

# The Holland Park School Charity

## REPORT and FINANCIAL STATEMENTS

for the year ended

31 March 2009

# The Holland Park School Charity

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# The Holland Park School Charity

## CHARITY DETAILS

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TRUSTEES:	Richard Nelson Rosemary Nelson John Baker Mary Macleod Helen Rambaut Nicola Leach (from October 2008)	Chair
CHIEF EXECUTIVE:	Nicola Leach (until September 2008)	
PRINCIPAL ADDRESS:	Tony Howie HPS Trust Administrator Holland Park School Airlie Gardens Campden Hill Road London W8 7AF tony.howie@hpstrust.co.uk	
CHARITY NUMBER:	1108984	
BANKERS:	Lloyds TSB Private Banking Limited Mayfair 50 Grosvenor Street London W1K 3LF	
SOLICITORS:	Radcliffes Le Brasseur 5 Great College Street Westminster London SW1P 3SJ	
ACCOUNTANTS:	Baker Tilly Tax and Accounting Limited 12 Gleneagles Court Brighton Road Crawley West Sussex RH10 6AD	

# The Holland Park School Charity

## TRUSTEES' REPORT

for the year ended 31 March 2009

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The trustees of The Holland Park School Charity ("The Charity") present their report and financial statements for the year ended 31 March 2009, which have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in April 2005 and the Charities Act 1993. The Trustees have had due regard to the public benefit guidance published by the Charity Commission.

### GOVERNING DOCUMENT

The Charity is constituted under a trust deed dated 17 March 2005 and is a registered Charity, number 1108984.

### GOVERNANCE

The trustees of the Charity, who have held office throughout the year, are as follows:

Richard Nelson (Chair)  
Rosemary Nelson  
Sir John Baker  
Helen Rambaut  
Mary Macleod  
Nicola Leach (from October 2008)

The Trustees will meet at least twice a year. At these meetings they will agree the board strategy and areas of activity for the Charity including fund raising, grant making, reserves and risk management policies and performance.

### ORGANISATION

The Trustees continue to be grateful to Holland Park School for providing office facilities for the Charity and for the on going support and commitment from the Head, Associate Head and Leadership Group. Without the energy and enthusiasm of teachers who have applied for funding and who have run projects over and above their usual work load the Trust would not be able to achieve its aim and therefore thanks are extended to all who have participated.

# The Holland Park School Charity

## TRUSTEES' REPORT

for the year ended 31 March 2009

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### ADVISORS

The names and addresses of the charity's advisors are shown on page 1.

### AIMS AND OBJECTIVES

The objectives of the charity are the advancement and further education of the pupils at Holland Park School, and other schools in the United Kingdom that the trustees in their absolute discretion select.

The aims of the charity are:

- to fund projects that add programmes, facilities and services that will benefit students beyond those provided by government and the local authority
- to raise funds to support the on-going activities of the HPS Trust.

A full statement of the aims of the HPS Trust appears on the Trust website: [www.hpstrust.co.uk](http://www.hpstrust.co.uk)

### GRANT POLICY

The Executive Committee, comprising Associate Head and Deputy Head of Holland Park School, the Chair of Trustees and School/Trust Liaison Consultant, is responsible for assessing applications for funding at regular intervals during the year, and approving funding where they consider appropriate within the objectives of the Charity.

Applications must comply with the risk assessment of the school and the Borough where appropriate.

### ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

#### Update on previous years' activities

In the summer of 2008 75% of students at Holland Park School gained 5 or more grade A\*-Cs at GCSE level. This was the sixth successive year of significant percentage increase and the Trust is pleased to have been able to support the staff and students in this considerable achievement. The target for 2009 is 82%.

Sixth Form results are consistently above the national average for students studying A2 level exams. In 2005, 99% of students achieved pass grades; this placed the school's results in the top 1% of the country. In 2006 and 2007, 97% of students achieved a pass grade. In 2008, 98% of students achieved a pass grade. The Trust has recently supported the Sixth Form with grants for leadership training, student awards and events to improve the transition from Year 11 into the Sixth Form.

