

Friends of Saint Nicholas School (Old Harlow)

Annual Report for the 2024-25 Fiscal & Academic Year

1 Objectives & Activities

The Friends of Saint Nicholas School (The Friends) aim to raise funds to supplement and advance the education of pupils at Saint Nicholas School, Old Harlow (the School), both in terms of (i) non-essential but beneficial facilities and/or equipment that might otherwise not be accommodated by the School's budget in that year and (ii) fostering a greater sense of community amongst students, staff, and parents through engaging experiences that bring everyone together in an extracurricular, recreational environment.

Throughout the year, The Friends host a variety of fundraising activities primarily around UK holidays including Halloween, Bonfire Night, Christmas, Mothers Day and Fathers Day. The Friends also provide food and refreshments at the School's Sports Day and sponsor special Film Nights for the lower school. The Friends largest event is a Summer Ball that is held annually to celebrate the year's achievements and mark the end of School with Parents and that year's Y11 Leavers. Throughout the school year The Friends also run a Uniform Resale Shop that provides gently used uniforms and sports kit at highly discounted prices. General fundraising is passively undertaken via EasyFundraising.

The trustees affirm that they have complied with the duty in section 4 of the 2006 Act to have due regard to guidance on public benefit published by the Commission

2 Achievements & Performance

Over the course of the 2024-25 academic year, The Friends raised a total of £5,299 from 10 events as well as their Uniform Shop and general fundraising efforts. This amount is underrepresented by £3,000 due to a credit/ refund received in the prior year that was earmarked for this year's Summer Ball expenses.

One of the most anticipated and enjoyed School and broader community events hosted by The Friends is their annual Bonfire and Fireworks Night that takes place near the start of the school year. This year's event was no exception. It was very well attended and generated £1,046 despite increased pressure on food and drink profit margins. The Friends flagship event takes place at the close of the year, their annual Summer Ball. This year the ball was held on school grounds as a result of being left without a suitable venue the year before. Hosting at the school created a variety of challenges and significantly increased costs that were partially funded by the substantial refund from the prior year's venue. Overall the night generated a loss prior to the credit, as expected given the change in venue. After applying the rebate, the event would yield around £1,700 profit and, most importantly, the ultimate purpose of celebrating the year and the Y11 Leavers was certainly accomplished.

The Friends adapted their buying and pricing strategy around the Mother's and Father's Day gift sales. This yielded sizeable increases in profit for both.

The highly profitable Film Night offering continued for Easter 2025 and is very much enjoyed by the Lower School. Given the success and relatively straightforward delivery of this event it is anticipated that these evenings will continue in the coming years.

In response to comments from parents, The Friends improved the quality of the food offering at Sports Day but chose to keep prices low to drive purchases. While this was successful it did significantly impact profitability. The weather was cooperative and resulted in a very respectable profit of £1,175.

This was also the third full year of operation for the Uniform Resale Shop. It continues to be very popular with parents and has generated over £2,000, surpassing all other individual event contributions.

One of the biggest challenges faced by The Friends is parents' lack of willingness and/or ability to attend after school and/or weekend events in order to supervise their children. This has specifically impacted the popularity of both the Christmas and Summer Fayre's – most notably for the pupils in Y5-Y11. Both events require parent's to attend and supervise their children from midday when classes are dismissed. As a consequence of low uptake, The Friends had to cancel the planned roller disco at Christmas. Despite a concession from the vendor which allowed the event to be moved to the spring, no suitable alternative could be found and, ultimately resulted in a substantial loss of the deposit. These same issues around timing and parental supervision also led to the decision to not host the traditional Summer Fayre.

Despite the above challenges, the Christmas Fayre continues to be of significant importance to both the younger school pupils and also, notably, for hosting Young Carers from the Harlow community. This is a cause dear to many and continues to motivate The Friends and school staff to find ways to make the event meaningful and entertaining.

For more details on all of The Friends events and achievements, please see the Statement of Financial Activity and accompanying Notes.

3 Financial Review

The Friends hold no statutory level of reserves, no material funds have been designated or set aside for future expenditure and there are no fund deficits. All funds are unrestricted.

When the School's Board of Governors identifies a need that would be better met by a donation of facilities and/or equipment from the Friends this is put forward and, most often, supported by The Friends. Smaller donations are also made throughout the year to support various charitable causes championed by the students themselves.

The most sizeable donation this year was for a Colour Run. This event began last year when the Friends were asked to sponsor a Colour Run as part of the schools wellbeing days but specifically as a tribute to the memory and legacy of Mrs.Katie Beston, a former teacher. It was so thoroughly enjoyed by students, staff and parent volunteers that it has become an annual tradition. This year the event was postponed until the following autumn because of very warm weather.

