

REGISTERED CHARITY NUMBER: 1108608

**REPORT OF THE TRUSTEES AND
RECEIPT AND PAYMENT ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2022
FOR
CFBL PARENTS**

KLSA LLP Chartered Accountants
Kalamu House
11 Coldbath Square
London
EC1R 5HL

CFBL PARENTS

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FOR THE YEAR ENDED 31ST AUGUST 2022**

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Association CFBL Parents – Trustees Report & Financial Statements

Year Ended 31 Aug 2022

**ASSOCIATION CFBL PARENTS
(Parents Association for CFBL school)**

TRUSTEES ANNUAL REPORT – Year ended 31 August 2022

1. Reference and administrative details of the charity, its trustees and advisers

CFBL Parents – charity reference 1108608

The association changed name from “CFBL Parents” to “APC Association des Parents du CFBL” during May 2021.

The charity is an unincorporated association, registered on 10/02/2005. CFBL Parents is the parents’ association linked to the school College Français Bilingue de Londres (Approx 700 pupils).

It is a member of the NCPTA operates in association with Collège Français Bilingue de Londres, Greater London and the FAPEE (Fédération des APE à l’étranger).

The members of the association are parents from children attending the school. They can join CFBL Parents by paying a membership fee that is set at £20 presently by family.

Registered address
87 Holmes Road
London
NW5 3AX
<https://assoparentscfbl.org.uk/>



Association CFBL Parents – Trustees Report & Financial Statements

Year Ended 31 Aug 2022

At the date of the Annual General Meeting, 31 August 2022,
Trustees and appointed are:

- Mrs Laetitia Alfonsi
- Mrs Ophélie Barnett
- Mrs Marie-Pierre Bouché
- Mrs Peggy Dion
- Mrs Magali Lawrence Bebien
- Mr Sébastien Martineau

Independent Examiner

Jaimin Shah

KLSA LLP Chartered Accountants

Kalamu House

11 Coldbath Square

London

EC1R 5HL

2. Objective and Activities

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit.

CFBL Parents support the school and the community in three ways through different voluntary activities including the following

1. **To represent** CFBL parents with the management, the administration, the teachers, the board and the institutional bodies.

We take part in:

- The School Council and Disciplinary Council
- The Health & Safety Committee, Food & Catering Committee, Inclusion & Diversity Committee and Climate Change Committee
- The school plan and the implementation of collaborative actions with other schools in London and the Embassy cultural service
- Representing and defending families at the Consular Scholarship Councils
- Close collaboration with the management and the board.

2. **Listen to and inform all families, and promote dialogue** between parents, teachers and the school administration.

3. **Financially support families and projects** that contribute to the development and enrichment of our children:

- Participate in the solidarity fund dedicated to the families of our partner FSF
- Finance and co-finance educational projects (events, trips, outings, end of year show, etc.) equipment and materials (playground for the little ones, fitting out the playgrounds, equipping the multi-purpose hall with curtains and a sound and light system, etc.)
- Co-organise key events such as the Brevet graduation ceremony and the Career Fair.

4. **Bring together and organise** the parent community around events and services:

- Parents' events: welcome evening, parents' evenings, conferences, cafés, etc.
- Family events: Winter Fair, Kermesse, school parties, Fête de la Musique
- Services: class photos, school insurance management, uniform exchanges, etc.

3. Organisation, governance and risk management

✓ Organisation

Trustees of CFBL Parents must be members. Trustees all work on a volunteer basis. Trustees of CFBL Parents are elected or appointed every year at the AGM based on a list proposed by CFBL Parents' Bureau.

The list of trustees is revised on an annual basis or when needed at the beginning of the school year.

New trustees are recruited or appointed on the basis of arising needs for CFBL Parents and/or the result of trustees resignation.

Trustees are appointed for 2 years, renewable once for the same position.

For key positions such as President, Vice-president, Treasurer, Secretary, primary and secondary coordinators), the recruitment process is according to the priority system down below:

- Priority 1: Members of the Bureau who want to change position.
- Priority 2: APE active members for at least a year
- Priority 3: members who have been Délégués de Parents at least once
- Priority 4, others who could bring their talents to APE.

✓ **Governance**

The Bureau runs CFBL Parents with the help of various committees, specialised in the organisation of specific activities and/or events if need be. The structure and focus of the committees may change over time according to need.

The Bureau will meet at least every 6 weeks during school year. Committees will meet regularly and will feed back the Bureau in preparation for its regular meetings.

Key decisions are taken at meetings or by email based on majority of trustees, except decisions regarding spending the "solidarity fund" where decisions are made by the "bureau" only (i.e. President, Treasurer, Secretary, Primary Coordinator, Secondary Coordinator) and decision about outings where decision are made by the President, the Treasurer and the coordinators. They are documented in minutes.

