

Highfield Friends & Parents Association

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2017. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements of the Charities Act 2011 and the Companies Act 2006, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Trustees

Rosalind Grooms, Chairperson
Jane Woolner, Treasurer
Marianne Baker
Simon Bainbridge

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. CONSTITUTION

The Charity's governing document is a Constitution. It is constituted by Association and the trustee selection method is election by association members.

We adhere to our Child Protection Policy and Equal Opportunities Policy. Members and trustees operate under guidance for working with children provided by Cambridgeshire County Council: specifically the 'Keeping Children Safe in Education' document. This document is circulated annually as a refresher. The HFPA works closely with staff from Highfield Ely Academy, whose children are our charity's primary beneficiaries. Our designated Child Protection Officer is Simon Bainbridge, Executive Head Teacher. Financial guidance is provided by the School's Business Manager, Pippa Edwards. The HFPA is a member of the Parent Teachers Association UK (PTA-UK). We use their insurance policy to cover our fundraising events and activities.

OBJECTIVES ACTIVITIES AND PUBLIC BENEFIT

a. POLICIES AND OBJECTIVES

The objectives of the Charity are continuing to develop effective relationships between staff, parents and others associated with the school. Engaging in activities or providing facilities/equipment which support the school and advance the education of the pupils.

b. STRATEGIES FOR ACHIEVING OBJECTIVES

Within the school and wider community, we organise and deliver fundraising events and activities. We raise money for a variety of equipment and activities for the benefit of all children attending Highfield Ely Academy, which the school is unable to purchase from their statutory funding.

c. ACTIVITIES FOR ACHIEVING OBJECTIVES

The fundraising events we run include an Easter Egg Bingo, cake stalls including an Ely Market stall, sponsored half marathons, and an Evening of Christmas Music and Carols. We encourage members of the wider community into the school to support these events and the school in general. Money raised from fundraising events is then used to support the school.

d. PUBLIC BENEFIT

Within the school and wider local community, the Charity organises and delivers fundraising events and activities. The trustees have given due consideration to the Charity Commission's published guidance on the Public Benefit requirement under the Charities Act 2011.

ACHIEVEMENTS AND PERFORMANCE

a. REVIEW OF ACTIVITIES

The HFPA have made the Highfield Ely Academy's campus bloom this year, with a strong focus on creating a fully accessible sensory garden and Forest School area.

Applications to The Greggs Foundation and Tesco Bags of Help have been submitted during this reporting period which we hope to see result in some ground breaking grants during the next financial year. The learners can now access a bespoke Forest Schools area with the funding secured from The Greggs Foundation and trees donated through the Woodland Trust. A new secured area with mound, storage, fire pit, woodland seating has been created with every pupil planting their own sapling and now participating in Forest School learning sessions weekly.

With a large grant secured with the massive support of the HFPA supporters, families and staff from the Tesco Bags of Help scheme, Highfield's Sensory Garden has started to take shape. We would particularly wish to thank former pupil and HFPA member Phil Gannon who took on the role of Community Ambassador to help promote Tesco shoppers to vote for Highfield Ely Academy. The professional support of parent, Erica Hunt of Hunt Garden Designs, has enabled all the learners, particularly the Upper School's gardening club, to have a voice in the overall use and design of the land. The Garden will take a lot of further time and investment to grow into a fully fledged Sensory Garden that will be used by all learners during their time at Highfield Ely Academy.

We have continued with our agreed charitable objectives and have again supported the teachers at Highfield Ely Academy in purchasing individual gifts for each child at Christmas time and providing an event budget for the very special Christmas party for our learners.

The creation of the sensory garden, along with funding for other items and activities, has been made possible by our programme of fundraising events, appeals and grants. We have been ably supported by the Income Generator, Mrs Marianne Baker, who is employed by the school on a 15 hour per week contract. Marianne is also a Trustee of the HFPA and has submitted larger funding applications to directly benefit Highfield Ely Academy and supported all of our voluntary efforts throughout the year.

In July 2017 funding of £5,000 from the True Colours Trust was secured for our Wheely Good Project, which will fund a new accessible Tom Cat Fizz Trike to be used in the Reception classes' outdoor area, improved previously by an £10,000 Awards for All Grant. The school now has three accessible Trikes in place, one for each key stage and with a massive scoop of being part of Micro Scooter's Scooter Aid we now have wheely whizzy playtimes, with all ages being able to scoot around their playgrounds thanks to 10 donated scooters. The HFPA is committed to making learning fun and accessible and these are just some ways we aid facility development for Highfield Ely Academy.