For more details on all of The Friends achievements, please see the Statement of Financial Activity and accompanying Notes. The Financial Summary has been prepared in alignment with the SORP to the extent applicable.

4 Structure, Governance & Management

The Friends are established under a Constitution dated 3 October 2008.

All Safeguarding matters, including individual Event Risk Assessments and Audits, are undertaken by Staff of Saint Nicholas School as they are best qualified to conduct such reviews. The Friends rely solely on The School's guidance and judgement in these matters. All of The Friends trustees, officers and volunteers are required to submit to and pass DBS checks prior to serving at any function.

The Friends are responsible for obtaining the necessary event licenses and holding their own insurance.

No person or external body is entitled to appoint any charity trustees to The Friends.

5 Reference & Administrative

The Charity is registered as Friends of Saint Nicholas School (Old Harlow) and is often simply referred to as 'The Friends'. The charity Registration Number is 112670 and its principal office is at Saint Nicholas School, Hobbs Cross Road, Harlow CM17 0NJ.

The charity's trustees on the date this report was approved include Sara Fisher as Chairperson, Rebecca Cummings as Secretary. The Treasurer was Tosha Henderson. In the spring of 2025, Annabel Ottey began taking on significant responsibilities (from her role as a general committee member), effectively shadowing Rebecca and Sara, in order to ensure a smooth transition when Sara Fisher steps down as Chair in July 2026. At that time, Rebecca Cummings and Annabel Ottey will become Co-Chairpersons for the 2026-27 year. Rebecca Sparks has also agreed to take on the Treasury and Finance support beginning in July 2026 for the 2026-27 year.

The Friends and its Trustees do not act as custodian trustees or hold any assets in that capacity.

Signed:



Name: Sara Fisher
Chairperson

Rebecca Cummings
Secretary

Date

3/6/26.

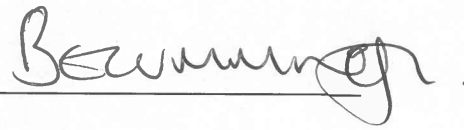
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Signed:



Name: Sara Fisher
Chairperson

Rebecca Cummings
Secretary

Date

03/06/26

**Independent Examiner's Report on the Accounts
Friends of Saint Nicholas School (Old Harlow)
For the 2024-25 Fiscal & Academic Year**

**Responsibilities and basis
of report**

I report to the trustees on my examination of the accounts of The Friends of Saint Nicholas School (Old Harlow), Charity Number 112670, for the year ended 31/07/2025.

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 accounts carried out under section 145 of the 2011 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 to the best of my knowledge and ability.

**Independent examiner's
statement**

The charity's gross income DOES NOT exceed £250,000 and, as such, I am qualified to undertake the examination.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:



Date:

22/5/2026

Name:

Yvette Mardel
Bursar, Saint Nicholas School

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

N/A

Address:

Saint Nicholas School (Old Harlow)
Hobbs Cross Road
Old Harlow
Essex
CM17 0NJ

Friends of Saint Nicholas School (Old Harlow)

<u>Trading Activities:</u>	<u>Income</u>	<u>Expenditure</u>	<u>Profit/ (Loss)</u>	<u>Prior Year</u>	<u>Notes:</u>
Halloween Disco	1,750	(796)	954	1,125	1
Bonfire	3,323	(2,278)	1,046	940	2
Christmas Gift Sale	2,401	(1,800)	601	1,009	
Christmas Fayre	3,062	(2,691)	371	417	3
Mothers Day	1,655	(472)	1,183	891	4
Film Night	832	(87)	745	593	
Roller Disco	-	(762)	(762)	-	3
Summer Fayre	-	(98)	(98)	1,149	
Fathers Day	1,687	(638)	1,049	497	4
Sports Day	2,487	(1,313)	1,175	2,337	
Summer Ball 2025	26,088	(27,467)	(1,379)	5,210	5
Uniform Sales	2,156	(89)	2,067	2,485	6
General Fundraising	1,303	(2,957)	(1,653)	(277)	7
Total from Raising Funds	46,746	(41,447)	5,299	16,374	
Expenditure on Charitable Activities:					
Charitable Gifts to SN	-	(2,035)	(2,035)	(9,187)	8
Student/ Staff Support	-	(1,178)	(1,178)	(1,119)	9
Other Charitable Giving	48	(650)	(602)	(1,284)	10
Total from Charitable Activities	48	(3,863)	(3,815)	(11,589)	
Net Income/ Expenditure	46,794	(45,309)	1,485	4,786	

Notes:

The Friends host a variety of fundraising events to support the school and foster a greater sense of community amongst the students, parents and staff. Any charitable donations to the school are made at the request and with the approval of the school's Board of Governors.

