



Registered Charity No – 1063754

Portobello Dance and Performing Arts School

(Formerly Mark Elie Dance Foundation)

Trustees' Report and Accounts 31 August
2025



| CONTENTS | PAGE |
|-----------------------------------|-------------|
| Legal and Administrative Details | 2 |
| Trustees' Report | 3 |
| Independent Examiners' Report | 6 |
| Statement of Financial Activities | 7 |
| Balance Sheet | 8 |
| Notes to the Accounts | 9 |

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND
ADVISERS FOR THE YEAR ENDED 31 AUGUST 2025**

| | |
|--|---|
| Trustees | Damian Rayne (Chair) Patsy Alexander Salome Pressac Yvonne Joan Iglauer (resigned February 2025) Dr Gabriella Beckles-Raymond Marissa Joseph (appointed July 2025) |
| Charity registered Number | 1063754 |
| Date of charitable registration | 1 August 1997 |
| Principal office | 33B Portnall Road London W9 3BD |
| Secretary | Patsy Alexander |
| Independent examiner | Michelle Lewis ACCA |
| Bankers | Barclays Bank |

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

The Board of Trustees, who are the trustees for charity law purposes, submit their annual report and the financial statements of The Mark Elie Dance Foundation (also known as Portobello Dance School) for the year ended 31 August 2025. The Board of Trustees confirm that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities.

Structure, governance and management

The 5 Trustees are:

1. Damian Rayne (Chair)
2. Patsy Alexander
3. Salome Pressac
4. Dr Gabriella Beckles-Raymond
5. Marissa Joseph

The Trustees play a primary role in ensuring good governance and functioning of the charity. The Board's role, functions and responsibilities are quite clearly defined.

The Charity currently has a strong team of operational team, which includes active board members, who have helped to secure financial support and contribute to the future planning of the organisation.

Governing document:

The Mark Elie Dance Foundation's constitution was adopted on 18 April 1997 and amended on 27 March 2007. The charity was registered on 1 August 1997.

Recruitment and appointment of trustees:

Members of the General Trustee Board are trustees for the purposes of charity law. New trustees may be appointed by resolution of a meeting of the trustees.

The Board of Trustees seeks to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body. The charity sought to identify those who would be willing to become trustees of the charity and use their own experience to assist the charity.

Risk Management:

We are committed to a policy of identifying, monitoring and managing the risks that might adversely affect the activities in which we are involved. In this context, risk is defined as the potential to fail to achieve charity objectives and for loss, financial and reputational, inherent in the environment in which we operate in the nature of the transactions undertaken.

The principal risk of the charity has been its dependence on school fees and voluntary income. Trustees have initiated various processes to mitigate such risk, so that the charity has sufficient reserves in the event of adverse condition(s).

The Trustees have also examined other operational and business risks which they face and confirm that they have taken steps to mitigate significant risks that may arise (where applicable).

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2025

Public Benefit:

The Trustees have complied with the duty in Section 4 of the Charities Act 2006 and have paid due regard to public benefit when preparing this report. The benefit provided to the public is consistent with the aims of the charity in UK.

Objectives and activities:

The Charity is based in North Kensington's diverse Notting Hill and is a popular weekend destination offering children from 3yrs to adults training in classical ballet, tap, street dance and singing classes.

The objectives and activities are to widen participation in professional dance training/development by targeting local children/young people aged 3 - 19 who don't currently benefit from the Charity's Saturday school via a dedicated Schools Outreach Programme. A key aim is to position the school as high-quality dance training facility and "feeder provision" to dance companies for talented, disadvantaged young dancers interested in pursuing careers in dance. The outreach programme will engage children/young people aged 3 - 19, primarily (but not exclusively) from BAME backgrounds who are traditionally, disproportionately underrepresented in the dance sector.

The Charity's enrichment strand, which provides opportunities to attend professional masterclasses/workshops delivered by dance professionals, has developed during the financial year under review. This initiative will enable us to take our training to schools/community organisations we don't currently work with across RBKC and surrounding boroughs, to ensure those most disadvantaged will benefit the most, supported to access high-quality training activities so that local untapped talent can be exploited to its full potential in dance forms that have historically excluded them. Another ambition is to formalise professional collaborations with other key dance companies/theatre organisations/institutions with whom we currently work with to promote improved "joined up" provisions and appropriately profile the Charity as a vital local resource.

