

<p><u>Meeting</u></p> <p>North Area Committee</p>
<p><u>Date and time</u></p> <p>Monday 22nd January, 2024</p> <p>At 7.00 pm</p>
<p><u>Venue</u></p> <p>Hendon Town Hall. NW4 4BG</p>

Dear Councillors,

Please find enclosed additional papers relating to the following items for the above mentioned meeting which were not available at the time of collation of the agenda.

Item No	Title of Report	Pages
11	Members' Items - Area Committee Funding Application – Cromer Road Learning & Wildlife garden	3 - 36

Corinna.Demetriou@Barnet.gov.uk
northareacommittee@barnet.gov.uk

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COMMUNITY INFRASTRUCTURE LEVY (CIL) FUND

AGENDA ITEM 11

About the Fund

The Community Infrastructure Levy (CIL) is a tool for local authorities in England and Wales to support the development of their area. CIL is a charge levied by local authorities on new development in their area. A portion of CIL receipts is allocated for Neighbourhood CIL.

Neighbourhood CIL is available to spend on priorities within the local community and Barnet Council has allocated the responsibility for this process to the three Area Committees.

The spending of CIL is to support the development of the relevant area by funding the provision, improvement, replacement, operation or maintenance of infrastructure that is concerned with sustaining and maintaining the demands that development places on an area, or anything else that is concerned with addressing the demands that development places on an area.

Who can apply and how to apply

For ease of use and clarity the following form sets out the *eligibility criteria, application process and terms and conditions* in detail.

The first step in the process is to secure the sponsorship of a Ward Member for the relevant Area Committee for your application. The Ward Member will be able to raise a Members Item for CIL funding at an Area Committee. Please do not complete this form unless you have Ward Member support.

For clarity, the Area Committee review Members Items for CIL funding and make the decision to approve, reject or defer an application. The decision of the Area Committee is final.

When to apply

Area Committees meet regularly, and the dates can be found from the links to each Committee listed this form. The application process to secure sponsorship, complete this application and for Officers to undertake relevant review of the scheme for Committee scrutiny should expect to commence around 3 months prior to the targeted Committee date.

BARNET - AREA COMMITTEE **COMMUNITY INFRASTRUCTURE LEVY (CIL) FUND**

GRANT APPLICATION FORM

Part 1: Contact Details

Name of organisation	
Cromer Road School Association (CRSA)	
Organisation address	
Address & postcode:	Cromer Road Primary School Cromer Road, New Barnet EN5 5HT
Organisation website (if applicable):	www.crsa.online
Organisational Company Registration/Charity Number:	1074964
Primary contact for this application	
<i>The primary contact must be a trustee, director or member of the management committee</i>	
First Name:	Sonya
Last Name:	Grimwade
Position:	Trustee
Telephone number:	020 8449 3492
Mobile number:	
Email address:	gardenproject@crsa.online
Secondary contact for this application	
First Name:	Gemma
Last Name:	Patten
Position:	Co-Chair
Telephone number:	020 8449 3492
Mobile number:	
Email address:	chair@crsa.online

Part 2: Eligibility Criteria

To be eligible, the application must meet the following criteria
<ul style="list-style-type: none"> The scheme will require the support of a Ward Member and must be submitted to the Area Committee by the Ward Member Your Councillors (moderngov.co.uk) The scheme must fall within the Area Committee CIL funding priorities

- The scheme must be located within the borough and offer a wide community benefit
- The scheme must comply with the regulations in that it “supports the development of an area” through “the provision, improvement, replacement, operation or maintenance of infrastructure...or anything else that is concerned with addressing the demands that development places on an area”.
- The scheme must not relate to political/lobbying activities (e.g. fundraising), and must not directly benefit individual councillors
- Organisations or groups submitting applications should be registered with a regulatory body (e.g. Charities Commission and Companies House) or be able to demonstrate that they are constituted as ‘not-for-profit’ organisations. Individuals will not be considered
- Organisations or groups submitting bids must be able to demonstrate sound financial performance and management (by naming the finance officer and describing the controls over the organisation’s accounting, bank accounts and cash)
- Schemes must comply with relevant policy and legal requirements (for example, on road safety, planning policy and environmental health)

What type of organisation are you?

