

WOKING HIGH SCHOOL ACADEMY TRUST – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

Woking High School has applied for 50% (£8,000) of the costs of upgrading the lighting system in the School Hall. The remaining costs would be met by the School through fundraising undertaken by Friends of Woking High School. The proposals have been drawn up in light of concerns over the age of the existing lighting system and the improved lighting facility will enhance the experiences of the entire Woking High School community.

As well being used regularly by the School, the School Hall is used by StageCoach Woking, an organisation which provides an opportunity for children between the ages of 4 and 16 to engage in singing, acting and dance classes in Woking. The School itself has an active extra-curricular music programme, including an Open Evening, the Christmas Concert, an Annual Music Competition, and a Summer Concert.

The School has clearly put significant resources into its arts programme, at the centre of which is the stage in the Main Hall. The venue is well used both by the School and StageCoach Woking. Efforts to raise money to support the costs of upgrading the lighting system in the School Hall have already started, with the School aiming to raise enough funds to cover 50% of the costs.

Noting the use of the facilities by both the School and StageCoach and the financial position of the School, it is recommended that the application is supported and, in line with the Council's criteria for capital support, a grant of 50% of the costs should be awarded, up to a maximum of £8,000.

In considering the application, the School is encouraged to approach the local County Councillor to explore whether any funds could be awarded through the local allocation available to County Councillors to assist with the fundraising efforts.

Recommendations

| | |
|--------------------------------|---|
| The Executive is requested to: | RESOLVE That , subject to the outcome of the Council's budgetary process, a grant of 50% of the costs of upgrading the Main Hall's lighting, up to a maximum of £8,000, be awarded from the Community Fund. |
| Reason for Decision | To support the School's ambitions in improving the lighting for the stage in the Man Hall as part of its creative arts programme. |
| Legal Authority | S19 (Misc. Provisions) Local Government Act 1976 |
| Confirmation of funding | This award is provisionally made on the expectation that the Council's budgets for revenue and capital projects remain at the same level allocated for the current financial year. The Council's overall budget, including the sums allocated for community grants, will be determined by Council at its meeting on 11 February 2021. In the event the grant budgets are set at the anticipated levels, confirmation of the Council's support will be sent to successful applicants. Groups should not plan |

Woking High School Academy Trust – Application For Financial Assistance

| | |
|------------|--|
| | <p>for the 2021/22 funding until this confirmation has been received.</p> <p>Should the budgets be reduced as part of the Council's efforts to achieve savings to offset the impact of Covid on the Council's financial position, a special meeting of the Executive will be held to review the provisional awards and allocate the funds available on a priority basis.</p> |
| Conditions | <p>Accounts. The Organisation must submit accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p>Monitoring Information. The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on websites and literature / leaflets produced.</p> <p>Payment Period. Final quarter claims must be made by the second week in April. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p>Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>Invoices / Receipts. In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p>Homelessness Reduction Act 2017. Following the introduction of new legislation from April 2018, the Council expects the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations are expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p> <p>Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If Groups hire out their venue(s) they should ensure good processes are in place for record keeping and checking if hirers are appropriate groups to be making the hire arrangements. The following are some areas which should be considered:</p> <ul style="list-style-type: none">• Basic details should be recorded to include speaker's address, mobile phone number and organisation details.• Has the identity of the speaker been confirmed and is their organisation bona fide? Are they known to the hirer?• Is the speaker from the area? Are they UK citizens or from overseas and will they travel specifically for this event? |

Woking High School Academy Trust – Application For Financial Assistance

| | |
|------------------------|--|
| | <ul style="list-style-type: none">• Consider checks on the internet to confirm the status of speakers to include website, YouTube or social media sites.• How many people are likely to attend (check previous or similar events either locally or online). |
| Performance Indicators | <p>Activities. The Organisation to provide details of activities and events held.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p> |
| Future Support | The recommended funding is based on a one-off award and accordingly carries no implications in terms of future support. |

The Executive has authority to determine the above recommendation.