1. The organisation continues to work to find balance between fundraising, entertainment and a sense of environmental responsibility. The decision to stop selling 'light-ups' and other plastic toys has dampened profits but was also well received by parents.

2. Purchase of higher quality food was a big hit as were new offerings. The ability to roll frozen stock forward to future events also helped profits

3. The Fayre is very popular with the Lower School on the last day of term and is a wonderful way to give back to the communities' Young Carers at Christmas. The requirement for parents to attend and supervise their children from midday continues to have a negative impact on uptake in Y5-11. In an effort to drive demand, a new offering of a roller disco was pursued but was insufficient to overcome the drop in demand. The Friends worked with the vendor to modify the Christmas offering in order to remain profitable and deferred the disco in hopes of finding a more beneficial time. This was ultimately unsuccessful and resulted in a loss of deposit.

Friends of Saint Nicholas School (Old Harlow)

4. Savvy purchases and an increased focus on margin per item had a positive impact on both Mother's and Father's Day sales.

5. Both reported amounts are significantly impacted by extraordinary charges/ rebates. Effectively £3k was received in the prior year that should be reallocated from that years profit to this year. This would result in profits of £1621 and £2210 respectively. It was a challenging but very successful year for the ball. The Friends were needing to secure a new venue after very poor performance at the prior year's venue which had also been booked for this year. The ball was ultimately held on school grounds after being unable to secure a suitable venue at such a busy time. As a consequence, outsized investment was required for a marquee, decorations, temporary generator and all of the event staff and materials. These expenses were covered by the sizeable refund received in the prior year. The event continues to be impacted by increased ticket prices driven by underlying increases in costs for venue, food and entertainment.

6. All sales are generated from donated/ used uniforms, PE kit, school bags and other related items

7. Income from Easy Fundraising. Expenses for dedicated mobile phone, other equipment & multi-use supplies to support events. Notable purchases this year were in support of better food prep, storage and display equipment. There are also recognition/ gifts to members who made significant contributions to the running of this year's events.

8. The bulk of this expense was for The Friends sponsorship of another fabulous Colour Run at the school which has become an annual tradition. This year, extremely warm weather caused it to be deferred from the end of the year to the following Autumn but it was still very much enjoyed by all. The remaining £500 went towards afterschool club toys for the younger years.

9. Staff gifts, Christmas crackers, Easter Eggs, snacks and drinks at certain sporting events, theatre outings, etc. A The most sizeable donations were £660 for Easter Eggs and over £400 on gift cards for the Y11 Leavers at their prom.

10. Donations for the local Community Day and Young Carers

Friends of Saint Nicholas School (Old Harlow)

<u>Changes in Cash Flow</u>	<u>Bank</u>	<u>Cash Float</u>	<u>Profit/ (Loss)</u>	<u>Notes:</u>
Halloween Disco	749	205	954	
Bonfire	(126)	1,171	1,046	
Christmas Gift Sale	(1,105)	1,706	601	
Christmas Fayre	681	(310)	371	
Mothers Day	(331)	1,514	1,183	
Film Night	745	-	745	
Roller Disco	(762)	-	(762)	
Summer Fayre	(98)	-	(98)	
Fathers Day	(515)	1,564	1,049	
Sports Day	(75)	1,249	1,175	
Summer Ball 2024	8,452	(9,831)	(1,379)	
Uniform Sales	2,067	-	2,067	
General Fundraising	(1,655)	2	(1,653)	
Changes to Cash/ Float	(2,220)	2,220	-	
Charitable Gifts to SN	(2,035)	-	(9,187)	
Student/ Staff Support	(1,178)	-	(1,119)	
Other Donations	(488)	(113)	(1,284)	
General & Admin Expenses	-	(35)	-	1
Total	2,107	(658)	(6,290)	

<u>Assets:</u>	<u>Bank</u>	<u>Cash</u>	<u>Prepays</u>	
Opening Balance	23,033	1,757	1,835	
Change from Current Activities	2,107	(658)	-	
Payment for PY Activities	(252)			
Increase in Prepays/ Deposits	(210)	-	210	
Year End Balance	24,679	1,099	2,045	2
Total Assets as at 31/07/25			27,823	

Notes:

1. Amount in loose coins later counted and added to cash

2. Deposits made to reserve venues and entertainment for events