- | | |
|--|---|
| <ul style="list-style-type: none"> • Registered charity • Registered limited company • Charitable incorporated organisation (CIO) • Community Interest Company limited by Guarantee (CIC) • Company limited by guarantee | <ul style="list-style-type: none"> • Constituted community group • Constituted but unincorporated club or association • Community Benefit Society • Social Enterprise |
|--|---|

Names and addresses of your committee/board members/trustees

CRSA

Cromer Road Primary School

Cromer Road

New Barnet

Herts EN5 5HT

Nikki Rice - Co-Chair/Trustee

[Gemma Patten](#) - Co-Chair/Trustee

Laura Riley - Secretary/Trustee

Natalie Steiner - Treasurer/Trustee

Sarah Wise - Trustee (Parent Governor)

[Dana O'Donnell](#)- Trustee (Headteacher)

[Sonya Grimwade](#) - Trustee

Bank Account Details & Name of Finance Officer

Natalie Steiner - Treasurer

Cromer Road School Association

Barclays Bank

Sort code - 29 - 95 - 61

Account number - 50024007

Other relevant information – please provide the following

- Constitution or memorandum & article of association or trust deed
- Letter Headed (.pdf format) document with full name & address of the organisation, bank account details (sort code, account, account name), VAT registration (if applicable), e-mail address, contact name and contact telephone of finance contact
- Annual report
- Your organisation’s latest independently audited or certified annual accounts (if available)
- Public liability insurance
- Safeguarding policy (You must include this if your organisation works with children and young people under 16 years of age or with vulnerable adults)

Please provide the name and support of your Ward Member who will present this as a Members Item, and at which Area Committee (Meeting and Date)

- Member name and evidence of support (e.g. e-mail)

David Longstaff

- Which Area Committee (North, East or West) and the committee meeting date you are working towards with the Ward Member

Northern Area Committee

Which Ward(s) of Barnet will your work mainly take place? (please highlight as appropriate)

- | | |
|--|--|
| <input type="checkbox"/> Barnet Vale | <input type="checkbox"/> Friern Barnet |
| <input type="checkbox"/> Brunswick Park | <input type="checkbox"/> Garden Suburb |
| <input type="checkbox"/> Burnt Oak | <input type="checkbox"/> Golders Green |
| <input type="checkbox"/> Childs Hill | <input type="checkbox"/> Hendon |
| <input type="checkbox"/> Colindale North | <input type="checkbox"/> High Barnet |
| <input type="checkbox"/> Colindale South | <input type="checkbox"/> Mill Hill |
| <input type="checkbox"/> Cricklewood | <input type="checkbox"/> Totteridge Woodside |
| <input type="checkbox"/> East Barnet | <input type="checkbox"/> Underhill |
| <input type="checkbox"/> East Finchley | <input type="checkbox"/> West Finchley |
| <input type="checkbox"/> Edgware | <input type="checkbox"/> West Hendon |
| <input type="checkbox"/> Edgwarebury | <input type="checkbox"/> Whetstone |
| <input type="checkbox"/> Finchley Church End | <input type="checkbox"/> Woodhouse |

Part 3: Scheme Proposal

Please provide a description of your proposed scheme, please include

- The aim of the scheme
- Please include photos or documentation that help describe your proposed scheme

How will your scheme contribute to the Barnet Plan, Area Committee Priorities and conform with CIL expenditure regulations?

- Area Committee priorities for CIL funding (*reviewed at Committee*) and provide a wide community benefit
- How does the scheme meet one or more of the four priorities set out in the Barnet Plan

- How does the scheme “support the development of an area” through “the provision, improvement, replacement, operation or maintenance of infrastructure that is concerned with sustaining and maintaining the demands that development places on an area, or anything else that is concerned with addressing the demands that development places on an area”

How does your scheme offer good value for money?

