



Friends of  
Harpenden Academy

# 2022-23 CHAIRS REPORT

## PURPOSE

To develop effective relationships between staff, parents, others associated with the School and wider community in order to engage with activities, and provide facilities/equipment which support the School and advance the education of the pupils.

The FoHA Core Committee comprises 6 roles:

- Chair(s): Jackie Clode-Dickens & Shavalyea Gilbert
- Secretary: Kirsty Hollywood
- Sub-Secretary: Amira Badi
- Treasurer: Aubrey Caufield
- Sub-Treasurer: Ben Dickens
- Event Managers: Sarah Elderton, Katharine Haines & Nicola McGeown

Our Charity Registration Number is 1159562 and the trustees registered with the Charity Commission are Jackie Clode-Dickens, Shavalyea Gilbert and Kirsty Hollywood. Secretary will review and update the list accordingly.

At the AGM, all positions are open for election/re-election - anyone in the school community can put themselves forward for a committee role.

## HIGHLIGHTS

- Submitted applications to receive grant funding from the Harpenden Trust & Hertfordshire County Councillor
- Received approval of grants totalling £27,500k to be used for a new Library, books & Reception Garden
- Organised a small group of parents to help decorate the school hall for various holidays
- Reinstated annual monetary allowance for teachers' to use at their discretion
- Carried forward with our normal fundraising events including Comedy Night, Christmas Trees, Pantomime & Easter Egg Hunt - See treasurer's report for amounts raised
- Continued to build upon the working relationship between FoHA and the School
- Provided financial support for several activities which enhanced the learning of the children. These activities included; Chinese Dance Workshop, African Cookery Class, Pumpkin Picking for the Ladybirds, Cinema Trip to the Odyssey, Recycling Workshop and a couple discos.
- Supported the school's requests by purchasing Welcome Gifts for New Ladybirds, new playground equipment and supported successful charity events for Harvest Festival, Macmillan Cancer Support and Poppy Appeal
- Continued to manage and offer an online preloved uniform shop
- Provided Christmas gifts for pupil premium families at our School
- Created a video for the year 6 leavers
- Ended the school year with an amazing fun fair for the children with music, inflatables, fair games and ice lollies
- Provided necessary weatherproof storage for the FoHA Shed
- Having the parent-owned Platform Wines provide bar services for all of our events.

## LOWLIGHTS

- Volunteer participation at events was low and the same helpers always support.
- EEH was a success but we ended up having to replace a transparent plastic kitchen worktop covering and we're not certain we will be able to use the Cricket Club going forward.
- Forced to cancel the end of year social due to low participation.
- Identifying committee members to continue leading FoHA
- Meeting attendance was very homogeneous - really need new faces.
- Lack of urgency in reclaiming our Gift Aid funding
- Still yet to purchase the netball uniforms as a leftover commitment from the crowdfunded fundraiser.

# 2022-23 RECAP

Overall, we had a successful year, with a mix of both fundraising and community-building events. We were proud to have been able to raise funds coupled with being awarded grant funding.

## KEY HIGHLIGHTS

### NEW LIBRARY

We're quite fortunate to have been approved for a Community Grant in the amount of £15k by the Harpenden Trust. This contribution along with £20k of the monies raised during last year's crowdfunder made it possible for our children to start the new school year with a lovely refurbished library. The cataloguing system will be installed soon and there's even two parents who are former librarians who have come forward to help with ongoing library tasks. The library is definitely eye catching and will be a valuable addition to the school.

### LADYBIRD GARDEN

Again the approval of a Community Grant by the Harpenden Trust of £12k coupled with £5k contribution from FoHA has allowed us to refurbish the Ladybird Garden. This update to the garden is long overdue and necessary for our reception children. Special thanks to Dermott, our caretaker, as he will also be creating some new additions for the space. We're very excited to see the finished project just after October half term.



