Committee: -

- The Careers Committee organises a biennial Careers Conference at which the girls in the senior school can talk to and learn from suitably experienced professionals from within diverse careers and qualification pathways. In order to do this, it maintains a database of parents and alumni who have offered work experience or would volunteer to provide careers advice. The alternate years have seen the introduction of a new event focussed on developing the essential skills required in the workplace.
- The Social and Fundraising Committee that organises all the social events run for children and parents alike and, where appropriate, other members of the local community may also participate. All the events run by this committee are budgeted to make a surplus; these surpluses are the principal source of funding for the Charity.

## **NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD TRUSTEES' ANNUAL REPORT**

### **Structure, Governance and Management - continued**

The Chairs of these two specialist committees are appointed by the General Committee but membership is open to any parent or teaching staff member who has an interest in the goals of the Charity and the particular committee concerned.

### **Objectives of the Charity**

The object of the Guild is to advance the education of the pupils of Notting Hill & Ealing High School by providing and assisting in the provision of facilities for education, and bring together our parents, Schools and community for the benefit of the pupils.

### **Activities Of The Charity for the Year**

The Parents' Guild continued to receive strong support from staff and parents as the restrictions due to the Covid pandemic eased. As the ability to have, and willingness to attend, events increased, the Guild continued to adapt and explore new ways to raise funds in support of its objectives and engage with all its stakeholders. This year also saw changes in the membership and office holders on General Committee and Board of Trustees (including a new Head Mistress of the Junior School). These transitions and planning for the School's upcoming 150<sup>th</sup> anniversary (2023-2024), provided an opportunity for the Guild to reflect deeply on its purposes, its operation, the use of funds and how it communicates. To that end, the General Committee established a Working Group to consider its evolution. The output of the Working Group in the Summer term will be encapsulated in an Annual Plan framework, and a decision was taken for a portion of the Guild's annual funds to be contributed directly to the NHEHS Bursary Campaign Fund from 2022-23 onwards.

### **Careers Committee**

In 2021-22 the Careers Committee held 2 events; a Spring term event for Year 11 that offered the girls the opportunity to engage in question and answer sessions with panellists, and a repeat of the skills convention held in the Summer term. As hoped, the skills convention was run as a fully face to face event. The event again consisted of three themed workshops focussed on specific identified skills – CV writing, digital networking and interview practice – and received significant positive feedback. This year the Careers Committee also conducted an outreach programme to refresh and increase the database of present volunteers. This will support next year's activities, which include plans for the largest careers event since prior to the pandemic to be held in the Spring term.

### **Social and Fundraising Committee**

In 2021-22 the Social and Fundraising Committee initially noted residual hesitancy to attending large events, so the Autumn and Spring terms had fewer events than historically planned. Despite this the annual Christmas Bazaar maintained its place in the calendar and was well attended. With pandemic precautions receding further by the Summer Term, the usually Junior School focussed event, Fun Day, was replaced by a community event called HillFest. The initiative for this event came from the School's desire to engage more parents and more students across the whole School (Junior and Senior) with a post-pandemic showcase of the whole School and all its talents. As this was a School-led event in partnership with the Social and Fundraising Committee in a supporting role, the Guild agreed to make a financial contribution of the income it generated at the event to the School's event costs.

This year, the success of the increased frequency of second-hand school uniforms covid-safe sales events during 2020-2021 was supplemented by digitising the sales process with the establishment of the 'Pre-loved Uniform Digital Shop' (PUDS) at the start of the Spring term.

The income derived from PUDS made a significantly higher contribution in 2021-2022 than the sale of used uniforms in previous years. This served to offset reduced income from fewer events and has the potential of additional efficiency gains by its integration with other Guild activities and events going forward.

### **Donations**

The Guild donated £15,000 to the school in the year to 31 August 2022, an increase on its donation of £4,000 in the year to 31 August 2021.

### **Reserves and Disbursements**

As at 31 August 2022 the Charity had net general uncommitted reserve of £24,460 (£21,276 as at 31 August 2021), all of which were held on current and interest bearing accounts with the HSBC UK Bank.

The Trustees hope that in meeting the objects of the Charity, the Charity will continue to be in a position to support the school in educating the pupils in a friendly and supportive environment. Subject to holding reserves to fund event costs in advance of income, the Charity aims to donate all surplus income over expenditure to the School, and the aim in future years is for disbursements to be aligned in support of specific items agreed in the Annual Plan.

### **Acknowledgments**

The Trustees would like to express special gratitude to the numerous volunteers from amongst parents, families and friends of children in both the junior and senior departments of the school; without their tireless and unselfish help and support the objects of the Charity could not be achieved.

The Trustees would also like to express their most sincere thanks to the teaching body, secretarial and administration personnel and the facilities staff of both the junior and senior departments for their very kind co-operation and assistance throughout the year.

### **Declaration**

The Trustees have approved the Trustees Report and attached financial statements at their meeting of 16 January 2023.

**Signed for and on behalf of the Trustees of the Notting Hill & Ealing High School  
Parents' Guild,  
Registered Charity number 1055543**



**Iain Fratter  
Honorary Chair**



**Richard Odumodu  
Honorary Treasurer**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2022 which are set out on pages 8 to 11.