- Schemes should be self-sufficient/sustaining and unless explicitly agreed otherwise, should not impose additional costs on the council and other relevant partners (e.g. infrastructure providers). Bidders must also demonstrate how any revenue costs associated with each scheme will be funded and maintained over its lifetime
- If your scheme has secured funding from other sources (e.g. crowdfunding initiatives), this will strengthen your bid. However, match funding or funding from alternative sources (e.g. grants or monies from a larger scheme) is not a requirement of the bidding process. Where funding has already been received towards a scheme or programme, this must be detailed here
- If you already do, or intend to work with other organisations

How will you deliver and manage the scheme?

- ***Have you engaged relevant Council Service Officers relevant to your scheme? Council Service Officers will be required to review and provide approval for a scheme which may impact their service area (the CIL Officer named in Part 5 can assist with this)***
- Timescale of the scheme and when it will start
- Who will be responsible for the scheme?
- Can you demonstrate that the scheme will be delivered on time and budget?
- Are there any risks to the delivery of the scheme and how will you manage them?
- If applicable, demonstrate how the scheme complies with relevant policy and legal requirements (for example, on road safety, planning policy and environmental health)

Wildlife and Learning Garden – Cromer Road Primary School - Project proposal

Cromer Road Primary School has served the local community for over 90 years and has a proud and successful history. We are an inclusive school and welcome all families equally, recognising the contribution they make to our rich community. We aspire to be the best that we can be in all areas of school life and are committed to continually developing our school to achieve this. We are committed to working with our parents and our wider learning community and together aim to equip our children with the skills and understanding appropriate to an ever changing world. We live in an ever changing diverse, global and local community and it is vital that we have shared purpose and achievement to help bind our communities together.

“Our mission is to deliver an engaging and inclusive curriculum tailored to the needs of every child in the school which not only nurtures their interest but encourages them to challenge themselves in a safe and supportive environment. We aim to offer opportunities which go beyond the prescribed ‘National Curriculum’ in order to engage and inspire. We are committed to ensuring that there is a value on life-long learning instilled in all our pupils, which in turn will foster a sense of happiness, security and belonging in all pupils at Cromer Road.”

Our school values are - Integrity, Resilience, Respect, Kindness and Curiosity.

We are seeking funding for this project to develop and use a neglected area in the heart of the school site, to being a dedicated valuable learning resource for curriculum and wider understanding

of ecosystems, the environment, climate change and sustainability, as well as being an area to enhance mental health and wellbeing within the school through connecting to nature, mindfulness practices and learning about organic growing. With increased demand for housing and rising costs many families find themselves in flats with no garden, for example in one of the schools intake Reception classes this year there are 27 out of 30 children who live in flats. It is vital that all children have regular outdoor access to the benefits of nature and learn to care for and respect the environment they live in.

This project will help to tackle inequalities in health and education by ensuring that all the children in the school have access to a wide range of experiences and learning opportunities, to give them the best possible start in life whatever their circumstances. We also aim to continue to strengthen the local community around the school with parent volunteers, a partnership with the nearby allotments at Tudor Park as well as local organisations such as the New Barnet Amateur Gardeners and Floral Arts Society, which has existed in the local community for over 100 years and are supporting the gardening which we do in the school. We will also be making use of a neglected green space to increase biodiversity and attract and support a wide range of native plants, insects and wildlife such as pollinators, hedgehogs, frogs and native birds and plants, and to make the garden a place to improve our health and wellbeing and learn about the benefits of these aspects for the long term.

Our school has recently been selected along with only 10 other schools to implement and develop the Trauma Informed Schools Approach to support the most vulnerable members of our school community. During an initial session for this project when school staff were asked to identify what they would wish for the school one of things they highlighted was that every pupil would have at least one outdoor learning session every week. This garden project we are developing would be a fantastic resource to make that wish a reality.