In 2007 The Trust made a grant to the school in support of Special School status in the subject of Humanities. In the autumn of 2008 Holland Park School was recognised by **The Specialist Schools and Academies Trust** as being one of its foremost humanities schools.

An award of £10,000 was granted to the **Rugby Portobello Trust** for 2007-08 in support of Walmer Road School. The school admits students aged 14 to 16 years who have been withdrawn from mainstream education, have been excluded or are at risk of this happening. This has been a valuable additional option for staff and students at Holland Park School. During 2007-08 Walmer Road School's roll increased from 10 to 16 students and achieved 42 examination results in comparison with 12 in the year 2006-7. Eight students achieved their Community Sports Leaders Award and the school was assessed as 'Good' in all categories in its Ofsted Inspection in April 2009.

# The Holland Park School Charity

## TRUSTEES' REPORT

for the year ended 31 March 2009

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It was reported in 2007/8 that the Trust suspended applications for funding for a 12-month period in order to give Holland Park School time to further develop its core project requirements. This position was reassessed in December 2008 and support for applications resumed. Funding was granted both to projects that built on previous successful projects, and to a number of new projects. The focus for funding continued to be:

1. Student incentive/reward
2. Staff incentive/reward
3. Grade improvement

The level of funding in 2008/9 was consistent with the previous year with £125,400 being awarded to 15 projects. One project, awarded £5,000 did not go ahead.

### **One major grant of £50,000 was awarded to fund the Breakfast Club**

Breakfast Club is a major Trust initiative specifically aimed to benefit students and teachers together. A separate report on this year's impact of the Club is attached.

### **Grants £10,000 – £49,900**

Three grants were awarded in this bracket: £12,000 for residential revision courses for GCSE students; £11,115 for a study visit to Florence; £14,480 for an artist-in-residence.

#### **Residential Revision Courses for GCSE students**

Two courses ran at Flatford Mill in Norfolk: the first for twenty-four targeted students [from all ability bands] who were under-performing by one or two grades in English, maths and science; the second was specifically science focused and again for a different twenty-four targeted under-performing students.

The work and behaviour of students was highly commended by the residential staff and students were invited to take part in a short news item broadcast by local TV news.

As we are in the second year of this project we now have statistics which show that students attending these courses do improve their grades. Last year all students passed their target or above and we are confident that this year's courses will prove equally successful.

The Assistant Head organising these courses is a very positive advocate of the educational benefits, giving her time willingly and freely, and is grateful to the Trust for funding the project.

#### **Study visit to Florence**

The Charity has supported projects in the Sixth Form over the past four years and continued to do so in 2008/9. This autumn a planned cultural study visit to Florence for a group of twenty-five Sixth Formers will take place. Students studying A levels in history, art, geography, technology, music, religious studies, languages and music will be involved.

#### **Artist-in-Residence**

Since 2005/6 the Trust has funded the appointment of an artist-in-residence who has brought a wide range of skills [sculpture, life-drawing, IT, gallery curating] to the Art Department – enabling more ambitious and challenging work to take place. Working full-time, and focusing mainly on KS4 and KS5, [fourteen to eighteen-year-olds], all art examination students benefit from his input. The biggest impact is at GCSE [results last year were 85% A-C]. The Artist in Residence has used his expertise in a creative way, resulting in the school having established its very own art gallery, mounting eight exhibitions this year alone. This almost unique facility allows students not only to have a context for their art works, but is enabling their work to be more ambitious with students better able to pursue their own expressive pathway. The gallery has also been used for visiting lectures, shows, workshops and presentations by three other visiting artists. The Trust is supporting recognisably outstanding practice in this area.