Background Papers:

2021/22 Application Form.

Reporting Person:

Ray Morgan, Chief Executive
Extn: 3333, Email: ray.morgan@woking.gov.uk

Contact Person:

Frank Jeffrey, Democratic Services Manager
Extn: 3012, Email: frank.jeffrey@woking.gov.uk
Doug Davern, Democratic Services Officer
Extn: 3018, Email: doug.davern@woking.gov.uk

Portfolio Holder:

Cllr Simon Ashall
Email: cllrsimon.ashall@woking.gov.uk

Shadow Portfolio Holder:

Cllr Will Forster
Email: cllrwill.forster@woking.gov.uk

Date Published:

2 December 2020

Woking High School Academy Trust – Application For Financial Assistance

Woking High School Academy Trust – Application For Financial Assistance

| 1.0 Summary of Application | |
|-----------------------------------|---|
| 1.1 Status and Aims | <p>Woking High School Academy Trust was formed on 26th June 2013. Prior to that, Woking High was a maintained school.</p> <p>The charitable objectives for which the charitable company was established are set down in the governing document as follows:</p> <ul style="list-style-type: none"> ○ To advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum (“the Academy”); and ○ To promote for the benefit of individuals living in Woking and the surrounding area who have need by reason of their age, infirmity or disability, financial hardship or social and economic circumstances or for the public at large the provision of facilities, for recreation or other leisure time activities in the interests of social welfare and with the object of improving the condition of life of the said individuals. <p>Woking High School is a popular and successful 11-16 school, serving the needs of the local community. The School aims to provide every student with the opportunity to flourish and succeed personally and academically. This is achieved through the provision of a stimulating curriculum, a wealth of opportunities beyond the classroom and a secure and safe environment which enables students to develop confidence, character and self-esteem.</p> <p>The School has a dedicated unit for ten visually impaired students and works hard to ensure these students are able to fully access the curriculum and opportunities available.</p> |
| 1.2 Employees | <p>153, comprising:</p> <p>Senior Leadership Team – Seven full time members of staff.</p> <p>Teaching staff – 68 full time equivalent teachers</p> <p>Educational Support – 22.20 full time equivalent staff</p> <p>Administration – 21.76 full time equivalent staff.</p> |
| 1.3 Volunteers | <p>None.</p> |
| 1.4 Clients/Users | <p>1,199, comprising:</p> <p>623 male</p> <p>576 female</p> <p>22 disabled</p> <p>235 ethnic minority</p> <p>935 resident in Woking</p> <p>0 aged 0-5</p> <p>0 aged 6-10</p> |