The school Governors, Senior Leadership Team, and parents and staff are supportive of the project, and we are all keen to be able to find the resources to make this happen, to make a positive change for the present and the future.

Project Aims

- To implement the development and delivery of a sustainable wildlife garden and organic vegetable growing area within the Cromer Road School site for the benefit of pupils, staff and school community, and in the long term the wider environment.
- To create a fully inclusive outdoor nature/growing site for the school - there are a high number of pupils with a range of SEN at the school and specific activities will be planned for them. The site will also be fully wheelchair accessible.
- To provide opportunities for pupils disadvantaged by their circumstances such as poverty or deprivation or personal needs such as Special Educational Needs, anxiety, low self-esteem to have experiences they may otherwise not have access to - including mindfulness practice and learning self-regulation techniques as well as being in and connecting to the outdoors for fun, growing and learning.
- To have a dedicated onsite resource will save school time and money (both of which are in short supply in state schools) - with a nature and growing garden to access regularly rather than to have to fill out forms and pay for additional staff or travel to external sites for this type of activity, outdoor learning can be achieved daily/weekly for pupils especially the most vulnerable with a considerable benefit to wellbeing.
- To enhance the wellbeing and positive mental health of all pupils and staff through connection with nature and the outdoors. Working on a shared project with shared goals for the benefit of all can enhance wellbeing and sense of purpose.
- To provide knowledge and information to the school community – pupils, staff and families about our place in the world/local ecosystems, environmental impact, sustainability and working to use positive practices and inspire environmental impact ideas for the future
- To develop and nurture genuine interest and care for the environment, ecosystems and habitats, and learn new skills for future roles and interests such as jobs/careers in

horticulture and ecology, sustainable farming etc

- To use, teach and promote organic sustainable growing, including providing a sustainable water source such as rainwater collection and composting -this will enhance children's knowledge and understanding of the process of food growing, how our food gets onto our plates, and how this can be done in ways to be better in tune with the environment.
- To provide a rich nurturing onsite resource for the whole school to access frequently/regularly
- To embed these positive wellbeing practices in the everyday life of the school

Benefits of the project for pupils, staff/parents, and wider community.,

- Enhanced wellbeing of pupils and staff through connection with nature and each other
- Further targeted holistic support for vulnerable and SEN pupils
- Bringing learning to life by linking curriculum to outdoor learning for as many subjects as possible, not just science e.g. creative writing etc
- Developing understanding of responsibility to self and others
- Bringing a greater diversity of ecosystems to the school with vegetable growing, a pond, wildflower areas, bug hotels, bird boxes etc
- Ongoing delivery of mental health support/resilience building for the children through planned sessions for mindfulness/connecting with nature/making a positive contribution to the school
- Providing new skills and interest to pupils in Horticulture, growing food and sustainable practices to potentially develop career interests/job opportunities
- Providing an accessible outdoor learning space for all pupils including those with additional educational or physical needs
- A calm secluded outdoor area if needed for helping to calm individual children/staff physically and emotionally
- An inclusive outdoor meeting space for staff/parents
- Supporting the rebuilding of the school community after Covid-19 pandemic restrictions impact
- Potential to support the school in developing and meeting Government Sustainability targets - such as recycling of waste food and school grown food being used in the canteen for school dinners
- Increased awareness of our individual and collective impact on the world both people and environment
- Increased awareness and engagement from children and young people to look at how the challenges of climate change impact and can be tackled and become part of the solution for

positive change

- For children to experience growing and eating food they have planted and nurtured

Long term project outcomes/asures

The aim is that demonstrable beneficial outcomes will attract further funding for future years of the running and maintaining the garden site, either through charity funders or the Local Authority recognition of the value. We hope that the successful project will be a role model to other local schools.