**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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



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CF23 8RW

16 January 2023

**NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2022**

|  | Note | Year Ended<br>31 August<br>2022<br>£ | Year Ended<br>31 August<br>2021<br>£ |
|--|------|--------------------------------------|--------------------------------------|
| <b>Income</b>                                      |      |                                      |                                      |
| - Fundraising                                      |      | 33,257                               | 10,487                               |
| - Interest Income                                  |      | 4                                    | 1                                    |
| <b>Total Income</b>                                |      | <b>33,261</b>                        | <b>10,488</b>                        |
| <b>Costs of Fundraising</b>                        |      |                                      |                                      |
| - Costs of fundraising                             |      | (14,936)                             | (3,544)                              |
| - Administrative costs                             |      | (640)                                | (0)                                  |
| <b>Total Costs</b>                                 |      | <b>(15,576)</b>                      | <b>(3,544)</b>                       |
| <b>Net Income On Activities</b>                    |      | <b>17,685</b>                        | <b>6,944</b>                         |
| Donations made                                     |      | (15,000)                             | (4,000)                              |
| <b>Excess/(Deficit) Of Income Over Expenditure</b> |      | <b>2,685</b>                         | <b>2,944</b>                         |
| General Reserve Brought Forward                    |      | 21,276                               | 18,332                               |
| <b>General Reserve Carried Forward</b>             |      | <b>23,961</b>                        | <b>21,276</b>                        |

There were no recognised gains or losses other than the loss in the financial period. All income and expenditure relate to unrestricted funds.



**NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD  
BALANCE SHEET  
THE YEAR ENDED 31 AUGUST 2022**

|   | Note | Year Ended<br>31 August 2022<br>£                      £ |               | Year Ended<br>31 August 2021<br>£                      £ |               |
|---|------|--|---------------|--|---------------|
| <b>Current Assets</b>                       |      |  |               |  |               |
| Cash  |      | 24,461   |               | 21,276   |               |
| <b>Total Assets</b>                         |      |  | <b>24,461</b> |  | <b>21,276</b> |
| <b>Current Liabilities</b>                  |      |  |               |  |               |
| Accruals                                    | 5    | (500)  |               | (0)  |               |
| <b>Total Liabilities</b>                    |      |  | <b>(500)</b>  |  | <b>(0)</b>    |
| <b>Total Net Assets</b>                     |      |  | <b>23,961</b> |  | <b>21,276</b> |
| <b>Unrestricted Reserve</b>                 | 6    |  |               |  |               |
| - General                                   |      |  | 23,961        |  | 21,276        |
| - Designated                                |      |  | -             |  | -             |
| <b>Unrestricted Reserve Carried Forward</b> |      |  | <b>23,961</b> |  | <b>21,276</b> |

Signed on behalf of the Board of Trustees



.....

**Richard Odumodu**

**HONORARY TREASURER**

**NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD  
NOTES TO THE ACCOUNTS**

**1. ACCOUNTING POLICIES**

**1.1 Accounting Convention**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**1.2 Incoming Resources**

Income is recognised on occurrence of the fundraising events.

**1.3 Expenditure Recognition**

Costs are recognised as incurred. All costs are incurred in respect of fundraising for the charity.

Donations are recognised as committed creditors when approved at the relevant Trustee meetings.

**1.4 Taxation**

The Charity is exempt from taxation in respect of all non-trading activities.

**1.5 Fund structure**

All funds are included within one general unrestricted fund.

**2. TRUSTEES' REMUNERATION AND EXPENSES**

No remuneration or expenses were paid to the trustees during the year.

**3. CHARITABLE ACTIVITIES COSTS**

Resources expended for charitable activities are solely in respect of donations to the school.

**4. ADMINISTRATIVE COSTS**

|                | <b>2022</b> | <b>2021</b> |
|----------------|-------------|-------------|
|                | <b>£</b>    | <b>£</b>    |
| Accountancy    | 500         | 0           |
| Administration | <u>140</u>  | <u>0</u>    |
|                | <u>640</u>  | <u>0</u>    |

**NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD  
NOTES TO THE ACCOUNTS (CONTINUED)**

**5. CREDITORS**

|                  | Year Ended<br>31 August 2022<br>£ | Year Ended<br>31 August 2021<br>£ |
|------------------|-----------------------------------|-----------------------------------|
| Accountancy Fees | 500                               | 0                                 |
| <b>Total</b>     | <u>500</u>                        | <u>0</u>                          |

**6. FUNDS**

***Unrestricted Funds***

|                             | Designated<br>£ | Not<br>Designated<br>£ | Total<br>Unrestricted<br>£ |
|-----------------------------|-----------------|------------------------|----------------------------|
| As at 1 September 2021      | -               | 21,276                 | 18,332                     |
| Incoming resources          | -               | 33,261                 | 10,488                     |
| Outgoing resources          | -               | (30,576)               | (7,544)                    |
| Transfer                    | -               | -                      | 0                          |
| <b>As at 31 August 2022</b> | <u>-</u>        | <u>23,961</u>          | <u>21,276</u>              |

All assets and liabilities are attributable to the general reserve. The funds have been generated by fundraising activities as detailed in the Trustees' Report. The reserve will be used to generate further funds and ultimately for donations to the school.

**7. CONTROL**

The charity is controlled collectively by the Board of Trustees.