### COMEDY NIGHT

We were excited to be able to offer the immensely popular **Comedy Night** again this year. The event was led by Katharine Haines with support from other FOHA members. The bar was run by Platform Wines (owned by HA parent) and this year we added a very successful raffle. The event ran smoothly and we benefitted from a cross-event booking with Crabtree which allowed us to share comedians. There were 90 tickets sold & we raised £1090.

### EASTER EGG HUNT

An established part of the annual events calendar for Harpenden, this year's Easter Egg Hunt was a huge success. Held on the Harpenden Common, the team with support from Harpenden Cricket Club & Platform Wines ran a seamless event. This year saw the addition of Fizzbug running children's activities alongside parent, student, HA staff & Governor helpers. The children enjoyed lots of chocolate, meeting the Easter Bunny, pizza and refreshments, and plenty of gorgeous sunshine. We sold 500 tickets and had a total profit just over £2k. Special thanks to Nicola McGeown & Sarah Elderton for taking the lead this year.



### CHRISTMAS TREE SALES

This year's Christmas tree sales was as successful as previous years. We sold 181 trees and profited just over £3100. All supporters were happy and we had just 1 return.



## MEMBERS

Everyone in the school community is automatically a member of the FoHA. Our general meetings are open to all. The meeting schedule for 2023-24 will be added as events on Classlist and will be listed on each FoHA agenda. We do really encourage you to join the meetings so you can hear all about the latest projects. We value input from our entire community to assist us in ensuring that FoHA activities and communications represent and are accessible to everyone.

## PLANS FOR FORTHCOMING YEAR

As in previous years, we should continue our two largest fundraising events Comedy Night & Easter Egg Hunt while also continuing to raise money from Christmas Tree sales, supporting HRFC Fireworks, Easyfundraising and Stikins. It would be good to continue focussing on grant research and submitting applications and perhaps having parent oversight for it. The new chair(s) should continue to work with Mrs Davies to create clear fundraising goals for the year. We look forward to seeing the new school library being used by our children, the completion of the Ladybirds garden and continuing to support the school with events that add value to the education of the children. There should also be alternative plans made for the pre-loved uniform storage as is currently stored at a parent's home which is not sustainable. Additionally, though we are very fortunate to have an outdoor shed for FoHA supplies, there should be some considerations made to weatherproof it. As always, plans and results will be shared at Open FoHA meetings.

## IN SUMMARY

As we look to end our term as chairs, it has been our pleasure to serve our school community in this capacity. We took this on with the goal of bringing together the school post-Covid, strengthening the connection between the parent body & school leadership and executing fundraising events to enhance the education of our children.

*Key highlights from our time as co-chairs:*

- Successfully planned Covid-safe fundraising events post-lockdown that fostered connection within our community including Pumpkin Trail & Santa Grotto
- Organised a crowdfunding fundraiser in honour of HA's 10th Birthday Celebration which raised close to £30k for the school
- Oversaw the writing of grants to the Harpenden Trust which resulted in £27k being approved for our school projects
- Fundraised & supported several large projects including; the ICT Suite, Elmer Garden, School Library refurbishment & Ladybirds Garden
- Created a stronger relationship between school leadership & parents/carers

We are truly grateful to the HA Community both parents/carers & staff for your generous contributions of both time and money, this has allowed us the ability to make some significant purchases, which will enrich our children's experiences for years to come.

The financial challenges facing schools across the UK continue to put pressure on school budgets. This makes the work FoHA does, and the support of the community, even more important. We are so proud of our school's unique community spirit and our ability to support one another through the most challenging times. It is a strength built from every individual act of kindness, compassion and generosity shown by our entire community.

We would like to thank all our Core Committee members, volunteers and the amazing Harpenden Academy staff for all their tireless work and support.

As we finish our term, we look forward to supporting the transition of future FoHA leadership and helping them build upon what we've started.