To give teaching and support staff confidence to use the garden and its resources to continue to develop/implement outdoor learning and well being activities for pupils of all abilities.

any beneficial aspects of this type of project may be more challenging to measure than for other sectors, however impact measuring is important and would be done through a variety of ways, including staff, parent, pupil surveys to look at -

any reduction in negative behavioural incidents in school.

staff reporting of impact on pupils.

measures of wellbeing rated by pupils and staff.

measures of positive/negative feelings about the challenges of climate change.

observing/measuring increased knowledge and awareness about climate change, food sustainability and protecting wildlife and eco-systems for the future.

As a Trustee of the CRSA, a parent of a child at the school, as a former pupil, as a member of staff and as a member of the local community I am taking a lead on this project which has been in development for a couple of years. We are making use of the expertise within our local community to get quotes, draw up plans and realistic costings etc. Several staff members in school are already experienced in outdoor learning and another staff member is developing skills in horticulture, outdoor learning and social and therapeutic horticulture. There is a team of parent volunteers ready to help with ongoing maintenance of the site when professional help is not needed such as a tree surgeon or major repairs. The aim is to use materials in the original development which have long lasting, low maintenance properties. Our strong contacts with local community network will continue to provide and help develop ongoing volunteer support for maintenance and development. The CRSA will have budget responsibility for the project and work in close conjunction with the school to support ongoing project costs.

Huge demands on the school budget mean although the CRSA has a strong fundraising team which will contribute to ongoing maintenance costs of the site and items needing to be purchased the huge demands on school budget means not all the CRSA funds can be allocated to one project or resource. The CRSA are asked to fund learning workshops, educational school trips, books, furniture for the library, playground equipment amongst many other things.

Risks - that part funding will delay a hugely valuable project when it could be being used to its full potential as soon as funding is found. We are ready to go ahead with the project as soon as we can secure appropriate funding either in part or for full costs of the project set up.

Part 4: Funding Request

How much funding are you requesting?

£ 22,300

Please see attached spreadsheet for costing estimates and quotes.

- You will comply with UK laws and meet the requirements of The Equality Act 2010.
- You will carry out the appropriate DBS checks if you work with young people or vulnerable adults.
- The scheme complies with all relevant legislation and adopts good practice in ensuring that safeguarding measures and insurance for the scheme are in place.
- You will notify us if an allegation relating to safeguarding or health and safety is investigated.
- The grant is a donation, and the Council are not liable for the consequences of its use. We reserve the right to reclaim any money which has been paid as the result of fraudulent or misleading claims.
- You will acknowledge the Council on any publicity material you issue in relation to the work of this grant, following agreement from the council.
- You will be willing to take part in, where proportionate and practical on any publicity activities.

Please tick this box to confirm that the information provided is true and accurate and that you accept the conditions detailed above, and sign below, or type in your name and date if emailing this application.

I/We understand that the decision of the Area Committee, to approve, reject or defer a scheme presented as a Members Item for CIL funding is final

I/We understand that Barnet Council have requested information about my organisation’s personnel and financial data for the purpose of processing this application.

I/We confirm that the information given on the application form is true and my organisation has formally agreed that I/we can act on their behalf. I/we confirm that I/we have attached all required additional documents.

Applicant’s signature			
Applicant’s name	Sonya Grimwade	Date	14/12/23

Where possible, we will communicate with you about your application by email. We would also like to send you our community e-newsletter which includes details of grant application closing dates and other information. You can unsubscribe from that e-newsletter at any time.

