

**FRIENDS OF WOKING HIGH SCHOOL – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

The Friends of Woking High School has approached the Council for one-off financial support of £30,417 towards refurbishing an existing Design Technology room to become a new Computer Technology Resource.

Woking High School has a highly successful Design Technology (DT) Department, providing an inspiring practical subject for all students up to GCSE level. All students studying DT draw on a range of academic disciplines including Maths, Science, Engineering, Art and Computing.

In recent times, employers have argued that the failure of secondary schools to modernise their DT curriculum is leaving students with a poor knowledge of modern materials, electronics, and computer aided design and manufacture (CAD/CAM). In order to achieve success for today’s students, schools need to significantly adapt their DT Departments. In this respect, Woking High School has undertaken a review of the delivery of the new DT curriculum and the impact on its students.

In the extending uncertain financial climate Woking High School notes that it is difficult to provide its students with the opportunities they deserve, particularly in the high cost areas of electronics and computer aided design. The School is able to contribute £3,000 towards the DT refurbishment project and the Friends of the School would look to at least match the contribution towards the overall cost of £30,417.

The Council’s policy for the support of capital applications is to award up to 50% of the grant requested towards the project. In light of the benefit to around 780 children each year at Woking High School, it is recommended that a grant of 50% of the costs up to a maximum of £15,000 be awarded towards the cost of the Computer Technology Resource subject to presentation of invoices. It should be noted that the Group does not operate a safeguarding or equal opportunities policy, however it has confirmed that it would be bound by the policies of the School.

**Recommendations**

<p>The Executive is requested to:</p>	<p><b>RESOLVE That</b> a one-off capital grant of 50% of the costs, up to a maximum of £15,000, be awarded from the Community Fund toward the refurbishment of a Design Technology room to become a Computer Technology Resource.</p>
<p>Reason for Decision</p>	<p>The upgraded resource will encourage students to pursue a qualification in Design Technology and lead to improved results for those who do so.</p>
<p>Legal Authority</p>	<p>S19 (Misc. Provisions) Local Government Act 1976</p>
<p>Conditions</p>	<p><b>Accounts.</b> The Organisation must submit audited 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>

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	<p><b>Monitoring Information.</b> The Organisation must submit 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><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. 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><b>Joint Working.</b> 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><b>Invoices / Receipts.</b> 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><b>Venue Hire.</b> 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 you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2019/20 Application Form.

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### **Date Published:**

4 December 2018

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## Friends of Woking High School – Application For Financial Assistance

<b>1.0 Summary of Application</b>																									
1.1 Status and Aims	Friends of Woking High School was formed in 1996 with the objective of enhancing the education of students in the school. Its aims are to provide facilities or items for education at the school (not provided from statutory funds) and to engage in activities which support the school and advance the education of the students attending it.																								
1.2 Employees	None.																								
1.3 Volunteers	Five, whose activities entail the provision of support through planning, organising, fundraising, communication and financial management.																								
1.4 Clients / Users	1,199, comprising: 615 male 584 female 9 disabled 224 ethnic minority 921 resident in Woking 1,199 aged 11-18																								
1.5 Members	N/A																								
1.6 Sum Requested	£30,417 (Capital)																								
1.7 Project	The Friends of Woking High School have requested a grant towards the cost of refurbishment of an existing Design Technology room to create a new Computer Technology Resource at Woking High School, which would provide an important educational enhancement to the existing provision.																								
1.8 Cost breakdown:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Works</th> <th style="text-align: left;">Supplier</th> <th style="text-align: right;">Amount (Net of VAT)</th> </tr> </thead> <tbody> <tr> <td>Airconditioning</td> <td>AC Logic</td> <td style="text-align: right;">£5,900</td> </tr> <tr> <td>Electrical fitout</td> <td>PJ Mileham</td> <td style="text-align: right;">£1,500</td> </tr> <tr> <td>Cabling + data points</td> <td>Nexus cabling</td> <td style="text-align: right;">£2,270</td> </tr> <tr> <td>Benching</td> <td>Corniche</td> <td style="text-align: right;">£9,750</td> </tr> <tr> <td>Flooring</td> <td>TW Flooring</td> <td style="text-align: right;">£1,852</td> </tr> <tr> <td>31x HP Desktops + setup</td> <td>ict-direct</td> <td style="text-align: right;">£9,145</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right; border: 2px solid black;"><b>£30,417</b></td> </tr> </tbody> </table>	Works	Supplier	Amount (Net of VAT)	Airconditioning	AC Logic	£5,900	Electrical fitout	PJ Mileham	£1,500	Cabling + data points	Nexus cabling	£2,270	Benching	Corniche	£9,750	Flooring	TW Flooring	£1,852	31x HP Desktops + setup	ict-direct	£9,145			<b>£30,417</b>
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1.9 Community Benefit	A total of 780 students per year would benefit from the Computer Technology Resource at the School.																								