Respectfully submitted,  
Jackie Clode-Dickens & Shavalyea Gilbert  
2022-23 FoHA Co-Chairs



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# 2022-23 TREASURERS REPORT

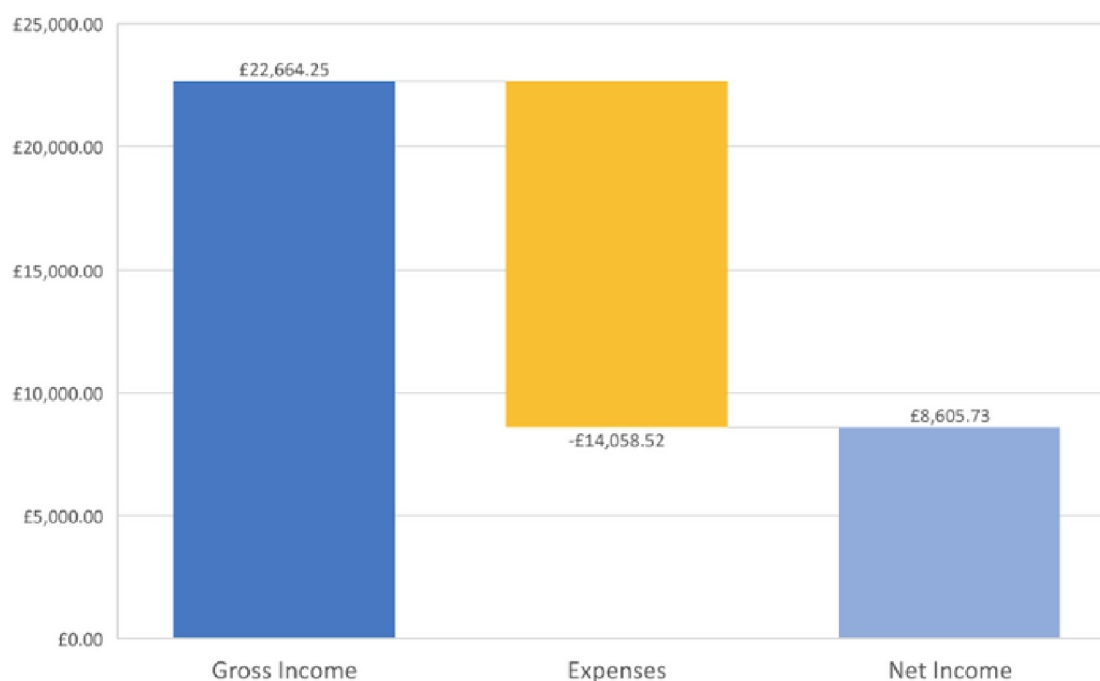
*Submitted by: Aubrey Caulfield*

The 2021/2022 school year grossed over £25,000 amount. We are required to have our accounts independently reviewed for the Charity Commission last year, which was completed in July 2023.

The accounting year for 2022/23 ended on 30th September 2023 and the numbers listed below are complete as of Oct 2023.

In the 2022/2023 school year, we made a **net income of £8,605.73** from the Events that we held throughout the year. This comes from the £22,664.25 that we raised at the events minus £14,058.52 in expenses that we had to pay out for them. We were also awarded two grants from The Harpenden Trust; one for the Library for £15,000.00 with the project being completed over the summer months, and second grant was just recently approved for our Ladybird Garden project for £12,000.00 with the work being expected to be completed in the current 2023/24 school year! As well as a Locality Grant for £500 which was used to purchase books for the new library.

All Events Overview



Following is a breakdown of each event's income and expenses. As you can see from the chart, our largest money maker is, once again, the **Christmas Trees Sales** with the **Easter Egg Hunt** coming in second. It should be noted that this year's expenses for the **Comedy Night** are a little inflated as we purchased a few items (like the table cloths and decorations) that will be, hopefully, utilised for many years to come.

Please, also, note that the 'End of Year Social' is listed below because there was a £21.46 loss on the event, as it was canceled due to low ticket sales. The loss comes from the TEN permit that was purchased in advance of the event and the fees incurred via our online payment processing.