Achievements and performance:

The Portobello Dance and Performing Arts School has continued to build on its reputation as a leading community arts organisation in North Kensington. Through a blend of creative teaching, strategic partnerships, and inclusive programming, the school has empowered hundreds of children and young people to develop confidence, creativity, and life skills through dance and performance.

Strategic Partnerships

Our ongoing partnerships remain central to the success of our work. These collaborations continue to enrich our provision, extend our reach, and embed us within the local arts and community landscape. Key partners include:

- K&C Arts Week
- Young K&C
- Portobello Pavilion
- Kensington & Chelsea Social Council
- Muse Gallery, Portobello Road
- JM Gallery, Portobello Road

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2025

These relationships allow us to deliver innovative projects, share resources, and ensure that children and families across Kensington and Chelsea can access high-quality arts experiences.

Community Programs and Participation

We were proud to once again receive the Mayor's Kensington and Chelsea Holiday Activities and Food (HAF) Grant, enabling us to run free creative programmes during Easter, Summer, and Christmas. These sessions benefited over 500 children, offering nutritious meals alongside dance, music, and creative workshops.

The majority of children who attended the programmes regularly attend the Friday and Saturday dance and performing arts school. The tutors' interactive approach and varied teaching styles continue to cater for all ages, abilities and learning styles. Children and young people can access dance genres beyond the world of "street dance" including Jazz, Ballet, Tap and Musical Theatre.

- 60+ children attend our Friday classes
- 100+ children attend Saturday classes
- 46 children remain on the waiting list for free places

During the year, our students participated in three major performances:

- Easter Showcase
- Confidance our Summer Production
- Christmas Show

Additionally, 12 students successfully completed Tap and Ballet examinations, all achieving Honours which is a testament to their commitment and the exceptional teaching standards within the school.

Plans for Future Developments:

The Board of Trustees recognises that the coming period is a critical one for the charity's evolution, legacy, and sustainability. Our plans reflect continuity, renewal, and growth in pursuit of our mission.

1. Leadership Transition & Succession

- With the retirement of our Founder, Mark Elie, it is a priority to recruit a new Chief Executive Officer and Artistic Director.
 - We intend to complete recruitment Year 1 of the strategic plan with the recruitment of experienced leaders who will bring a wealth of experience in addition to local knowledge.
 - The new leadership team will be selected with an eye to preserving the ethos and standards that Mark established, while also bringing fresh vision, networks, and energy.
- The Trustees will support this transition by:
 - Establishing a Transition Advisory Panel (including selected trustees, senior staff, and an external mentor) to guide induction, risk management, and cultural continuity.
 - Hosting a Founders' Legacy Workshop to capture Mark's institutional memory, key relationships, approaches to pedagogy and operations, which will become part of our leadership handbook.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

2. Strengthening the Administrative Core

- As already embedded in our three-year strategic plan, we will continue to invest in the charity's administrative infrastructure to reduce reliance on voluntary or ad hoc roles. Areas of priority include:
 - Finance & grants management: building capacity to pursue multi-year funding, diversify income streams, and maintain robust financial controls.
 - HR & staff development systems: implementing formal policies, performance management, staff training and succession planning.
 - IT, data, and CRM systems: upgrading our digital systems for student records, donor management, communications, monitoring & evaluation.
 - Monitoring, evaluation and impact metrics: developing stronger frameworks for capturing outcomes (artistic, community, educational) and feeding insights into planning.
- We will continue weekly operations review meetings with our Board and Senior Management team as a forum for ongoing process improvement, risk review, and operational decision-making.

3. Brand & Identity Consolidation

- The charity is now registered with the name **Portobello Dance and Performing Arts School**. Previously, it was known as Portobello Dance School / Mark Elie Dance Foundation.
- We will ensure that all external communications, legal documents, and branding have fully adopted the new name, including updates to the governing document and a formal notification to the Charity Commission (or regulator) where needed.
- Alongside the name change, we will:
 - Refresh the visual identity (logo, collateral, website) to reflect the broadened performing arts mandate (dance + theatre + singing).
 - Communicate the change via stakeholder newsletters, alumni, partners, and funders to reinforce continuity of mission and expanded scope.

