



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 2023**

Registered Charity 1055543

CHARITY INFORMATION

TRUSTEES

Teachers:

Matthew Shoults – Honorary President
Kate Bevan – Head of Junior School
Claire Sargison – Deputy Head of Junior (Academic)

Parents:

Sharmila Antao – Honorary Treasurer
Alan Brown
Katharine Caine
Simon King-Cline – Joint Chair of Careers Committee
Richard Odumodu – Treasurer
Alison Palmer – Joint Chair of Careers Committee
Debbie Williams
Pooja Aggarwal – Joint 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
Court House
Court Road
Bridgend
CF31 1BE

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 2023.

Structure, Governance and Management

The Charity is governed by the Constitution as amended on 24 April 2023; 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 August 2023 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 (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 selected 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 objectives, the Charity has now supplemented two previously established specialist committees, with a third operational group, 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 Committee organises all the social events run for children and parents alike and, where appropriate, other members of the local community may also participate. All events run by this committee are budgeted to make a surplus
- The Digital Shop Committee has evolved beyond solely facilitating the sale of 'Pre-Loved Uniforms' at a higher frequency into a resource that has enabled the Guild to consolidate a number of other operations and activities (item sales, charity appeals) across a broad range of stakeholders in the school community. The operations undertaken by this committee are designed to make a surplus.

The Chairs of these three 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 activities of the particular committee concerned. The surplus generated by the Social and Digital Shop Committees are the principal sources of funding for the Charity.

Objectives of the Charity

The objectives of the Guild are to advance the education of the pupils of Notting Hill and Ealing High School by providing and assisting in the provision of facilities for education, and to 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 – event attendance benefitted from the lack of restrictions of the Covid pandemic, while community engagement also reaped the benefits of embedded adaptations to how the Guild raises funds in support of its objectives and engages with all its stakeholders. During the year, while preparations continued for the School's upcoming 150th anniversary (2023-2024) and the construction of a new Junior School building began its progress, the Guild aligned its strategic planning and began the implementation its Annual Plan framework.

The Annual Plan was a key output of the 2021-2022 Working Group established to reflect on the Guild's purpose, operations, management and use of funds, and communication to guide its evolution. It requires the Treasurer and Chair to work together on a target allocation of funds to be agreed by the General Committee in line with School and Guild priorities. As such, the decision for a portion of the Guild's annual funds to be contributed directly to the NHEHS Bursary Campaign Fund from 2022-2023 onwards will be met in 2023-2024 by the Spring Ball (March 2024) celebrating the School's 150th Anniversary. This year saw no changes to office holders but there were changes in the membership of the General Committee and Board of Trustees at the end of the year, with a number of long-serving Trustees and committee chairs completing their tenures with distinction.

Careers Committee

In 2022-2023 the Careers Committee held 2 events; The Careers Fair returned in the Spring Term, and as planned was the largest since prior to the pandemic, bringing together 350 girls with 80 careers advisors in a typically well received event that offered the pupils the opportunity to engage, network and learn about a range of traditional and emerging career options. During the Summer Term, the Skills Workshop was repeated and 150 girls benefited from themed sessions focussed on specific identified skills - CV writing, interviewing and networking - with significant positive feedback. This year the Careers Committee also supported the School in finding careers speakers for assembly based activities.

Social Committee

In 2022-2023 the Social Committee maintained its focus on bringing the School community together through a series of events. The key event it led this year was the annual Christmas Bazaar and despite the absence of significant sponsorship, but with typically high attendance and engagement, the event made a significant contribution to Guild funds on an adjusted basis. The other key event was the repeat of HillFest, the School-led event in partnership with the Social Committee to showcase the whole School and all its talents, where the Guild makes a financial contribution of the income it generated at the event towards costs borne by the School. The latter part of the academic year was spent leading the planning for the Spring Ball to be held in March 2024.

Digital Shop Committee

In 2022-2023 the Digital Shop continued to expand on the success of the original remit organising the sale of Pre-Loved Uniforms, and has continued to evolve and integrate a range of other Guild activities. This development has allowed us to consolidate operations, capture

cost efficiencies with improved control of inventories and better manage financial risks, with significant benefit. The total income derived and financial contribution from the Digital Shop is approximately 33% higher in 2022-2023 than last year and is expected to remain a key income driver for the Charity.

Donations

The Guild donated £1764 to the school in the year to 31 August 2023, a reduction on its donation of £15,000 in the year to 31 August 2022. However, an additional £21,500 donation was approved by the General Committee in the year to 31 August 2023 but it was agreed that disbursement would take place in the following financial year in alignment with the construction schedule of the new Junior School building (due to be officially opened in February 2024) where the (fixed asset) item to be purchased will be deployed and utilised.

Disbursement

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 now aims for disbursements to be aligned with the execution of the Annual Plan for the first time in 2023-2024 so higher reserves were planned for at the end of 2022-2023. In addition, with an increased focus on risk and cash management, the Charity began to benefit from the higher interest rate available on cash balances from October 2022 throughout the year.

As a result of the delayed disbursement, as at 31 August 2023 the Charity had a net general uncommitted reserves of £39,096 (£24,460 as at 31 August 2022), all of which were held in current and interest bearing accounts with the HSBC UK Bank.

Acknowledgements

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 approved the Trustees Report and attached financial statements on 29 February 2024.

**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 2023 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.



J Payne ACA
Graham Paul Limited
Court House
Court House
Bridgend
CF31 1BE

1 March 2024

**NOTTING HILL & EALING HIGH SCHOOL PARENTS' GUILD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2023**

	Note	Year Ended 31 August 2023 £	Year Ended 31 August 2022 £
Income			
- Fundraising		28,100	33,257
- Interest Income		244	4
Total Income		28,344	33,261
Costs of Fundraising			
- Costs of fundraising		(10,443)	(14,936)
- Administrative costs		(1,492)	(640)
Total Costs		(11,935)	(15,576)
Net Income On Activities		16,498	17,685
Donations made		(1,764)	(15,000)
Excess/(Deficit) Of Income Over Expenditure		14,645	2,685
General Reserve Brought Forward		23,961	21,276
General Reserve Carried Forward		38,606	23,961

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 2023**

	Note	Year Ended 31 August 2023 £		Year Ended 31 August 2022 £	
Current Assets					
Cash		39,596		24,461	
Total Assets			39,596		24,461
Current Liabilities					
Accruals	5	(990)		(500)	
Total Liabilities			(990)		(500)
Total Net Assets			38,606		23,961
Unrestricted Reserve	6				
- General			38,606		23,961
- Designated			-		-
Unrestricted Reserve Carried Forward			38,606		23,961

Signed on behalf of the Board of Trustees



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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

	2023	2022
	£	£
Accountancy	1,390	500
Administration	<u>102</u>	<u>140</u>
	<u>1,492</u>	<u>640</u>

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

5. CREDITORS

	Year Ended 31 August 2023 £	Year Ended 31 August 2022 £
Accountancy Fees	990	500
Total	<u>990</u>	<u>500</u>

6. FUNDS

Unrestricted Funds

	Designated £	Not Designated £	Total Unrestricted £
As at 1 September 2022	-	23,961	21,276
Incoming resources	-	28,344	33,261
Outgoing resources	-	(13,699)	(30,576)
Transfer	-	-	-
As at 31 August 2023	<u>-</u>	<u>38,606</u>	<u>23,961</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.