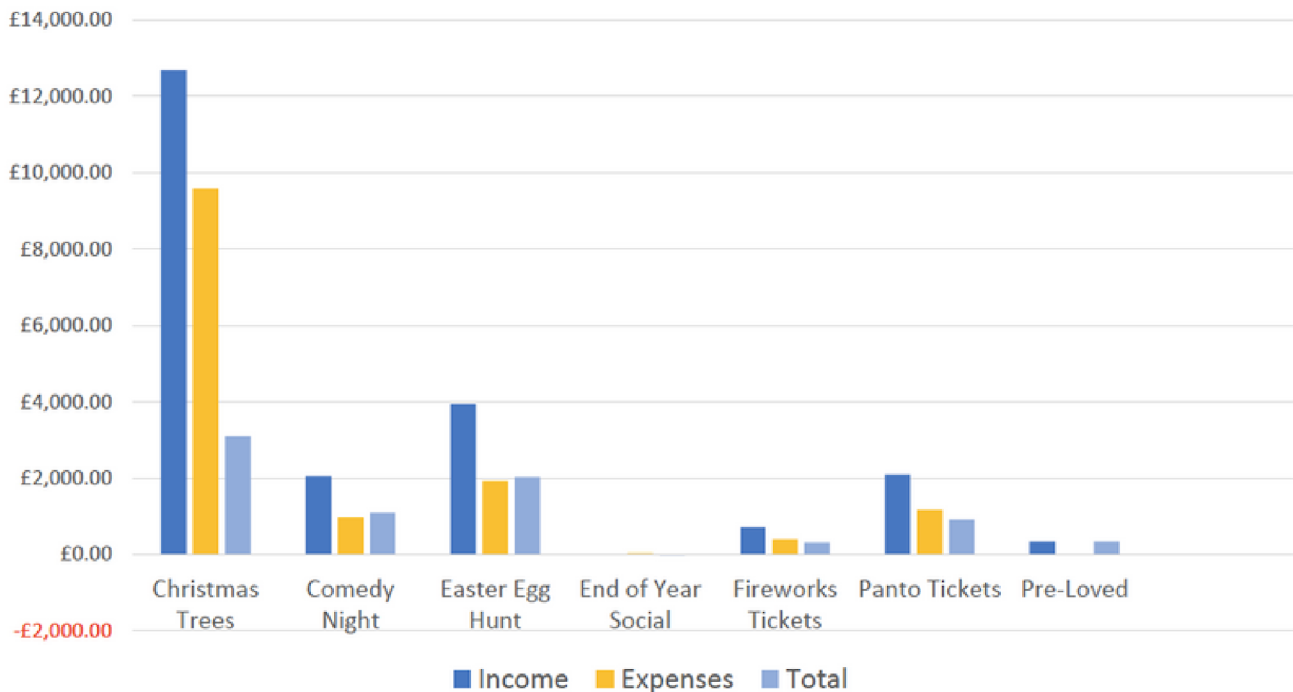


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# 2022-23 TREASURERS REPORT

Submitted by: Aubrey Caulfield

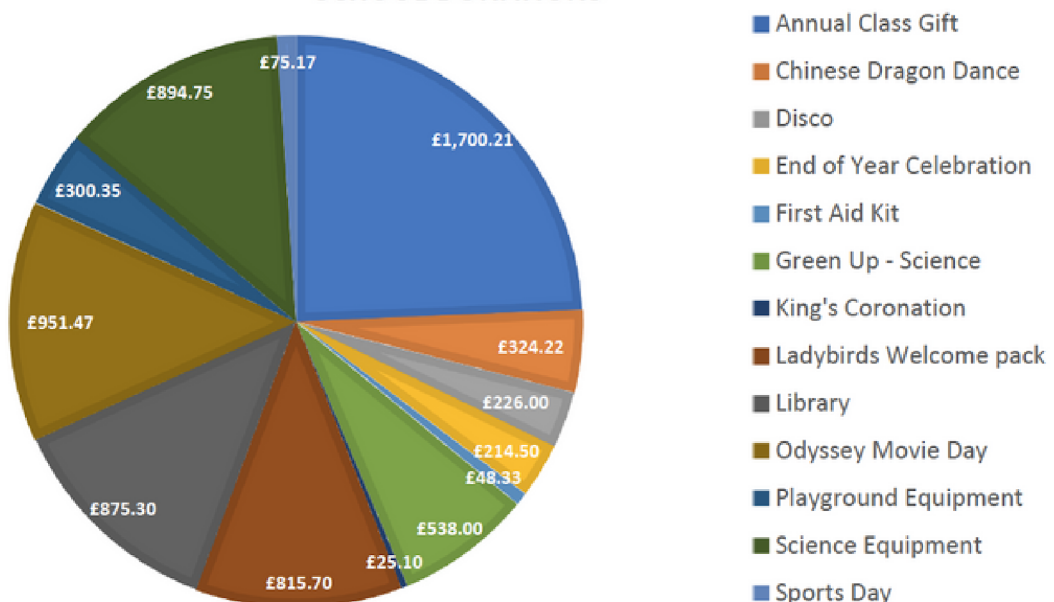
## Events Breakdown



In this past school year, we donated **£6,913.10** to the school for multiple different reasons. Below is a breakdown of those donations.

The ‘Annual Class Gift’ was approved in the last AGM by the Core – it is a £300.00 “gift” that we give to each teacher for them to use at their discretion. It was something that FoHA did prior to Covid and we were able to bring it back last year for the first time. Most of the teachers used those funds to offset travel/coach costs for class trips throughout the year, while some used the funds to purchase additional class supplies or programs for their class in the year. These gifts are very welcome by the teachers, especially with the increase in coach/travel costs for any class trips taken – it also helps parents as it decreases the cost of trips. Please note that these gifts will need to be voted upon annually to ensure that we have the funds to cover them.

## SCHOOL DONATIONS





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# 2022-23 TREASURERS REPORT

*Submitted by: Aubrey Caulfield*

There is currently £4,186.85 cash in the Treasurer's Account, along with the balance of £6,155.06 in our PayPal Account and £22,984.76 in our Business Bank Account brings our cash on hand to a **total of £33,326.67**.

There are still quite a few items that we have already approved and are currently awaiting invoices to pay, and those items are listed below along with some items that are annual subscriptions for FoHA:

