



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 Oct 2024 Period start date
To 30 Sep 2025 Period end date

Charity name: Friends of Highfield Primary School

Charity registration number: 1181520

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objective of the Association is to advance the education of pupils in the school in particular by, developing effective relationships between the staff, parents and others associated with the school, engaging in activities and providing facilities and equipment which support the school and advance the education of the pupils.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Fundraising through the following events: • Summer fete • Receipt of corporate charitable donation for playground/sports equipment, in particular improving the area outside the school's Dali class (delivered in October 2025). • Christmas lights switch-on event • Wreath-making • School disco • Easter egg hunt • Quiz night • Clothes bank contributions • Pre-loved uniform sales Contributions to support: • Support for education upgrade to purchased school Chromebooks • Year 6 coach trip • Year 6 residential contribution • School road safety signs • Children's school Christmas gifts • End of term ice creams (end of year) • Basketball/Netball posts • Digital safety workshops • Deposit for children's health & fitness workshop

		• Berry class contribution • Sports kit
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes, the Trustees have had regard to the guidance on public benefit and decisions on activities supported are discussed and decisions documented via Committee meetings.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	In 2024-25 year the following key activities were achieved: Fundraising achieved through the following activities: • Summer fete • Receipt of corporate charitable donation for playground/sports equipment, in particular improving the area outside the school's Dali class (delivered in October 2025). • Christmas lights switch on event • Wreathmaking • School disco • Easter egg hunt • Quiz night • Clothes bank contributions

		• Pre-loved uniform sales Contributions made using funds raised to support the school and children via the following: • Support for education upgrade to purchased school Chromebooks • Year 6 coach trip • Year 6 residential contribution • School road safety signs • Children's school Christmas gifts • End of term ice creams (end of year) • Basketball/Netball posts • Digital safety workshops • Deposit for children's health & fitness workshop • Berry class contribution • Sports kit
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Cash held at the end of the financial period: £27,545, with no outstanding debt or income.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Funds are held to be expended by the Committee in line with the objective of the Association – which is to advance the education of pupils in the school in particular by, developing effective relationships between the staff, parents and others associated with the school, engaging in activities and providing facilities and equipment which support the school and advance the education of the pupils. All decisions are made by the Committee in line with Charity Commission guidance. Priorities are identified in discussion with Highfield Primary School. If funds are not agreed to be expended on contributions, they remain in the Friends of Highfield PTA bank account.
Amount of reserves held	Para 1.22	There is no specific amount of reserves agreed to be held. The reserves in the Friends of Highfield PTA bank account are funds raised that are waiting to be allocated as contributions for the children and the school in line with the objectives of the Association.
Reasons for holding zero reserves	Para 1.22	Because we have no pre-agreed / ongoing commitments.
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 19 November 2018
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	As an unincorporated association under a written constitution.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Annual General Meeting to elect Friends of Highfield Committee Members, all of whom become Trustees as we are a registered Charity.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Friends of Highfield Primary School Winchmore Hill
Other name the charity uses	N/A
Registered charity number	1181520
Charity's principal address	Highfield Primary School Highfield Road, London N21 3HE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robbie Spender	Chairperson		Friends of Highfield PTA
2	Adnan Hameed	Treasurer		Friends of Highfield PTA
3	Denise Ng	Committee		Friends of Highfield PTA
4	Laura Jones	Committee		Friends of Highfield PTA
5	Lay-Ee Quah	Committee		Friends of Highfield PTA
6	Alexis Levenson	Committee		Friends of Highfield PTA
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

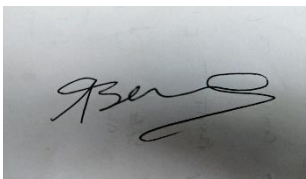
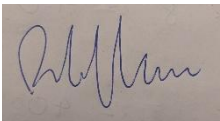
N/A

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Robert Spender

Adnan Hameed

Position (eg Secretary,
Chair, etc)

Chair

Treasurer

Date

19 July 2026

Friends of Highfield Accounts for financial year 1 Oct 2024 to 30 Sep 2025

	£	£
<u>Summary for the year:</u>		
Bank Balance at 1 Oct 2024		17,976
Total receipts for the year to 30 Sep 2025	27,972	
Total payments for the year to 30 Sep 2025	(18,403)	
Increase/ (Decrease) in funds for the year		9,569
Bank Balance at 30 Sep 2025		27,545

Summary of material items

Significant income items		
Summer fete	9,540	
Corporate charitable donation	4,000	
Xmas lights event & wreath making 2024	2,872	
School disco	1,561	
Easter egg hunt	1,350	
Quiz night	707	
Easy fundraising	219	
Clothes Bank	119	
		20,368

Significant expense items

Chromebooks	(2,850)
Coach for Yr6 trip	(2,095)
Yr6 residential contribution	(1,960)
School road safety signs	(1,291)
Child Xmas 2024 gifts	(734)

	End of term ice-creams 2025	(700)
	Basketball/ Netball posts	(525)
	Digital safety workshops	(500)
	Deposit for kids' health & fitness workshop	(250)
	Berry class contribution	(187)
	Sports kit	(173)
		(11,265)
Net other items		466
Increase in funds for school year 2024/25		9,569
Closing Balance at 30 Sep 2025		27,545

Independent examiner's report to the trustees of Friends of Highfield Winchmore Hill PTA

I report to the trustees on my examination of the accounts of the Friends of Highfield Winchmore Hill PTA (FOH PTA) for the year ended 30 September 2025.

Responsibilities and basis of report

As the charity trustees of the Friends of Highfield Winchmore Hill PTA 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 Friends of Highfield Winchmore Hill PTA's 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.

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 Friends of Highfield Winchmore Hill PTA 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.

Signed: 

Name: Jay Lakhani

Relevant professional qualification or membership of professional bodies (if any):

Address: 7 River Avenue, London N13 5RX

Date: 19 July 2026