

## **CHARITY COMMISSION CHAIRS REPORT 2025**

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

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

### Current Trustees 2024/25

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

As per the terms of the Constitution, the chair retires after a three-year term. As a result, Sarah Wilcher retires at the AGM. Also stepping down is Hayley Newton-Holroyd.

### Proposed Officers for 2025/26:

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

- Rebecca Collier (proposed for election, co-chair) Proposed by: Charlotte Parker, seconded by Victoria Churchill
- Clare Exall (proposed for election, secretary) Proposed by: Isabelle Schroeder, seconded by Katie Beddow
- David Paton (continuing as board member)
- Hiten Kika (uncontested, continuing as treasurer)

### 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 which allows for more people to be involved in FoRH.

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.

### Communication

To further improve communication with parents about FoRH events a new electronic screen has been installed in the parent carpark; a What'sApp group has been set up for the committee and year group representatives; infographics have been produced and shared via What'sApp and staff/parent bulletins highlighting how much money has been raised; and a representative of FoRH is now attending 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. An annual schedule of planned events was published at the start of the 2025 school and further improvements are also being made to how we communicate events. More work is still to be done in this area to ensure maximum attendance and engagement in events.

### 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, the following charities have been in place since the start of the 2024 academic year and will remain so for a maximum 3 years (subject to any issues with ways of working). These are:

- 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 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. Historically, we have also supported an international charity, but no relationship is in place at this time.

The charities assembly will take place on 1 April 2026 where confirmed funds will be presented to each charity. New charities will be chosen for the 2026/27 school year but funds from the upcoming year will be split amongst the current charities.

## Activities 2024/25

- The Big Climb took place in two parts (given the size of the hostel and number of people who were keen to take part) with part 1 being held 28-30 Sept 2024 and the second part on 26-27 April 2025. Still a hugely popular annual event with both weekends being sold out, it also continues to be our biggest fundraiser (£16,408 this year). 66 children and their families successfully climbed Ben Nevis over these two weekends. A big thank you to Adam Healey, Anna Healey, Helen Ivey and Sarah Wilcher for all their work making both such a huge success.
- Fireworks night (8 Nov 2024) was another successful school event, though this year didn't quite break even. Lower ticket sales (15% fewer) and the high cost of prizes for House stalls meant a slight loss of -£318. Despite this, a big thank you is due to all the children, their heads of house, the amazing bar team and the Radnor catering team who stepped in at the last minute when an external provider pulled out.
- Prep Christmas Fair (29 November 2024) fabulous event hosted in the Prep school with class reps and senior school children running stalls for the prep children and the International Group running the bar.
- Christmas wreath making (20 November 2024) was a small but lovely evening, though our learning is that so many people are already very busy at that time of year that we won't repeat
- Christmas Cards (Dec 2024) event successfully organised by the Prep school with children designing their own cards. Will be repeated for Christmas 2025, with the addition of personalised coasters and mugs.
- Quiz and Curry Night: Originally scheduled to take place on 15 March 2025, this was rescheduled to 11 October 2025 following a lack of ticket sales.
- Golf Day (11 May 2025). Held at Chelsfield Lakes Golf Club and successfully organised by George Penlington, Alex Lewis and Sarah Wilcher with 25 golfers playing. Exploring a new venue for 2026.

### **On-going events**

- The second-hand uniform shop is now in its third year, managed by Clare Exall and her team, and continues to provide a use for pre-loved uniform. £3,449 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.
- 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

### 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 2024/25. In summary, the last annual report was filed and received on time on 15 May 2025 for the reporting year 31 August 2024. Last year, gross income £93,085 and total expenditure £54,754. This year, as at 31 August 2025, the FoRH account has a total income of £60,504 and expenses of £34,161. 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.

Sarah Wilcher

Co-chair, Friends of Radnor House Sevenoaks

15<sup>th</sup> of October 2025

**Friends of Radnor House Sevenoaks**  
**Year ended 31/08/2025**

**Income & Expenditure**

	Receipts	Payments	Net
Big Climb Ben Nevis FY2025	42 371	-25 962	16 408
Christmas Cards FY 25	408	-480	-72
Christmas Wreath making 2024/45	115	0	115
Easy Fundraising	367	0	367
Fireworks Night FY2025	4 935	-5 253	-318
FoRH donation 25	584	0	584
FoRH Parent Membership	4 500	0	4 500
General Expense 2025	10	-230	-220
Golf Day 2025	1 660	-100	1 560
Prep Christmas Fair	1 718	-710	1 008
Quiz Night 2026	385	-275	110
Uniform Shop	3 449	0	3 449
Uniform Shop - Pmt to RH7 2024	0	0	0
Expenses - 1/3 Profit to RH7 Uniform Shop	0	-1 150	-1 150
	60 504	-34 161	26 343

**Donations to Charities**

Valence School	3 406
Sevenoaks Wildlife Reserve	3 400
Westerham Foodbank	3 368
Sal's Shoes	3 691
Children with Cancer	3 466

17 331

**Net Increase / (Decrease)**

**9 012**

**Adjustments**

Expenses - 1/3 Profit to RH7 Uniform Shop	1 150	1 150
Big Climb Snowdon FY2026	-12 400	5 308
Refund from Radnor House - Tokens (Duplicate pmt - Supplier + School)	-570	-570
Fireworks Night FY2026	-1 458	-1 458
	17 708	-13 278
		4 430

**Bank Reconciliation**

Opening Balance - 1 September 2024 39 174  
Closing Balance - 31 August 2025 29 289

Movement -9 885

Accounting Adjustments - B'fwd  
Net Fund Increase/(Decrease) - current year  
Accounting Adjustments - C'fwd  
Net Fund Increase/(Decrease) - C'fwd  
**Bank account reconciled to Net Fund**

-23 326
9 012
4 430

-9 885  
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 2025**

I have reviewed the constitution of 'Friends of Radnor House Sevenoaks', which was adopted on 5<sup>th</sup> 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 2025 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, consisting of a stylized 'N' followed by a wavy line, positioned above a horizontal line.

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