



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	16	May	2023		31	August	2024

Friends of Cavendish in Camden was registered as a CIO in May 2023. This is the first annual report of the Trustees and explains the charity's objects, and activities undertaken to meet these during the period to 31<sup>st</sup> August 2024.

### Section A Reference and administration details

Charity name	Friends of Cavendish in Camden
Other names charity is known by	N/A
Registered charity number (if any)	1203089
Charity's principal address	C/O The Cavendish School 31 Inverness Street London
Postcode	NW1 7HB

#### 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	Jessica Erin Hawley	Chair	Full year	Appointed by existing trustees
2	David Michael John Sterland	Co-Treasurer	Full year	Appointed by existing trustees
3	Yulia Giancola	Co-Treasurer	Full year	Appointed by existing trustees
4	Celeste Deolinda Dias Brennan	Charities Representative	Full year	Appointed by existing trustees
5	Jean Alice Devlin	Secretary	Full year	Appointed by existing trustees
6	Lewis Daniel Maleh		Full year	Appointed by existing trustees
7	Jose Luis Gonzalez		16 May 2023 until 7 July 2023	Appointed by existing trustees
8				
9				
10				
11				
12				
13				
14				
15				
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)

Constitution (amended 17 April 2023)

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by existing trustees in accordance with the constitution, considering skills and experience needed.

**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 FOC is a CIO and has a constitution as its governing document. It was last amended on 17<sup>th</sup> April 2023. Additional policies cover Conflicts of Interest and Grant Making.

The constitution allows for a minimum of 3, and a maximum of 7 trustees, who must be parents or carers of a current pupil at the Cavendish School in Camden.

New trustees must meet the criteria set out in the constitution, and be appointed by the existing trustees with regard to the skills, knowledge and experience required for the effective administration of the charity. No new trustees were appointed during the reporting period.

Decisions by the trustees must be taken at a meeting of the charity trustees; or by resolution in writing agreed by a majority of all the charity trustees as set out in the constitution.

Trustees' functions may be delegated to committees, on clear terms; during the reporting period the only such function delegated was to an Events committee, which handled the planning and organisation of school-based community events.

While the charity does not have a formal risk management policy, trustees consider event-related risks as part of their planning process. For school-based events, trustees collaborate with the school's designated health and safety staff to review appropriate measures, including attendance limits, required licenses, and safety protocols.

All meetings in the reporting period were held in person or virtually, with a quorum of trustees (two) present at all meetings.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Summary of the objects of the charity set out in its governing document:  
To advance the education of pupils at Cavendish School by:

- Developing effective relationships between staff, parents and others associated with the school.
- Engaging in activities or providing facilities, resources, or equipment that support the school and enhance pupil education.

### 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)

Summary of the main activities undertaken for the public benefit:

- Fundraising events such as second-hand uniform sales, a parent/teacher quiz night, a school disco for the students, and a family summer fair or winter wonderland event.
- Grant-making to support educational experience, including library resources and strengthening community ties with local state-funded schools in Camden area through science workshops and workshops on transition to the secondary schools.
- Donations to charitable causes in line with the educational focus of the school, identified by the school council.

Setting a fundraising target to donate to Sand Dams Worldwide, a charity identified by the school council as one which the pupils were keen to support.

The trustees confirm they have had regard to the Charity Commission's guidance on public benefit in planning activities.

The activities are undertaken with public benefit in mind with a split of funds going to charitable donations, grants for enhancing educational experience, and grants for supporting education-based activities and experiences with local primary schools part of the Camden Primary Partnership Teaching School Alliance.

## 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.

Additional details:

- Grant-making policy is in place.
- Charity activities are volunteer-run, with active parent involvement.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year****Key Highlights:**

- Established essential admin (bank account, digital payments).
- Successfully hosted multiple school community events.
- Fundraised £1,630 to co-fund a sand dam through Sand Dams Worldwide.
- Supported workshops with local schools to enhance transition to secondary schools and science engagement.

In its first full year of operation, the FOC made significant progress in several key areas: establishing effective charity administration (including opening a bank account and enabling digital payments for events through a payment provider); actively engaging parents in school life through inspiring events; and enriching the experience of both pupils and those from local primary schools through a diverse range of stimulating and impactful activities supported by the charity.

A standout achievement of the year was successfully reaching the fundraising target to build a sand dam through *Sand Dams Worldwide*, a charity the school has supported for some time. The school council chose to prioritise this initiative in their own fundraising efforts, such as organising a sponsored walk. They selected this cause because it delivers a tangible impact in developing communities—particularly by enabling girls to attend school through the creation of local water sources, thereby reducing the need for them to walk long distances to collect water. The pupils strongly identified with this mission and were eager to support it.

To complete the fundraising target for the construction of one sand dam, the FOC set a goal of £2,000, supplementing the funds previously raised by pupils. This target was nearly achieved through a successful quiz night and auction organised for parents and staff. The proceeds were then donated to Sand Dams Worldwide, contributing meaningfully to the charity's mission

## Section E Financial review

### Brief statement of the charity's policy on reserves

- During the reporting period, the charity raised a total of £13,906.12 and spent £10,229.96, ending with a balance of £3,606.16. Full accounts are presented separately.
- Income was generated through a combination of fundraising events and donations.
- Expenditure was directed towards community-building initiatives, educational resources, and charitable donations.

Reserves policy: The charity does not currently hold reserves. All funds raised are used to support charitable activities as they arise.

### Details of any funds materially in deficit

None

### 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.

## Section F Other optional information

### Plans for Future Periods

The trustees aim to continue delivering inclusive, community-focused events and supporting Cavendish School through fundraising and enrichment activities.

In addition, the trustees plan to review the written internal policies during the 2024–2025 reporting period and seek professional advice to consider including:


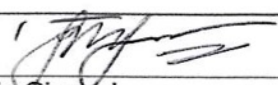
- A **financial controls policy**, to formalise the procedures already followed by the treasurer.
- A **risk management procedure**, focused on the safety planning undertaken jointly with the school for events.
- A **trustee expenses policy**, to clarify what types of costs can be reimbursed and how.

This is intended to strengthen the charity's governance, should the charity's activities grow or change in ways that require further formalisation. Any policies adopted will be proportionate to the charity's size and volunteer-led nature.

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jean Alice Devlin	Yulia Giancola
Position (eg Secretary, Chair, etc)	Secretary	Co-Treasurer

Date 29/06/2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Receipts and payments accounts

CC16a

For the period  
from

To

### 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 £	to the nearest £
<b>A1 Receipts</b>					
Donations	822	-	-	822	-
Fundraising Event Income	13,084	-	-	13,084	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	13,906	-	-	13,906	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	13,906	-	-	13,906	-
<b>A3 Payments</b>					
Accountancy fees	728	-	-	728	-
DBS Checks	47	-	-	47	-
Donations to Council-Selected Charities	1,630.00	-	-	1,630	-
Event Costs	5,115.00	-	-	5,115	-
Insurance	140	-	-	140	-
Office/Admin Expenses	147	-	-	147	-
Unrestricted Donations to School	2,493.00	-	-	2,493	-
	-	-	-	-	-
<b>Sub total</b>	10,300	-	-	10,300	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	10,300	-	-	10,300	-
<b>Net of receipts/(payments)</b>	3,606	-	-	3,606	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	3,606	-	-	3,606	-

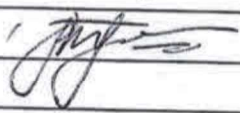


## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>				
		11,703	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	11,703	-	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		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
	YULIA GIANCOLA	29.06.2025