

Trustees' Annual Report for the period

		Period start date			Period end date		
From		01	Sept	2022	To	31	August 2023

Section A Reference and administration details

Charity name

Friends of Halstead St. Andrew's School (previously known as Friends of St. Andrew's School, Woking)

Other names charity is known by

FoHSA (previously known as FoSA)

Registered charity number (if any)

1184432

Charity's principal address

c/o Halstead St. Andrew's School, Woking,

Church Hill House, Wilson Way,

Woking

Postcode

GU21 4QW

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	Elizabeth Sarah McQuater		Resigned 7 th February 2023	
2	Karen Elizabeth Theunissen		Resigned 7 th February 2023	
3	Linda Sierra Parkes			
4	Sarah Elizabeth Anderson	Chair		
5	Dorette Kirsty Porter			
6	Emily Morwenna Jane Larive			
7	Laura Szehofner	Vice-Chair		
8	Camilla Katharine Bowker		Resigned 7 th February 2023	
9	Kiyomi Justine Suleski Markham			
10	Laura Schiavo	Secretary		
11	Caroline Louise Black	Treasurer		
12	Helen Victoria Dawn Turner			
13	Shareen Rae-Sharma		Resigned 24 th March 2023	
14	Sara Juliette Hardy		Appointed 7 th February 2023	
15	Lucie Dennison		Appointed 7 th February 2023	

16			
17			
18			
19			
20			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<p>Constitution adopted at registration on 16 July 2019.</p> <p>(The Constitution was updated in November 2023 to reflect the change in name of the CIO from Friends of St. Andrew's School, Woking to Friends of Halstead St. Andrew's School. The name change followed the merger of St. Andrew's School, Woking with Halstead Preparatory School. The merged school opened in September 2023.)</p>
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	<p>Appointed trustees may be appointed or reappointed at a meeting of the charity trustees.</p> <p>Ex officio trustees are elected as class representatives by the parents of each year group.</p> <p>A nominated trustee may be appointed by the Board of Governors.</p>

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Chair of the trustees meets with the Headmaster and Bursar of Halstead St. Andrew's School on a termly basis to update them on the activities of the CIO and to provide relevant feedback from the parent body.

Section C

Objectives and activities

Summary of the objectives of the charity set out in its governing document

The objectives of the CIO are:

- (1) to advance the education of pupils within Halstead St. Andrew's School ("the School"), in particular, by assisting with the provision of facilities not provided by the School for education at the School and by any other means deemed appropriate to advance education of the pupils at the School by the Trustees in exercise of their discretion.
- (2) to advance such charitable purposes (according to the law of England and Wales) as the Trustees see fit from time to time by provision of funds and non-financial support to other registered charities from time to time.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The CIO holds regular meetings throughout the school year to decide and plan events for the staff, pupils and parents of the school. In planning our activities, the trustees had regard to the guidance issued by the Charity Commission on public benefit.

Funds raised from these events are held in the CIO's bank account. From time to time the school makes applications for grants for specific items of expenditure for the advancement of the education of its pupils. The CIO considers these applications during its regular meetings. If the grant is approved, the CIO provides the funding requested. The funds raised and grants approved are communicated within the school community.

From time to time the trustees may decide to raise funds for the benefit of another registered charity. In this case, a specific activity is identified and communicated for this purpose and only the funds raised from that activity are paid to that other charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We, as trustees, decide as a committee how to spend the funds we raise. This is done by considering and voting on the grant applications submitted by the School. We may undertake some longer term projects depending on the needs identified to advance the education of pupils at the School. For example, funding a food technology classroom fit-out. These may require funds to be raised over a longer period.

Over the period 2022-2023, FoHSA did not make any donations to the School, as the trustees felt it more appropriate that the monies be retained and contributed towards projects once the new merged school opened in September 2023. It is currently anticipated that the monies will be contributed towards the new Pre-Prep library and playground during the academic year 2023-24.

Also, a trustee may nominate a registered charity to raise funds for by undertaking a specific activity. This nomination is considered and voted on by the committee.

We are grateful for the many hours parents have volunteered in helping the CIO undertake its fundraising activities. Without their valuable contribution of time, energy and expertise we would not be able to achieve so much.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Friends of Halstead St. Andrew's School (previously known as Friends of St. Andrew's School, Woking) has operated for many years and registered as a charitable incorporated organisation with the Charity Commission in July 2019.

In the first term of the 2022-2023 academic year, the Charity held a Pumpkin Trail and Kids only Christmas sale for the children, whilst the parents and staff enjoyed the Quiz Night and Christmas Soiree. The term also saw the return of the extremely successful Fireworks evening, which the whole school community thoroughly enjoyed.