# The Holland Park School Charity

## TRUSTEES' REPORT

for the year ended 31 March 2009

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### **Grants £2,001 - £9,999**

Seven grants were awarded in this bracket: £6,400 to the Student Councils; £6,000 to Aspirant Leaders; £6,000 to the Alt•TURNERTive Prize; £3,000 to Ginnis Consultancy; £3,000 to Student Leaders; £2,700 to the Duke of Edinburgh Award Scheme and £2,295 to Shakespeare project.

### **Student Councils**

A programme of student leadership training [with specific 'democracy and the student voice' sessions delivered by an external specialists] has been designed by an Assistant Head to re-energise the school's student councils. Each Year has a student council of eighteen members giving one hundred and eight students to be trained; to date eighty students have undertaken the programme.

The Sixth Form Student Leaders programme has been absorbed into the main School Council [thirty students] to strengthen this initiative.

All students are aware that the Trust is funding this initiative which is aimed at giving them the confidence to raise, discuss and respond to issues which affect the student body – both in school and in the community. Student councillors have taken a role in 'moral messaging' and 'school reputation managing' across the school. Essentially this entails students councillors recognising that they 'need to be seen making a difference' by engaging students in issues which concern us all – student behaviour in the locale being one aspect.

Student councillors have addressed assemblies more confidently, written about issues in their Student Bulletin and visited the community while delivering the school's magazine to local people and shopkeepers. The success of this programme can be measured in the increased numbers of students asking to be involved. Recent issues for students have been: the new building; Sixth Form; vertical tutoring. Students are more confident speaking out against injustice, unfairness, bullying and anti-social behaviour. There is much work to be done in this area, however, significant progress has made though the diligence and perseverance of the Assistant Head who is a resolute advocate of the Trust's aims.

### **Aspirant leaders**

Run by a deputy head, this course is aimed at internal succession planning and managing staff development. Two Saturday conferences have taken place in school this term catering for those teachers seeking promotion to Head of Department and/or Head of Year. Guest speakers have introduced professional matters and workshops have focussed on developing the 'professional attitude' necessary to achieve successful school leadership. An Oxford residential study-weekend, [seminars, discussion groups and workshops] is scheduled for the autumn term.

### **Alt•TURNERTive Prize**

This multi-arts event is planned for later in the summer term.

### **Ginnis Consultancy**

This is scheduled to begin in the autumn term when there will be over thirty new teaching staff. Paul Ginnis is a long-established provider of teaching and learning strategies [*The Teacher's Toolkit*] to improve results. Recognising that results are not enough, his courses also develop students' attitudes and life skills – contributing positively to community awareness.

### **Student Leaders**

A core group of Sixth Form leaders volunteer or are selected to be representatives of the school in a variety of situations – tour guides at Open Evenings, speaking at assemblies, speaking at the local lunch club and attending the ballroom dancing club for senior citizens, mentoring younger students, daily duty in the foyer, supporting the Student Council and acting as a voice for the Sixth Form. A record of these activities is a valuable aspect of an individual's UCAS application.

# The Holland Park School Charity

## TRUSTEES' REPORT

for the year ended 31 March 2009

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### **Duke of Edinburgh Award Scheme**

Led by a science teacher, sixteen students from Year Ten have embarked on the Bronze Award this year. Of the four sections to achieve the award [Volunteering, Expedition, Physical and Skills] they have already completed the expedition, camping for two weekends. Meeting weekly, some are currently volunteering in a playgroup, others with cadets and with SEN students in school. The teacher leader regards the programme as successful and would like to expand and upgrade it next year with other teacher leaders.

### **Shakespeare**

Thirty-two Year Seven students from top sets visited the Royal Shakespeare's production of *Romeo and Juliet* at Stratford-upon-Avon. The highly successful educational outing was featured in the Student Bulletin and in the school's magazine, with students enthusiastically writing about the play and their new knowledge of 16C England and Italy, patriarchal society, rival families and what it must have been like to live in those days. "One trip – a myriad of paths!" - an English teacher

### **Grants under £2,000**

Three grants were awarded in this category: £1,200 to Transition Dinners; £1,200 to Sixth Form Rewards and £1,000 to Hardship Fund.