4. Programme & Artistic Development

- Expand the curriculum to embed holistic performing arts training (not just dance) such as acting and singing, so we deliver a full Performing Arts School offering.
- Curate annual showcase events, interdisciplinary performances, and community outreach shows to raise profile, engage audiences, and provide real performance opportunities to students.
- Continue to build partnerships with local schools, community centres, and arts organisations to broaden access, especially in under-served areas, thereby reinforcing our outreach mission.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

5. Financial Sustainability & Fundraising Growth

- While we remain grateful for the support of donors like The Rayne Trust and the Muse Gallery (which have particularly underpinned administrative and artistic direction costs), we must diversify income sources.
- Key fundraising strategies will include:
 - Cultivating major donor relationships and institutional grants (Arts Council, trusts & foundations).
 - Developing a “Friends of Portobello” membership scheme (small-donor recurring support).
 - Exploring earned income streams (ticketed performances, classes expansions, summer intensives, merchandising), balanced carefully with mission.
 - Building stronger corporate partnerships and sponsorship deals.

6. Monitoring & Review; Risk Management

- Embed regular strategy reviews (at least biannually) to assess progress against key performance indicators (KPIs) and adjust course as necessary.
- Strengthen the charity’s risk register — especially during the leadership transition — to anticipate financial, reputational, staffing, and programme risks.
- Commission an external mid-term evaluation (end of Year 2) to assess performance, impact, and sustainability; feed findings into Years 3–5 planning.

7. Legacy, Continuity & Culture

- We are committed to preserving the *spirit* of Portobello — the commitment to excellence, access, diversity, and community. The new leadership and staff must see themselves as custodians of a legacy as much as architects of change.
- We will formalise a Values & Culture Charter, co-created by trustees, staff, alumni, and students, to guide behaviour, decision-making, and organisational culture in the new era.

Financial review:

The Charity made surplus of £6,655 in the financial year (2024: surplus £106). There was no restricted funding carried forward into the new year. The reserve policy was reviewed during the year and it was agreed that reserves will be held to cover six months support costs. The unrestricted reserves held at 31 August 2025 was £7,317.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

The Charity currently aims to designate the total fund received less expenses for the main objective of the charity.

Review of the reporting period:

This has been another outstanding year for the Portobello Dance and Performing Arts School. Through the dedication of our staff, trustees, partners, and volunteers, we continue to create safe, inclusive, and inspiring spaces for children and young people to thrive through the performing arts.

Our achievements this year reflect not only artistic excellence but also the strength of our community — and our shared belief that access to the arts can transform lives.

Statement of Board of Trustees' responsibilities:

The Board of Trustees is responsible for preparing the Annual Report and the financial statements for each financial year in accordance with the charity's governing document, applicable law, and United Kingdom Generally Accepted Accounting Practice (UK GAAP), including the Charities Statement of Recommended Practice (SORP FRS 102) as currently in force.

Charity law applicable to charities in England and Wales requires the Trustees to prepare financial statements which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including any surplus or deficit, for that period.

In preparing those financial statements, the Trustees must:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and the Charities SORP (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis, unless it is inappropriate to presume that the charity will continue in operation.

The Board of Trustees has overall responsibility for ensuring that the charity has an appropriate system of internal controls, financial and otherwise, and for keeping proper accounting records that:

- Disclose with reasonable accuracy at any time the financial position of the charity;
- Enable them to ensure that the financial statements comply with the Charities Act 2011, as amended by the Charities Act 2022, and the requirements of the Charity Commission for England and Wales; and
- Safeguard the assets of the charity and take reasonable steps for the detection and prevention of fraud and other irregularities.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

The Trustees are also responsible for ensuring that:

- All activities of the charity are carried out in accordance with its governing document and charitable objects;
- The charity operates within the powers conferred by law and the Charity Commission;
- No Trustee or connected person receives any remuneration or benefit from the charity except as permitted by law and the governing document; and
- Where any payment to a Trustee or connected person is considered, proper authority and transparency requirements under the Charities Act 2022 and Charity Commission guidance (CC11) are observed.

The Trustees are further responsible for maintaining the integrity of the charity's financial and governance information as published on the charity's website or other digital platforms. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from that in other jurisdictions.

Independent Examiner:

The Charity's independent examiner, Michelle Lewis ACCA, has indicated her willingness to continue in office and offers herself for appointment.

Each of the Trustees who held office at the date of approval of these financial statements confirms that:

- So far as they are aware, there is no relevant information of which the charity's independent examiner is unaware; and
- They have taken all the steps that they ought to have taken as Trustees to make themselves aware of any relevant information and to ensure that the independent examiner is aware of that information.