Please tick here if you wish to join and be sent Barnet Communities Together Network Bulletin e-newsletter:

Cromer Road Garden Project

Budget for Wild Garden and Growing area

Group	Item	Budget Cost	Cleo M Ltd	AP Gardens	Miracle-landscapes	Materials only	
Materials & labour	Clearing unwanted bushes/trees, removing stumps and ground preparation-area approx 450m2	2,500.00	4,200.00	2,850.00	3,000.00		
	Shed - purchase shed and volunteers for erection	1,200.00				1,200.00	
	Fencing & gate	1,000.00	864.00				
	Compost bins - volunteers	500.00				500.00	
	Paths & teaching spaces - area approx 114m2 - 100mm base and 50mm consolidated topping	9,000.00	10,212.00	11,280.00	10,524.00		
	Water collection - 2 water barrels for shed - volunteers	250.00				250.00	
	Pond liner/pond	2,500.00					
	Raised beds - purchase materials, volunteers for erection	2,500.00				2461.00	WoodBlocX supply

	Seating	1,500.00				1500.00
	Shrubs and seeds	350.00				
	Contingency	1,000.00				
		22,300.00	15276.00	14130.00	13524.00	5911.00
Equipment	Lessons - nets, gloves, lifting logs, bird boxes, maintenance tools, etc	750.00				

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Return 2023

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minutes of inactivity.

CROMER ROAD SCHOOL PARENTS ASSOCIATION

Charity registration number: 1074964

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Charity Commission Annual

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2023.

PART A - Charity information

Financial period

Financial period start date

01/09/2022

Financial period end date

31/08/2023

Income and spending

Income £

£ 22,745

Spending £

£ 21,210

Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

0

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

0

Income breakdown

Donations and legacies (excluding Endowments Received)

£ 273

Charitable activities

£ 0

Other trading activities

£ 20,344

Investments

£ 0

Other

£ 2,128

Grantmaking

Is grant making the main way your charity carries out its purposes?

No

Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).

Individuals

£ 0

Other charities

£ 0

Other organisations that are not charities

£ 0

Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

trustees have been
e. None of the paid

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

Spending outside England & Wales

Did your charity spend funds outside of the United Kingdom in the financial period of this return? No

Total Spending outside England & Wales

£

Trading subsidiaries

Does the charity have any trading subsidiaries?

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<https://my-charity-account.charitycommission.gov.uk/group/annual-return-2023/print/2/7>

No

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct? Yes

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters? Yes

Charity contact address

Address Line 1

Cromer Road Jmi School

Address Line 2

Cromer Road

Address Line 3

New Barnet

Address Line 4

BARNET

Address Line 5

Hertfordshire

Postcode

EN5 5HT

Country

Charity Headquarters address

Address Line 1

Cromer Road Jmi School

Address Line 2

Cromer Road

Address Line 3

New Barnet

Address Line 4

BARNET

Address Line 5

Hertfordshire

Postcode

EN5 5HT

Country

Property

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<https://my-charity-account.charitycommission.gov.uk/group/annual-return-2023/print/3/7>

Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period for this return? No

Membership type

Is the charity part of a wider group structure with a parent body and subsidiary bodies? no, the charity is not part of a wider group structure

Employment contract types

People were permanently employed by your charity

0

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Governance policies

Internal charity financial controls policy and procedures

Yes

Safeguarding policy and procedures

Yes

Financial reserves policy and procedures

Yes

Complaints policy and procedures

Yes

Serious incident reporting policy and procedures

Yes

Internal risk management policy and procedures

Yes

Trustee expenses policy and procedures

Yes

Trustee conflicts of interest policy and procedures

Yes

Investing charity funds policy and procedures

Yes

Campaigns and political activity policy and procedures

Not applicable

Bullying and harassment policy and procedures

Not applicable

Social media policy and procedures

Yes

Engaging external speakers at charity events policy and procedures

Not applicable

Safeguarding

Has your charity provided services to children and/or adults at risk in the financial period of the return?