Our calendar of events included two Bags2School collections, an Evening of Christmas Music and Carols provided by our regular volunteers, the very talented Somersham Town Band and our seasonal Easter Egg

Bingo. The HFPA ran two raffles, one at the Christmas event and one linked to the summer term's Sports Days. Both raffles are testament to the support of local businesses and corporate sponsors who offer top prizes as well as the families of our learners who donate gifts and buy tickets. The Lower School Sports Day was supported again by the volunteers from RAF Marham. These events help us widen our school gates and sell lots of raffle tickets to boost our charitable income. This year our Upper School Summer Sports Day event was also made more of a family affair with a lovely BBQ, Ely Tool Hire provided the hire of the commercial BBQ free of charge and teachers helped run a hot dog stall for all attending. We invited our Three Peak's Champion Gareth Booth to come to the event to meet the children before he completed his sponsored feat for our school. Gareth has joined the informal but hugely successful "Team Highfield" changing the focus from only marathon runs to something with a bit more altitude. Gareth approached the HFPA after seeing the benefits of Highfield Ely Academy's learning style on a family friend's young son, so inspired by this young boy's learning challenges Gareth felt compelled to take on a physical challenge to raise funds for Highfield Ely Academy's pupils. Team Highfield continued to run away with sponsored fundraising challenges, this year we enjoyed the team rivalry of Head Teacher versus Parent, Simon Bainbridge beat his personal best in the Brighton Marathon while parent Tanya Shenton donned her beret and raced in the Paris Marathon. We thank all our Team Highfield members who run, walk, climb and get lots of blisters for our school.

iBoards and accessible technology to help boost interactive learning continues to be focus for HFPA, with the future challenge of all classrooms benefiting from a state of the art iBoard. Funding from the raffles and Team Highfield sponsorship have gone to helping us make further investment into new iBoards within the school.

Live theatre has been another success for the HFPA, with us funding the M&M Production of the Jungle Book for the whole school, ensuring our learners can access professional and high quality drama within their safe and supportive school hall. The Upper School went out on the road to experience a perfect and lasting memory – a trip to London to enjoy a West End musical, The Lion King. We are very grateful to the charity Happy Days for funding all the tickets and to The Eric Drummond-Mercer Memorial Trust for funding the transport.

Our Sixth Form students have continued to enjoy running their social enterprise venture, Café Highfield and we wish to thank all the customers for their support an the Ely Cathedral Centre for providing their facilities. The HFPA have secured support from The Thomas Wall Trust.

We would also wish to thank the continued support of the Mumford Family for their community fundraising events and penny collections. A big thank you is extended to Sue Bainbridge, queen of the charity bake and perfect preserves who has been raising funds for the school and who has offered to host a charity cakes stall in partnership with the HFPA in November 2017. We also say goodbye to HFPA Member Sally Newton, who has made a valuable contribution to meetings this year, we wish her and her family the very best in their new adventures away from Ely. Sadly, due to work commitments, our Community Ambassador Phil Gannon has also stepped down from the HFPA, Phil is one our irreplaceable volunteers but we are delighted his chosen career is keeping him busy.

We continue to benefit from Gift Aid (£543.00) ensuring that where possible our supporters' donations and sponsored event income goes just that little bit further. We continue to use Virgin Money Giving to raise online donations and put this system to great effect in generating sponsorship for our sponsored challenges throughout the year.

b. PLANS FOR FUTURE PERIODS

The HFPA will continue to dedicate time to raising funds for the ongoing challenge of an iBoard per classroom, this is a long term and expensive funding initiative which will take more events, raffles and funding applications to achieve.

The school is particularly focused on ensuring that their Rebound Therapy provision is sustainable and strengthened with the Income Generator working with St James Place Foundation to fund a new trampoline and staff training courses.

We will be saying goodbye to our HFPA Trustee and Income Generator, Marianne Baker as she leaves the school in November 2017 but hope to recruit a new fundraiser in the Spring Term to take on this vital role. We welcomed newcomer to the HFPA Emma Nicole who has lots of experience in community fundraising and lots

of new ideas for our 2017/18 academic year. We will also be working closely with our new Head of School Adam Daw to help prioritise our funding targets moving forward.

FINANCIAL REVIEW

a. RESERVES

Our policy on reserves is that we will not allow our total bank balance to fall below £1,000.

b. FUNDS IN DEFICIT