### **Sixth Form Transition Dinners**

This project aims to encourage high-potential Year 11 students to continue into the Sixth Form by inviting them to share experiences of current Sixth Formers and their teachers. Successful sessions were held in January and February. The Trust is supporting recruitment of high-achieving students into the Sixth Form.

### **Sixth Form Rewards**

Sixth Form teachers propose one student per class for an award [a book] for consistent outstanding contribution to the subject. Presentations are made at the final Sixth Form assembly.

### **Hardship fund.**

The Associate Head has discretion to assist deserving students who may not otherwise be able to participate in an educational experience. One grant of £100 was made. One other application was inappropriate and referred.

## FINANCIAL REVIEW

The charity funds its activities by a combination of the initial donation with which the charity was started in March 2005 and interest income from the said sum.

During the year, incoming resources of £32,405 were received. The incoming resources were applied to furthering the objects of the charity.

The net movement in funds for the year, as shown in the statement of financial activities, amounted to a deficit of £101,418.

The value of the charity's net assets at 31 March 2009 was £619,185.



# The Holland Park School Charity

## TRUSTEES' REPORT

for the year ended 31 March 2009

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### PLANS FOR FUTURE PERIOD

The Trust will continue to fund ongoing projects and will invite applications for new project funding. Applications will be evaluated with reference to the strategic objectives of the Charity and full or part funding will be awarded accordingly.

The Charity has plans to commence fund raising in order to provide a longer term commitment to its objectives.

### RESERVES POLICY

The unrestricted funds at 31 March 2009 will be retained to finance the Charity's policy of charitable support.

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to

- a select suitable accounting policies and then apply them consistently;
- b make judgements and estimates that are reasonable and prudent;
- c prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the requirement of the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### INTERNAL CONTROLS AND THE MITIGATION OF MAJOR RISKS

An annual risk assessment is carried out in line with the Trust's Risk Policy. The trustees confirm that controls implemented to date, and the levels of risk are appropriate to the size of the charity and the nature of its operation.

Approved by the Trustees on

Richard Nelson  
Chair of Trustees

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HOLLAND PARK SCHOOL CHARITY**

I report on the accounts of The Holland Park School Charity for the year ended 31 March 2009, which are set out on pages 9 to 13.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43 (7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out below.

### **Independent examiner's statements**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - # to keep accounting records in accordance with section 41 of the Act; and
  - # to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Beckett  
FCA

ON BEHALF OF BAKER TILLY TAX AND ACCOUNTING LIMITED

Chartered Accountants  
12 Gleneagles Court  
Brighton Road  
Crawley  
RH10 6AD

# The Holland Park School Charity

## STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2009

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	<i>Notes</i>	Unrestricted funds 2009	Unrestricted funds 2008
INCOMING RESOURCES			
Incoming resources from generated funds			
Donations	1	-	-
Investment income	2	32,405	49,370
		<hr/>	<hr/>
TOTAL INCOMING RESOURCES		32,405	49,370
		<hr/>	<hr/>
RESOURCES EXPENDED			
Charitable Activities	3	125,982	138,262
Governance costs	4	7,840	15,385
		<hr/>	<hr/>
TOTAL RESOURCES EXPENDED		133,822	153,647
		<hr/>	<hr/>
NET (OUTGOING)/INCOMING RESOURCES FOR THE PERIOD	5	(101,418)	(104,277)
TOTAL FUNDS BROUGHT FORWARD		720,603	824,880
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		619,185	720,603
		<hr/>	<hr/>

All income arises from continuing activities of the Charity. The Charity had no recognised gains or losses other than those dealt with in the Statement of Financial Activities.