Yes

a. All required standard DBS checks have been obtained

Not applicable

b. All required enhanced DBS checks have been obtained

Yes

c. All required enhanced with Barred List(s) DBS checks have been obtained

Not applicable

d. DBS checks are not required other than Basic DBS checks

No

External risk and impact

Donations

Positive

Other income - grants

Unknown

Other income - contracts

Unknown

Other income - investment

Unknown

Expenditure on charitable activities

Unknown

Expenditure on overheads

Positive

Number of volunteers

Positive

Number of employees

Unknown

Number of trustees

Negative

Fundraising activities

Negative

Capacity to deliver services

Negative

Total service demand

Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

50

<https://my-charity-account.charitycommission.gov.uk/group/annual-return-2023/print/5/7>

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Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
 - (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
 - (c) data analysis, testing, research, statistical and survey purposes
- Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy. **Declaration**

This annual return has not been submitted and no Declaration has been made

Need assistance? Call our Contact Centre on 0300 066 9197. Open Monday to Friday 9am to 5pm.

Constitution

Adopted on 2nd February 2018

A. Name

The name of the Association is Cromer Road School Association ('the Charity')

B. Administration

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause G of this constitution ('the Executive Committee')

C. Objects

The Charity's objects ('the objects') are to advance the education of the pupils at Cromer Road Primary School ('the school') by providing and assisting in the provision of facilities for education at the school not normally provided for by the Local Education Authority and as ancillary thereto and in furtherance of that object the Charity may:-

1. Foster more extended relationships between the staff, parents and others associated with the school; and
2. Engage in activities which support the school and benefit the pupils attending it.

D. Powers

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

1. power to raise funds and to invite and receive contributions provided that in raising funds the Executive committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
2. power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
3. power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
4. power to do all such other lawful things as are necessary for the achievement of the objects.

E. Membership

1. Membership of the charity shall be open to any person over the age of 18 years interested in furthering the objects and who has paid the annual subscription laid down from time to time by the executive committee.
2. All parents and carers of pupils and teachers and all other support staff are automatically members of the charity.
3. Every member shall have one vote.

F. Honorary Officers

At the annual general meeting of the Charity the members shall elect from amongst themselves a Chair, a secretary, and a treasurer, who shall hold office from the conclusion of the meeting.

G. Executive Committee

1. The executive committee shall consist of not less than 5 members not more than 7 members being:
 - a. the honorary officers specified in clause F
 - b. other members of the Charity
2. The Executive Committee may in addition appoint not more than 2 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under the Clause J and shall take effect from the end of the that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
3. All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
4. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
5. Nobody shall be appointed as a member of the Executive Committee who is aged under 18 years.
6. No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing a copy of the Constitution.

H. Determination of Membership of Executive Committee

A member of the the Executive Committee shall cease to hold office if he or she:

1. is disqualified from acting as a trustee of a charity under Part 9 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
2. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
3. is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or

4. notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

I. Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

J. Meetings and Proceedings of the Executive Committee

1. The Executive Committee shall hold at least two ordinary meetings each year (in person or electronically). A special meeting may be called at any time by the Chair or by any two members of the Executive Committee upon not less than 4 days notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include appointment of a co-opted members not less than 21 days notice must be given.
2. The Chair shall act as Chair of any meetings of the Executive Committee. If the Chair is absent from any meeting the members of the Executive Committee present shall choose one of their number to be Chair of the meeting before any other business is transacted.
3. There shall be a quorum when at least half of the number of members of the Executive Committee for the time being are present at a meeting.
4. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the Chair of the meeting shall have the casting vote.
5. The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings of the Executive Committee and any sub-committee.
6. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with this constitution.
7. The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

K. Receipts and Expenditure

1. The funds of the Charity, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such a bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

2. The funds belonging to the Charity shall be applied only in furthering the objects.

L. Property

1. Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall cause the title to:
 - a. all land held by the or in trust for the Charity which is not vested in the Official Custodian for Charities; and
 - b. all investments held by or on behalf of the Charity;

to be vested either in a corporation entitled to act as custodian trustee or in no less than three individuals appointed by them as holding trustees. Holding trustees may be removed from by the Executive Committee at their pleasure and shall in accordance with the lawful directions of the Executive Committee provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

2. If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Charity, the Executive Committee may permit any investments held by or in trust for the Charity to be held in the name of a clearing bank, trust corporation or in any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee a reasonable and proper remuneration for acting as such.