DATE APPROVED	ITEM PROMISED	AMOUNT APPROVED	AMOUNT PAID	DATE PAID	NOTES
2022	Elmer Garden	£1,000.00			bulk of garden paid for - this is balance being held
2022	LadyBirds Garden	£5,000.00			Quote of £18,042 sent to Harpenden Trust, approved £12,000 but with the understanding that the rest is covered
2022	Library	\$15,905.08			books (10k for books, 5k for diversity books, 4k for overage from Library build)
2022	Netball Uniform (Gold Sponsor)	£1,000.00			needs to be completed (promised when sold - Final)
10-Nov-22	Playground Equipment	£559.93	£300.35	31-Jan-23	order incomplete - waiting for additional invoice
10-Nov-22	PE Equipment	£213.79			order incomplete - waiting for additional invoice
27-Jan-23	Class Gift Yr4 (Milne)	£300.00			Annual Gift - waiting on confirmation to see if Milne class requested gift for trips
12-Sep-23	Reading Cloud	£704.25			Library System - 2023 payment (agreed to pay 3 years)
12-Sep-23	Reading Cloud	£573.75			Library System - 2024 payment (agreed to pay 3 years)
12-Sep-23	Reading Cloud	£573.75			Library System - 2025 payment (agreed to pay 3 years)

**Total amount approved & outstanding: £25,830.55**

ANNUAL EXPENSES	ITEM PROMISED	AMOUNT APPROVED		NOTES
Annually - September	Squarespace	£350.00		Annual Website/Domain Renewal
Annually - January	ParentKind (Zurich)	£140.00		Annual Subscription - Insurance

**Total annual expenses: £490.00**

## SUMMARY

In conclusion, we have a solid base for our upcoming year with our fundraising events already started! One of our goals this year is to get the funds we have waiting for us with Gift Aid and maintain the quality level of fundraising that we have built over the past years to help support our school.