Furthermore there are written up procedures for every aspect of the running of the Charity including position description, managing events, the maintaining of the website and the running of the accounts.

✓ **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks. CFBL Parents has a number of processes in place to ensure the smooth running of the charity and to minimise and resolve any potential risks.

4. Financial Review

STUDENT AND FAMILY EVENTS

BACK TO SCHOOL PICNIC

For its first edition and despite the day chosen (Wednesday, because of the start of the school year on Friday, not all parents were back in London the previous weekend), this first APC picnic was a great success with many families participating.

A very important opportunity for parents to meet and for the Association to welcome new families: to introduce children and parents before the beginning of the school year is an essential step for a smooth return to school.

► *This year it was held on Wednesday 1 September 2021.*

BACK-TO-SCHOOL PARTY

The APC was delighted to be able to organize its back-to-school party, which allows parents to get together after the summer and more particularly to welcome new families.

► *On 16 September 2021, **180 parents** gathered to celebrate the start of the new school year in the school yard.*

SCHOOL AND EXTRA-CURRICULAR INSURANCE

The Association offers its members school and extra-curricular insurance through the CGEA for children up to the end of secondary school (including children outside CFBL) at a preferential rate. The Bureau of the Association acts as an intermediary with the CGEA.

► *For the year 2021-2022, **53 families** have subscribed to this insurance (compared to 151 in 2019-2020).*

DROP-OFF COFFEES

In September 2021, the Drop-Off Coffees organised by the Association resumed in their usual format. These coffees are organised only in the first term, by double level (Maternelles+CP, CE1+CE2...) and aim to create opportunities for parents to meet and welcome and answer questions from new parents. Thus, each week in the first term, volunteers from the APC make themselves available for these coffee mornings.

► *In the first term of 2021, these coffees took place every week, i.e. **11 'Drop Off' Coffees**.*

DNB GRADUATION

In partnership with CFBL, the APC takes part in organising and financing the DNB graduation event. This year, the ceremony, during which former 3ème students received their Brevet des Collèges diplomas, was in a restricted format adapted to the sanitary conditions: outside, in a brunch format with only one parent (vs. seated dinner, evening and presence of VIPs in previous years). The participation of some of the teachers, the management and their parents once again made it an exceptional and moving event.

► On 16 October 2021, **102 guests** (students, parents and members of the school) took part in this exceptional event.

THE CAREERS FAIR

The Careers Forum, organised jointly with the Secondary School Department, took place this year on 1 May 2022 at CFBL.

The APC is responsible for finding parents who are available to come and present their profession to the 9th grade students and organises the meeting.

► It brought together **29 speakers** (20 women and 9 men) from among the parents of the students, who came to present their profession, discuss and answer questions from the 9th grade students.

THE BOOK EXCHANGE

In anticipation of the switch to all-digital technology for the start of the 2022 school year, the book exchange was not held this year.

However, the APC has undertaken to collect school books, even if it means buying them back for parents who do not wish to make a donation, so as to build up a stock in the classrooms.

SCHOOL SUPPLIES OPERATION

In partnership with the local stationery shop Morgan's and the Librairie La Page, the Association offers an order and delivery service for school supplies to facilitate the start of the school year.

CONFERENCES

Following the departure of the two people in charge of conferences, the year of conferences was less active than previously.

► The APC publicised 3 conferences :

- :23/09/2021 et 13/10/2021 : Raising a bilingual child, in 2 parts, by ERASMUS + PEACH
- 10 novembre 2021 : «VIS MA VIE DE DYS » workshop conference offered by the FAPEE
- 17 novembre 2021 : "How to choose your baccalaureate" offered by LIL Winston Churchill

« ALL CONNECTED » PROJECT

For this first year of computer loans, the APC distributed 14 computers out of the 15 purchased.

The aim of this project is to help families who cannot afford to buy enough computers for their children to work in peace, especially in a context where the CFBL has switched to digital textbooks.

Priority is given to the loan of computers to scholarship families who request them.



Association CFBL Parents – Trustees Report & Financial Statements

Year Ended 31 Aug 2022

SECONDARY STUDENTS EVENING PARTIES

Organised for the 6è and 5è classes, between 5pm and 7pm, and supervised by parents, these parties were a great success with **more than 120 students** participating.

THE CFBL MUSICAL

The Primary Musical, a large musical evening given by all the Primary pupils in a theatre and co-financed by the association, was extended this year to Secondary and took place over two evenings.

PARENTS' EVENINGS

These festive evenings were held again this year, one on 2 December and another on 9 June 2002.

FUNDRAISING EVENTS

BAG2SCHOOL

Collection of second-hand clothes from the parent community normally takes place twice a year.