This report was approved by the Trustees on 1 October 2025 and signed on their behalf by the Chair of the Trustees Damian Rayne:



.....
1/10/2025

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 AUGUST 2025

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PORTOBELLO DANCE AND PERFORMING ARTS SCHOOL

I report on the financial statements of the charity for the year ended 31 August 2025 which comprise the Statement of Financial Activities and Balance Sheet with associate notes.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my examination work.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities 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 Commissioners. An examination includes a review of the accounting records kept by the Group/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 in the statement below.

Independent Examiner's statement

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 130 of the Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed: *M Lewis*

Dated: 1/10/2025

Michelle Lewis ACCA

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating income and expenditure account)
FOR THE YEAR ENDED 31 AUGUST 2025

| | | Unrestricted | Restricted | Total Funds | Total Funds |
|--|----------|----------------|------------|----------------|----------------|
| | | 2025 | 2025 | 2025 | 2024 |
| | Notes | £ | £ | £ | £ |
| Incoming resources | 3 | | | | |
| Donations and Grants | | 80,219 | | 80,219 | 64,698 |
| Gift Aid | | - | - | - | - |
| Other Income | | 39,734 | | 39,734 | 61,313 |
| Total Incoming resources | | 119,953 | | 119,953 | 126,011 |
| Resources expended | | | | | |
| Direct charitable expenditure | | 113,298 | | 113,298 | 125,905 |
| Governance costs | | - | - | - | - |
| Total Resources expended | | 113,298 | | 113,298 | 125,905 |
| Movement in total fund for the year- Net income / (expenditure) For the year | | 6,655 | - | 6,655 | 106 |
| Fund balance brought forward | | 662 | - | 662 | 556 |
| Fund balance carried forward | | 7,317 | - | 7,317 | 662 |

BALANCE SHEET
AS AT 31 AUGUST 2025

| | Note | 2025 £ | 2025 £ | 2024 £ | 2024 £ |
|---|------|--------------|--------------|------------|------------|
| FIXED ASSETS | | | | | |
| Tangible assets | | | - | | - |
| CURRENT ASSETS | | | | | |
| Debtors: Amount falling due within one year | 3 | - | | - | |
| Cash at bank | | 7,317 | | 662 | |
| | | <u>7,317</u> | | <u>662</u> | |
| CREDITORS: amounts falling due within one year | | <u>-</u> | | <u>-</u> | |
| NET CURRENT ASSETS | | | <u>7,317</u> | | <u>662</u> |
| NET ASSETS | | | <u>7,317</u> | | <u>662</u> |
| CHARITY FUNDS | | | | | |
| Unrestricted funds Brought Forward | | 7,317 | | 662 | |
| Restricted funds | | - | | - | |
| Net Movements in funds | | - | | - | |
| Other Gains | | - | | - | |
| TOTAL FUNDS | | | <u>7,317</u> | | <u>662</u> |

The financial statements were approved by the Trustees on 1 October 2025 and signed on their behalf, by Damian Rayne:



The notes on pages 13 – 14 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2025

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in December 2005 and applicable accounting standards.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund are set out in the notes to the financial statements.

1.3 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.4 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Grants payable is charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the yearend are noted as a commitment but not accrued as expenditure.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

2. TRUSTEE EXPENSES

There were no Trustee expenses paid during 2025 or 2024

3. DETAILED STATEMENT OF FINANCIAL ACTIVITIES:

| Donations and Grants | 2025 | 2024 |
|---------------------------------|----------------|----------------|
| Donations | 59,019 | 27,978 |
| Kensington & Chelsea | | 17,040 |
| RBKC | | 2,500 |
| Black Heart Trust | - | - |
| John Lyon Trust | - | - |
| HAF | 20,200 | 16,680 |
| Truemark Trust | - | - |
| Westway Trust | 1,000 | 500 |
| Total Donations and Grants | 80,219 | 64,698 |
| Other Income | 39,734 | 61,313 |
| Total incoming resources | 119,953 | 126,011 |
| Resources Expended | | |
| Teacher fees | 31,196 | 33,994 |
| Staff costs & Administration | 35,200 | 32,532 |
| Dance studio rental | 19,751 | 18,488 |
| Equipment | | 218 |
| Insurance | 407 | 155 |
| Events/Shows | 15,083 | 18,003 |
| Professional Fees | | - |
| Web development | | - |
| Out of School services | 6,237 | 13,424 |
| IT & Social Media | 720 | 5,628 |
| Uniform& costumes | 4,075 | 2,043 |
| Sundry expenses | 629 | 1,420 |
| Total resources expended | 113,298 | 125,905 |