The notes on pages 12 and 13 form an integral part of these accounts.

# The Holland Park School Charity

## BALANCE SHEET

31 March 2009

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	<i>Notes</i>	2009 £	2008 £
CURRENT ASSETS			
Cash at bank		674,724	770,875
Debtors	7	1,027	4,267
		<hr/>	<hr/>
		675,751	775,142
CREDITORS: Amounts falling due within one year	8	56,566	54,539
		<hr/>	<hr/>
NET CURRENT ASSETS		619,185	720,603
		<hr/>	<hr/>
NET ASSETS		619,185	720,603
		<hr/> <hr/>	<hr/> <hr/>
FUNDS			
Unrestricted		619,185	720,603
		<hr/> <hr/>	<hr/> <hr/>

Approved by the Trustees on \_\_\_\_\_ and signed on their behalf by \_\_\_\_\_

Richard Nelson

Chair of Trustees

The notes on pages 12 and 13 form an integral part of these accounts

# The Holland Park School Charity

## ACCOUNTING POLICIES

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The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom and the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in April 2005 by the Charity Commission ("SORP 2005"). A summary of the principal accounting policies, which have been applied consistently, is set out below.

### **Basis of accounting**

The financial statements are prepared in accordance with the historical cost convention.

### **Incoming resources**

Donations and other income are credited to the statement of financial activities in the year in which they are received.

### **Resources expended**

Direct charitable expenditure comprises direct expenses incurred on the defined charitable purposes of the charity.

Governance costs include expenditure on compliance with constitutional and statutory requirements.

### **Grant policy**

Grants payable are charged in the year when the offer is conveyed to the recipient. Unconditional grants agreed upon by the Trustees but not yet paid at the year end are accrued.

### **Fund accounting**

The unrestricted funds comprise those monies which may be used towards meeting the charitable objects of the charity at the discretion of the trustees.

### **Taxation**

The charity is a registered charity, and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

# The Holland Park School Charity

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2009

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1	VOLUNTARY INCOME	2009 £	2008 £
	Donations	-	-
	Gift aid on donations	-	-
		<u>-</u>	<u>-</u>
		<u>-</u>	<u>-</u>
2	INVESTMENT INCOME	2009 £	2008 £
	Bank interest	32,405	49,370
		<u>32,405</u>	<u>49,370</u>
3	CHARITABLE ACTIVITIES	2009 £	2008 £
	Grants	103,845	100,670
	Support costs	22,137	37,592
		<u>125,982</u>	<u>138,262</u>
		<u>125,982</u>	<u>138,262</u>
4	GOVERNANCE COSTS	2009 £	2008 £
	Professional fees	1,791	1,763
	Administration	515	4,224
	Staff costs	5,534	9,398
		<u>7,840</u>	<u>15,385</u>
		<u>7,840</u>	<u>15,385</u>
5	NET OUTGOING RESOURCES	2009 £	2008 £
	The net outgoing resources for the period are stated after charging:		
	Auditors' remuneration		
	- Audit	-	-
	- Other services	1,791	1,763
		<u>1,791</u>	<u>1,763</u>
		<u>1,791</u>	<u>1,763</u>

# The Holland Park School Charity

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2009

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### 6 STAFF COSTS AND TRUSTEES' REMUNERATION

	2009 £	2008 £
Salaries	23,954	41,897
National Insurance	3,717	5,093
	<u>27,671</u>	<u>46,990</u>

One Trustee received remuneration of £1,260.00 in respect of their services to the charity and reimbursement of expenses of £25.85 from the charity during the period.

7 DEBTORS	2009 £	2008 £
Gift aid relief	-	-
Other debtors	1,027	4,267
	<u>1,027</u>	<u>4,267</u>

8 CREDITORS: Amounts falling due within one year	2009 £	2008 £
Accruals	56,566	54,539
	<u>56,566</u>	<u>54,539</u>