In the Easter term we held a Movie Afternoon for families, followed by a Disco and Easter Trail for the children. The year's activities concluded with the return of the popular Summer Fair, enjoyed by the entire school community, and the Summer Ball for the parents and staff.

Further monies were raised mainly via Easyfundraising, sales of branded products and Christmas cards and water bottles.

With the exception of the Summer Ball, all income and expenses relating to all of the above-mentioned events/sources were received or incurred during the year ended 31 August 2023 and are therefore included in the FoHSA accounts for that period. For the Summer Ball, however, the invoices for the catering costs (of £4k) and bar commission (of £461) were not received until after 31 August 2023. As the FoHSA accounts are prepared on a receipts and payments basis, these amounts will therefore be included in the FoHSA accounts for year ended 31 August 2024.

In addition, with effect from 1 September 2022, the funds raised from the second-hand uniform "Swop Shop" have been incorporated into the FoHSA accounts. Swop Shop has been running for many years,

Section D

Achievements and performance

generating funds from the sale of second-hand uniform, but has been run independently from FoHSA, with its own bank account. However, as both FoHSA and the Swop Shop ultimately have the same aims, in terms of generating funds to advance the education of the pupils at Halstead St. Andrew's, the trustees of FoHSA, along with the team who run the Swop Shop, felt it appropriate that going forward, with effect from 1 September 2022, the funds raised by Swop Shop be incorporated into the FoHSA accounts. Swop Shop generated just over £6k in the year ended 31 August 2023.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees decide as a committee how to spend the funds raised. This is done by considering and voting on the grant applications submitted by the school. When deciding on whether to approve the grant applications, the trustees consider, amongst other things, the subject of the grant expenditure, the amount, value for money and the number and age of pupils that will benefit from it.

In addition, the trustees aim to retain a level of reserves which is sufficient to organise and fund the next planned, large, fundraising event.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's main source of funds is from holding events for the benefit of the school community. FoHSA organises socials and events for the parents, children and staff of Halstead St. Andrew's School, Woking. It charges a fee for attendance and participation in these events and also sells items at a profit at these events e.g. food and drinks.

The funds generated through the second-hand uniform Swop Shop are also, with effect from 1 September 2022, now incorporated into the FoHSA accounts.

Section F

Other optional information

As a CIO, Friends of Halstead St. Andrew's Woking confirms that it has not provided any guarantee during the period. Therefore, there are no potential liabilities under any such guarantee as at 31 August 2023.


Additionally, there is no debt outstanding at 31 August 2023 which is owed by the CIO and secured by an express charge on any of the CIO assets.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		C.L. Black
Full name(s)	Sarah Elizabeth Anderson	Caroline Louise Black
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	26/06/24	

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Friends of Halstead St Andrew's School (previously known as Friends of St Andrew's School, Woking)

On accounts for the year ended

31 August 2023

Charity no (if any)

1184432

Set out on pages

9-12

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charitable incorporated organisation ("the Charity") for the year ended 31 August 2023.

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").

Independent examiner's statement

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

E Mills

Date:

27.06.24

Name:

E MILLS

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

CIMA (CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS)

Address:

IONA COTTAGE, HORSELL VALE

WOKING

GU21 4QU

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of Halstead St Andrew's School
(previously known as Friends of St Andrew's School, Woking)

1184432

CC16a

Receipts and payments accounts

For the period from	01-Sep-22	To	31-Aug-23
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	£	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Transfer of funds raised previously from Swop Shop	6,067	-	-	6,067	-
Events income - current year	47,473	-	-	47,473	25,297
Swop Shop Uniform Sales	6,812	-	-	6,812	-
Commission based income	471	-	-	471	526
Donation income	183	-	-	183	206
Items sold	44	-	-	44	78
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	61,050	-	-	61,050	26,106

A2 Asset and investment sales, (see table).

	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	61,050	-	-	61,050	26,106

A3 Payments

Donations paid to Halstead St, Andrew's School	-	-	-	-	3,674
Cost of running events	29,327	-	-	-	19,372
Miscellaneous expenses	610	-	-	-	161
Swop Shop Donations 50% Proceeds	590	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	30,526	-	-	-	23,207

A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments

30,526	-	-	-	23,207
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Net of receipts/(payments)

30,524	-	-	-	2,900
-	-	-	-	-
12,594	-	-	-	9,694
43,118	43,118	-	-	12,594

A5 Transfers between funds A6 Cash funds last year end

Cash funds this year end

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account balance - FoHSA	30,810	-	-
	Current account balance – Swop Shop	12,098	-	-
	Cash float – Swop Shop	210	-	-
	Total cash funds	43,118	-	-

(agree balances with receipts and payments account(s))

B2 Other monetary assets

[illegible]

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-



B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sarah Elizabeth Anderson	26/6/24
	Caroline Louise Black	26/06/24