► *The collections on 8 October 2021 and 29 June 2022 raised **£310** for the APC.*

GREETING CARDS

Primary school pupils will produce drawings, which are printed as greetings cards and/or gift wrap. In

► *December 2020, **more than 138 drawings** were made to the delight of families.*

CLASS PHOTOS

In collaboration with the school, the APC organises the distribution of class photos to parents.

► *For the school year 2021-2022, **496 photos** were ordered, printed, put in envelopes and delivered.*

THE GALETTE

Every January, the APC offers parents the possibility of having their cake delivered to the school.

► *More than **119 orders (135 galettes!)** and brioches were delivered.*



Association CFBL Parents – Trustees Report & Financial Statements

Year Ended 31 Aug 2022

THE CFBL GALA

The association's flagship event and financial cornerstone, the Gala was held on Friday 22 April 2022 this year in its usual pre-Covid format.

For the first time the auctions were held for a week before the big day, thus mobilising the entire parent community and not just the parents present on the evening of the Gala, so parents who were not present were able to continue bidding from home throughout the evening.

► *A Gala that kept its promises: **209 guests** present, **£42,463 raised** (silent + live auctions, donations, sponsors).*

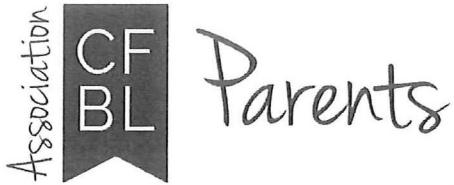
THE KERMESSE

Synonymous with the end of the school year and the approaching holidays, this festive family event dedicated to primary school pupils was held in its usual format this year.

WINTER FAIR

The winter family event with various sales stands (food, drinks, books and second-hand toys...), arts & crafts workshops...

► More than **150 families** from CFBL were present.



Association CFBL Parents – Trustees Report & Financial Statements

Year Ended 31 Aug 2022

Summary

CFBL Parents is continue to dedicate its purpose to contribute the raised funds to aid primarily the school projects and to support French Scholarship Foundation.

The rest of funds is kept as a reserve in order to be able to face financing major educative school projects during this year and in the years to come.

ON BEHALF OF THE BOARD:

Sebastien Martineau
10 October 2023



APC Association des Parents du CFBL		1108608		CC16a
Receipts and payments accounts				
For the period from	1 September 2021	To	31 August 2022	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Membership dues, Gifts and Donations					
Gifts and Donations Income	6,980			6,980	2,417
Membership Dues	2,852			2,852	2,925
Fund raising				-	
Charitable Activities-Income	10,151			10,151	17,073
Advertising				-	
Sales	45,703			45,703	3,388
Fundraising	42,464			42,464	35,967
				-	
Investment income receipts				-	
Interest Income				-	0
Sub total	108,149	-		108,149	61,770
A2 Asset and investment sales, etc.					
Total receipts	108,149	-		108,149	61,770
A3 Payments					
Payments for generating Funds				-	
Cost of Sales	4,620			4,620	4,463
Charitable Activities				-	
Charitable Activities-Expense	45,315			45,315	50,122
Donations	18,861			18,861	
Support Costs				-	
Garderie/After School Club-Expense				-	0
Management and Administration				-	
General Admin	8,291			8,291	8,482
				-	
Sub total	77,088			77,088	63,067
A4 Asset and investment purchases, etc.				-	-
Total payments	77,088			77,088	63,067
Net of receipts/(payments)	31,062			31,062	(1,297)
A5 Transfers between funds					
A6 Cash funds last year end	152,087			152,087	153,384
Cash funds this year end	183,149			183,149	152,087

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Restricted funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Balance at bank	179,835		-
	Balance at Paypal	2,958		-
	Cash on hand	356		-
	<i>Total cash funds</i>	183,149	-	-

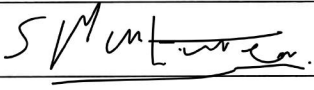
	Details	Unrestricted funds	Restricted funds	Restricted funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Cost (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Cost (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	Amount due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sebastien Martineau	10/10/2023

CFBL PARENTS

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CFBL PARENTS YEAR ENDED 31 AUGUST 2022

I report to the trustees on my examination of the financial statements of APC| Association des Parents du CFBL (the charity) for the year ended 31 August 2022 which are set out on pages 1 and 9.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent examiner's report

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material request:

1. Accounting records were not kept in respect of the charity as required by Section 130 of the Act; or
2. The financial statements do not accord with those records; or
3. The financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Jaimin Shah (Independent Examiner)
KLSA LLP Chartered Accountants
Kalamu House
11 Coldbath Square
London
EC1R 5HL

10 October 2023