Woking High School Academy Trust – Application For Financial Assistance

| | | | | | | | | | | | |
|------------------------------|--|-----------------------------|------|---------------------|--------|-------------------|--------|-------------------|------|------------------------------|--------|
| | <p>1,199 aged 11-18 0 aged 19-65 0 aged 65+</p> <p>The School only makes charges for a small number of activities which are not part of the national curriculum. These generally include trips and visits.</p> <p>Woking High School's immediate catchment area includes Goldsworth East and Horsell West, both ranked high on the 2015 Income Deprivation Affecting Children Index (IDACI). Goldsworth East is classified as being amongst the 20% of most deprived neighbourhoods in the country and Horsell West amongst the 40% most deprived. There are over 160 students on roll who live in one of the IDACI band areas.</p> <p>Woking High School has a highly successful Drama Department and, as a practical subject, Drama is extremely popular with students of all academic backgrounds. All students study drama and music in Key Stage 3 and can then go on to choose either subject for GCSE. In 2020, 87.5% of GCSE students achieved an 9-4 in Drama.</p> | | | | | | | | | | |
| 1.5 Members | None. | | | | | | | | | | |
| 1.6 Sum Requested | £8,000 (Capital) | | | | | | | | | | |
| 1.7 Project | <p>The school's stage lighting system is supported by the original electrical installation from when the school was built in 1968. The newest light is nearly 30 years old. The electrics are no longer compliant and urgently require replacing. All the lanterns are old and, whilst the School is able to replace the lamps at present, this option will soon be discontinued.</p> <p>The School is proposing to replace the existing lighting and electrical system with efficient, modern, state of the art equipment to enhance the facilities in the community school.</p> <p>The School has recently invested in replacing the audio visual equipment in the school hall, with an aim of fund raising the replace the lighting.</p> <p>The proposed works will include:</p> <ul style="list-style-type: none"> ○ Installing new DMX cabling for all the lighting. ○ Lower the existing lighting bar. ○ Replace obsolete lighting with a variety of LED units including LED Warm White Facial Lights and LED Colour Lights. ○ Provide a new lighting desk and lighting controls. ○ Install Automated Moving Lights | | | | | | | | | | |
| 1.8 Cost breakdown: | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Supply and fit lighting bar</td> <td style="text-align: right;">£175</td> </tr> <tr> <td>Various light units</td> <td style="text-align: right;">£8,486</td> </tr> <tr> <td>New lighting desk</td> <td style="text-align: right;">£1,379</td> </tr> <tr> <td>Lighting controls</td> <td style="text-align: right;">£500</td> </tr> <tr> <td>New Wiring and Consumer Unit</td> <td style="text-align: right;">£1,370</td> </tr> </table> | Supply and fit lighting bar | £175 | Various light units | £8,486 | New lighting desk | £1,379 | Lighting controls | £500 | New Wiring and Consumer Unit | £1,370 |
| Supply and fit lighting bar | £175 | | | | | | | | | | |
| Various light units | £8,486 | | | | | | | | | | |
| New lighting desk | £1,379 | | | | | | | | | | |
| Lighting controls | £500 | | | | | | | | | | |
| New Wiring and Consumer Unit | £1,370 | | | | | | | | | | |

Woking High School Academy Trust – Application For Financial Assistance

| | |
|-----------------------|--|
| | <p>Safety Chains £350</p> <p>New Light fittings £300</p> <p>Installation Costs £2,285</p> <p>Lowering Stage Lighting Bar £1,200</p> <p>TOTAL £16,045</p> <p>The School would meet 50% of the costs.</p> |
| 1.9 Community Benefit | <p>The School believes that all 1,199 students and their parents would benefit from this project as the facilities would use the Hall for a number of whole school activities including award events, assemblies, open evenings, etc.</p> <p>The local community, through StageCoach Woking, would also benefit from this proposal.</p> <p>(StageCoach Woking offers weekly part-time classes in the performing arts for children aged 4-18yrs. The Group's aim is to nurture and develop young potential through singing, acting and dance classes in Woking, building confidence and improving communication. The Group use the facilities at Woking High School and the Hoe Valley School.)</p> |
| 1.10 Covid-19 Impact | <p>Besides having to find new ways of working, Covid-19 has not greatly impacted the School. The greatest impact has been on the students in that they have not been able to attend school for a great deal of time. It will, of course, affect how the School delivers lessons and activities in the future.</p> |

| | |
|--------------------------------------|---|
| 2.0 Financial Background | |
| 2.1 Budget | <p>At the time of the application, the School held unrestricted reserves of £667,700 in the bank. £216,939 of this is designated for capital expenditure to include the refurbishment of all student and staff toilets, a new server, new audio visual equipment for the main hall, student computers, and the refurbishment of the staffroom. The School's policy is to maintain operational reserves of 5% of the annual funding, which is approximately £360,000 per annum.</p> <p>The Applicant had advised that the School will also endeavour to designate £60,000 for self-insurance against staff absence, £50,000 to upgrade the IT facilities and £50,000 for site emergencies.</p> <p>The Group has submitted a budget for 2021/22 which shows an anticipated income of £7,287,315 against an anticipated expenditure of £7,362,818, resulting in an anticipated deficit of £75,503.</p> |
| 2.2 Accounts | <p>The Group has submitted accounts for 2019/20 which show an income of £7,113,389 (£7,293,799 in 2018/19) against expenditure of £7,807,177 (£7,603,873 in 2018/19), resulting in a deficit of £693,788 (a deficit of £310,074 in 2018/19).</p> |
| 2.3 Support over the past five years | <p>New Application.</p> |