M. Accounts

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:

1. the keeping of accounting records for the Charity;
2. the preparation of annual statements of account for the charity;
3. the auditing or independent examination of the statements of account of the Charity; and
4. the transmission of the statements of account of the Charity to the Commissioners.

N. Annual Report

The Executive Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

O. Annual Return

The Executive Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

P. Annual General Meeting

1. There shall be an annual general meeting in the month of September in each year or as soon as is practicable thereafter.
2. Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
3. Before any other business is transacted at the first annual general meeting the persons present shall appoint a chair of the meeting. The Chair shall be the Chair of the subsequent annual general meetings, but if he or she is not present, before any other business is transacted the persons present shall appoint a Chair of the meeting.
4. The Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
5. Nominations for election of the Executive Committee must be made by members of the Charity in writing and must be in the hands of the secretary at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

Q. Special General Meetings

The Executive Committee may call a special general meeting of the Charity at any time. If at least 10 members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

R. Procedure at General Meetings

1. The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity
2. There shall be a quorum when at least ten members of the Charity are present at any general meeting,

S. Notices

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Executive Committee on any member either

1. personally; or
2. by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 working days of posting;
3. by email to the address registered with the school;
4. by text message to the phone number registered with the school.

T. Alterations to the Constitution

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members of present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
2. No amendment may be made to clause A (name of the Charity clause), clause C (the objects clause), clause I (Executive Committee members not to be personally interested clause), clause U (the dissolution clause) or this clause without the prior consent in writing of the Commissioners.
3. No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
4. The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

U. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which no less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period for the Charity must be sent to the Commissioners.

V. Arrangements until first Annual General Meeting

Until the first Annual General Meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document. This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document

Signed

-Name

Surname

Address

D. O.B.

Email-----

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CROMER ROAD

School Association

Cromer Road School Association

Cromer Road
New Barnet
Barnet
Hertfordshire EN5 5HT

Natalie Steiner
Treasurer
Cromer Road School Association
treasurer@CRSA.online

Other Information

Company Registration Number: Charity Number: 1074964

Payment Details

Barclays Bank
Bank/Sort Code: 209561
Account Number: 50024007

Payment Reference: Grant application

13 September 2023

Your Zurich Charity and Social Organisations



Insurance

Policy Number XAO-272093-5913

Customer Name Parent and Teacher Associations according to the master list held by Parentkind and NCPTA Enterprises Ltd

To Whom It May Concern

This is to confirm that Parent and Teacher Associations according to the master list held by Parentkind and NCPTA Enterprises Ltd have in force with this Company until the policy expiry on 31 August 2024 Insurance incorporating the following essential features:

Full Policy	The policy documents should be referred to for details of full cover.
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Limit of Indemnity		
Public Liability	£10,000,000	any
Pollution/Products Liability	£10,000,000	for the duration of the policy period including consequential
Excess		
Public Liability/Products Liability/ Pollution	Nil	any
Indemnity to Principals	Covers include a special Indemnity to Principals in respect of contractual obligations.	

Contact Details

Call us on
0800 232 1927

We may record or monitor calls to improve our service.

Email us at
parentkind@uk.zurich.com

Visit us at

Write to us at
Zurich Insurance Company Ltd
Zurich House
1 Gladiator Way
Farnborough

www.zurich.co.uk/municipal

GU14 6GB

Yours sincerely Zurich Municipal

We care about the voluntary sector
We don't just insure charities, we care about them too. Our charitable arm in the UK, Zurich Community Trust (ZCT), which was founded in 1973, supports hundreds of charities each year. Our employees volunteer their time to work with schools and charities across the UK and are given the opportunity to give monthly through their salary.
To find out more, please visit <https://www.zurich.co.uk/support/community-trust>

Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

MCOFDA06 (01/23)

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