<b>2.0 Financial Background</b>	
2.1 Budget	At the time of the application, the Group held £19,600 in the bank. The sum of £5,900 is reserved for towards helping the School replace one of its older minibuses, with further fundraising to take place. The

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	<p>Group aims to keep a reserve of £5,000 in case of any emergency funding requested by the School.</p> <p>The Group has not submitted a budget for 2019/20 as it does not operate one, noting that its only expenditure is funding Woking High School and that donations or fundraising received is always difficult to predict.</p> <p>Donations are used to support funding requests applied for by Woking High School educational teams and approved by the Friends of Woking High School committee at General Meetings on a termly basis. Where there are bigger projects, fundraising appeals and activities are launched to support the project.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2017/18 which show an income of £18,393 (£14,468 in 2016/17) against expenditure of £6,752 (£14,098 in 2016/17), resulting in a surplus of £11,641 (a surplus of £370 in 2016/17). The sum of £19,619 was carried forward at the end of the 2017/18 year.</p>
2.3 Support over the past five years	<p>New application.</p>

<h3>3.0 Assessment of Application</h3>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>N/A</p>
3.2 Consultee Comments	<p><u>Sylvie Marshall, Community Development Manager</u></p> <p>The Friends of Woking High School are a charity which aims to enhance the education for all students studying at Woking High School.</p> <p>The Friends of Woking High School has approached the Council for one-off financial support of £30,417 towards refurbishing an existing Design Technology room to become a new Computer Technology Resource.</p> <p>The Friends of Woking High School have identified that they would aim to match fund a grant awarded by Woking Borough Council, in</p>	

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	<p>addition to this the School will be supporting the project to the sum of £3,000. With this in mind I would recommend a grant of up to 50% of the total cost, equating to £15,209 be awarded.</p>
3.3 Assessment	<p>The Friends of Woking High School has applied for one-off financial support of £30,417 towards refurbishing an existing Design Technology room to become a Computer Technology Resource.</p> <p>Woking High School has a highly successful Design Technology (DT) Department, providing an inspiring practical subject for all students up to GCSE level. All students studying DT draw on a range of academic disciplines including Maths, Science, Engineering, Art and Computing.</p> <p>As a practical subject, DT is extremely popular with students of all academic backgrounds. In 2018, the following results were achieved: 95% A* - C Graphic Products (with 60% A*-A), and 73% A* - C Product Design (with 45% A* - A).</p> <p>All students study DT in Key Stage 3. At Key Stage 4 for 2017 there were 60 students and during 2018 there are 75 students studying for a GCSE level qualification. Uptake has gradually been increasing with the new curriculum and also attracting more girls to the subject.</p> <p>In recent times, employers have argued that the failure of secondary schools to modernise their DT curriculum is leaving students with a poor knowledge of modern materials, electronics, and computer aided design and manufacture (CAD/CAM).</p> <p>During the national curriculum review of 2014, the Department for Education set up an expert group for DT resulting in the new Design and Technology curriculum started in September 2017. There were some significant changes in the way DT is delivered, including the use of emerging technologies including robotics and 3D printing, as well as a focus on iterative design to promote high quality design thinking, much of which will be achieved using computer aided design.</p> <p>In order to achieve success for today's students, schools need to significantly adapt their DT Departments. In this respect, Woking High School has undertaken a review of the delivery of the new DT curriculum and the impact on its students.</p> <p>This project would provide enrichment, awareness and inspiration to enable young people to see the opportunities afforded by careers in engineering and technology. The School continues to work hard to equip the workforce of tomorrow with the appropriate skills.</p> <p>Woking High School notes that it is difficult to provide its students with the opportunities they deserve, particularly in the high cost areas of electronics and computer aided design. The School is able to contribute £3,000 towards the DT refurbishment project and the Friends of the School would look to at least match the contribution towards the overall cost of £30,417.</p> <p>The Council's policy for the support of capital applications is to award up to 50% of the grant requested towards the project. In light of the benefit to around 780 children each year at Woking High School, it is recommended that a grant of 50% of the costs up to a maximum of £15,000 be awarded towards the cost of the Computer Technology Resource subject to presentation of invoices.</p>

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