Woking High School Academy Trust – Application For Financial Assistance

| 3.0 Assessment of Application | | |
|--------------------------------------|--|--|
| 3.1 Key Information | <ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously | <ul style="list-style-type: none"> Yes Yes No Yes Yes Yes No No No Yes Yes N/A |
| 3.2 Consultee Comments | None. | |
| 3.3 Assessment | <p>Woking High School has applied for 50% (£8,000) of the costs of upgrading the lighting system in the School Hall. The remaining costs would be met by the School through fundraising undertaken by Friends of Woking High School. The proposals have been drawn up in light of concerns over the age of the existing lighting system.</p> <p>The Applicant has indicated that an improved lighting facility would enhance the experiences of the entire Woking High School community, creating a professional venue to enrich the experiences of the pupils.</p> <p>The Applicant has explained that the request to Woking Borough Council stems in part from the insufficient funding for schools in recent years leading to the financing of capital projects or school improvement initiatives very difficult.</p> <p>The staging space is used for GCSE Drama examination performances. GCSE students are assessed on two pieces of practical work within Year 11, constituting 30% of their final GCSE grade. Improved professional lighting facilities would give the students the opportunity to perform under professional stage lighting, which in turn can truly enhance the nature of both the devised and scripted performances on which the students are assessed. Recent productions staged in the Hall include The Sound of Music (2018), Grease (2019) and The Creative Arts & Technology Gala (2020). Approximately 180 to 200 members of the local community attended each evening. The applicant has indicated that events such as these are an integral part of the school experience, and had a substantial impact on all young people involved, as well as the local community.</p> <p>As well being used regularly by the School, the School Hall is used by StageCoach Woking, an organisation which provides an opportunity for children between the ages of 4 and 16 to engage in singing, acting</p> | |

Woking High School Academy Trust – Application For Financial Assistance

and dance classes in Woking. The School itself has an active extra-curricular music programme, including an Open Evening (featuring an orchestra of 45 students), the Christmas Concert (approximately 80-100 students involved in the Orchestra, Choir and Guitar Ensemble), an Annual Music Competition, the Young Achievers Award Ceremony, and a Summer Concert.

The School has also developed and trained a group of students and staff as a Technical Assistance Group (TAG) providing an extra-curricular opportunity for students to go behind the scenes and learn about Technical Theatre. Students have the opportunity to work with sound and lighting equipment, develop foundation knowledge and understanding of technical equipment, and join the Technical Crew for a variety of whole school Performing Arts projects.

The School is keen to promote and develop the Creative Arts and has actively sought motivational speeches from celebrated individuals within the industry including directors and actors from West End shows and films.

The School has clearly put significant resources into its arts programme, at the centre of which is the stage in the Main Hall. The venue is well used both by the School and StageCoach Woking. Efforts to raise money to support the costs of upgrading the lighting system in the School Hall have already started, with the School aiming to raise enough funds to cover 50% of the costs. Noting the use of the facilities by both the School and StageCoach and the financial position of the School, it is recommended that the application is supported and, in line with the Council's criteria for capital support, a grant of 50% of the costs should be awarded, up to a maximum of £8,000. In considering the application, it has been proposed that the School is encouraged to approach the local County Councillor to explore whether any funds could be awarded through the local allocation available to County Councillors to assist with the fundraising efforts.

REPORT ENDS