

CHARITY COMMISSION CHAIRS REPORT 2024

Charity Name: Friends of Radnor House Sevenoaks ("Friends" or "FoRH")

Charity Number: 1173266

Address: Radnor House Sevenoaks, Combe Bank Drive, Sundridge, Sevenoaks, Kent, TN14 6AE

Phone: 01959 563720

Email: friends@radnor-sevenoaks.org

Website: <https://www.radnor-sevenoaks.org/friends>

Current Trustees 2023/24

Trustees are the people responsible for controlling the work, management and administrations of the charity on behalf of its beneficiaries. Generally, trustees are treasurer, chair and board member and there should be no fewer than 3 Trustees.

Sarah Wilcher	Appointed 11/10/2022
David Paton	Appointed 18/10/2023
Hayley Newton-Holroyd	Appointed 18/10/2023
Hiten Kika	Appointed 18/10/2023

There are no proposed changes to the trustees for 2024/25.

Proposed Officers for 2023/24:

The charity is managed and administered by a committee comprising the chair, co-chair, treasurer, secretary and any other elected members.

Sarah Wilcher (uncontested, continuing as chair)
Christina Algar (co-chair, resigned)
David Paton (continuing as board member)
Hiten Kika (uncontested, continuing as treasurer)
Hayley Newton-Holroyd (uncontested, continuing as secretary)

Structure

FoRH is a charity registered in England and Wales with the Charities Commission for General Charitable Purposes. It currently comprises four trustees (above) and around 12 volunteers. Membership is open to individuals over the age of 18 or organisations approved by the trustees and ordinarily comprises parents and guardians from when they sign their children up to Radnor House Sevenoaks, unless they decide to opt out, until they give notice or leave.

FoRH is recognised by HMRC for gift aid. It does not own and / or lease land or property.

How the charity is managed

The governing document of FoRH is the Constitution (appendix A) adopted on 5 May 2016, in tandem with the document entitled Operational Arrangements of the same date (appendix B) and the document entitled Purpose and Strategy (appendix C dated 18 November 2022). The new Purpose and Strategy document has ensured that FoRH has a flatter structure with more people involved, allowing greater collaboration and a less top down, vertical set-up.

This allows for more people to be involved in FoRH, in a way they are comfortable with, leading to a happier and more sustainable operation.

A good way of working with the school is imperative to the success of FoRH and a new approach has been in place since October 2022 which has led to greater collaboration, clearer lines of responsibility and communication and ultimately an easier, more open structure.

Objectives

The charitable objectives of FoRH are clearly set out in the Purpose and Strategy document and are principally to create an atmosphere of connection and learning for the children of Radnor House Sevenoaks whilst also creating a stronger whole school community and working with identified charities to raise funds and support specific projects.

Current Charities

Following a process of nominations, short-listing and voting by the children, parents, guardians and staff of Radnor House Sevenoaks, new charities have been in place since the start of this academic year (6 September) and will remain so for a minimum of 1 year, maximum 3 years (subject to any issues with ways of working). These are:

- Round Square Discovery Fund and Bee Keeping project (International charity)
- Children with Cancer (school community charity)
- Valence School (Eynsford Eagles house charity)
- Westerham Food Bank (Hever Hawks house charity)
- Sevenoaks Wildlife Reserve (Lullingstone Kites house charity)
- Sal's Shoes (Penhurst Falcons house charity)

The international charity responsibility sits with the school Headmaster; the school community charity responsibility sits with the school Headmaster and FoRH Co-chairs; and the Senior School Deputy Heads of House and Prep Heads of House are responsible for each of their respective charities.

The charities assembly will take place on 3rd April where confirmed funds will be presented to each charity.

Activities 2023/24

- The Big Climb (30 Sept 2023) 216 children and their families successfully climbed Skafell Pike on a particularly soggy day. A big thank you to Adam Healey, Caroline Proctor and Helen Beckerson for all their work making the weekend such a huge success. This was also a huge success in fundraising terms, with £20,458 being raised (blowing the £10,000 target) and shared with 3 of our charities who had all responded to a call to action specific to this event.
- Christmas Cards (Dec 2023) event successfully organised by the Prep school with children designing their own cards. Will be repeated for Christmas 2024.
- Fireworks night (10 Nov 2023) was another successful school event, using a mix of external caterers, children running house stalls and FoRH organising the bar. A big thank you to all the children, their heads of house and the amazing bar team.
- Wreath-making (29 Nov 2023): only 4 children (event held at school) and 6 adults (event held at home) signed up. Feeling is that this is often done by groups of friends on an annual basis and is a busy time of year to put additional events in the diary
- Prep Christmas Fair (8 Dec 2023) fabulous event hosted in the Prep school with class reps and senior school children running stalls for the prep children and Friends of Radnor House running the secret Santa room.
- Quiz Night (23 Mar 2024): great evening with 87 attendees. A big thank you to Jo Paton who wrote the quiz, Christina Algar who helped Jo with scoring on the night and of course our compere David Paton.
- Golf Day (12 May 2024). Successfully organised by George Penlington and Sarah Wilcher with 50 golfers playing including 12 juniors (up from 3 last year). Exploring a new venue for 2025.
- Summer Fun Day (29 June 2024). Another fabulous afternoon which included a variety of inflatables, games, stalls and a hot air balloon! A big thank you to everyone who volunteered thanks should go to Louise Lay and

the Estates Team for getting all the logistics ready for the day and being there to help set-up and clear-away despite it being a weekend.

On-going events

- The second-hand uniform shop is now in its second year, managed by Clare Exall and her team, and continues to provide a use for pre-loved uniform. £4,881 sales, 33% paid to the school (until such time as the set-up and build costs are repaid) with all other profit going straight to the school charities. Exploring options to clear out discontinued blazers and PE kit.
- Head's walks continued with Mr Halliwell and then Mrs Lang
- International Group: members continue to meet for coffee, walks, talks and events every term. This is a strong group and a great support network for our international families thanks to Isabelle Schroder and Jimena Bardon de Leon, the organisers

Communication: improved communication with parents about FoRH events is needed, so we now have a WhatsApp group with the year group reps and FoRH committee members, plus a representative of FoRH will attend school Rep Meetings. We're keen to ensure greater awareness of events but also to tap into a wider group of volunteers so it's not always the same people helping.

Financial review including any debts and details of reserves policy (if applicable)

Hiten Kika as Treasurer has provided the treasurer's report summarising the financial performance of FoRH in 2022/23. In summary, the previous annual report was filed and received within time on 26th June 2024 for the reporting year 31st August 2023. Last year, gross income was £37,724 and total expenditure £20,699. This year, as at 31 August 2024, the FoRH account has a total income of £98,085 and expenses of £54,754. Full accounts, including the payments made to each charity will be available on request and will be filed with the Charities Commission once independently audited and agreed by trustees.

Finally, I would like to thank Christina Algar for her invaluable help and support as co-chair, her positive outlook and never-ending smile will be missed.

Sarah Wilcher

Co-chair, Friends of Radnor House Sevenoaks

22nd January 2025

Friends of Radnor House Sevenoaks

Year ended 31/08/2024

Income & Expenditure

	Receipts	Payments	Net
Big Climb Scafell Pike FY2024	58,570	-38,112	20,458
Curry & Quiz Night 2023	0	0	0
Curry & Quiz Night 2024	1,941	-1,210	731
International Charity - Money Held 2023 (Accrual)	0	3,422	3,422
Easy Fundraising	674	0	674
Event donations transferred from school	282	0	282
Fireworks Night FY2024	7,669	-5,080	2,590
FoRH parent membership	4,160	0	4,160
General Expenses	0	-618	-618
Gift Aid	2,295	0	2,295
Golf Day 2024	3,428	-2,984	444
Just Giving	5	0	5
Prep Christmas Cards	795	-675	120
Prep Christmas Fair	1,629	-397	1,232
Summer Fair 2023	0	0	0
Summer Fair 2024	6,757	-4,994	1,763
Uniform Shop	4,881	0	4,881
Expenses - 1/3 Profit to RH7 Uniform Shop	0	-1,627	-1,627
Uniform shop - Pmt to RH7 2023	0	21	21
Capital Expenditure - School Shop (Cabin)	0	-2,500	-2,500

93,085	-54,754	38,331
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Donations to Charities

Alices Ark	3,881
Tree of Hope	3,837
Porchlight	3,900
Living On Bereavement	5,138
Last Chance Animal Rescue	3,788
Round Square	1,000
Alices Ark	7,000
Tree of Hope	7,000
Porchlight	7,000

42,545

Net Increase / (Decrease)

-4,214

Adjustments

Big Climb Ben Nevis FY2025	11,607	-9,263	2,344
Fireworks Night FY2025	0	-1,603	-1,603
Expenses - 1/3 Profit to RH7 Uniform Shop	0	1,627	1,627
Summer Fair 2024	-842	230	-612
Donations 2024 (Paid post Yr End)	0	21,000	21,000
General Expense (Paid post Yr End)	0	570	570

10,765	12,561	23,326
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Bank Reconciliation

Opening Balance - 1 September 2023	34,007
Closing Balance - 31 August 2024	39,174

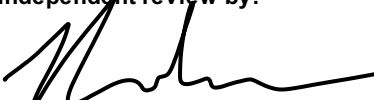
Movement	5,167
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Accounting Adjustments - B'fwd	-13,946	
Net Fund Increase/(Decrease) - current year	-4,214	
Accounting Adjustments - C'fwd	23,326	
Net Fund Increase/(Decrease) - C'fwd		5,167
Bank account reconciled to Net Fund		-0

Accounts Prepared By:


Hiten Kika CA(SA)

Independent review by:


Neil Naidoo CA(SA)

Independent examination of charity accounts:

Review of Friends of Radnor House Sevenoaks for the Year ended 31 August 2024

I have reviewed the constitution of 'Friends of Radnor House Sevenoaks', which was adopted on 5th May 2016, the minutes from the trustee's meetings that were held during the year, and the Chair's report.

I am happy that the charity is eligible for an independent examination as per the Guidance from the Charity Commission for England and Wales (updated 14 July 2021).

I have reviewed the accounts for the year ending 31st August 2024 and I am happy that they reflect the banking activity of the charity and that the transactions and profits relating to each event are reasonable. There is nothing to suggest that the accounting records do not reflect the activity of the charity during the year, and I believe they fulfil the obligations under the 2006 Regulations.

Independent Examiner:
Neil Naidoo – CA(SA)

A handwritten signature in black ink, appearing to be 'N Naidoo', written over a horizontal line.

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