



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 01	Month 07	Year 2019	To	Day 31	Month 07	Year 2020

Section A Reference and administration details

Charity name	APEB
Other names charity is known by	Association des Parents d'Eleves de l'Ecole Bilingue
Registered charity number (if any)	1152406
Charity's principal address	APEB Ecole Bilingue St Davids Welsh Church St Mary's Terrace – London Postcode W2 1SJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nathalie Allen Prince	President		
2	Laurent Marsan	Treasurer		
3	Carole Adam	Secretary		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 22nd June 2011
--	-------------------------------------

How the charity is constituted
(eg. trust, association, company)

The charity is constituted as a parents association.

Trustee selection methods
(eg. appointed by, elected by)

Trustees are elected for 2 years (and re-elected) by the majority of parents during the annual general assembly held in June or July every year.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Annual General meeting was held in June 2020 online due to the restrictions linked to the covid-19 pandemic.

The members of the executive committee have control over the Association and its funds.

Bank account operates on a signature basis by the trustees.

The association is a member of PTA (Parents Teachers Association) and its liability is covered by the insurance contracted with PTA.

All teachers employed by APEB for after-school clubs must provide a CRB/DBS check and a public liability insurance.

All members of the APEB committees are volunteers and receive no remuneration or any other benefit. Any parent can apply to become a member of a committee if it has less than 5 members.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the Association is to promote the education of students in the School by:

- allowing parents to discuss together all topics that involve the interests of their children at School
- developing effective relationships between school management, staff, parents and others associated with the School by ensuring parent's views are represented
- informing parents of any educational issues regarding the school as well as secondary schools in the French and English system in London
- fundraising to provide goods and services to support the School and the education of the pupils
- organizing social and educational events for parents and pupils to build and maintain the school community

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The aim of the association's activities is to bring benefits to as many children as possible in the school. We make sure that each class can benefit from the APEB investment.

Our main activities running throughout the school years are the after school clubs, the weekly bread and pastries sales, the annual Winter Wonderland fair.

The **after school clubs** enable children to engage in sports and arts activities thus advancing their education and complementing the school's curriculum. Clubs are attended every week by up to 70 pupils. They take place between 4pm and 5pm just after the end of the school day. The clubs are run at the low cost. After school club fees cover the costs of hiring the premises (when needed) and the instructors' fees. All the children attending a club need to be covered by an insurance policy provided by CGEA.

The **weekly bread and pastries** sales are also an important fund raising event. It is also a service very much appreciated by the families. They take place on Friday at the end of the day in the school yard where parents and children gather to enjoy the end of the week and enjoy their Friday treat.

The **Winter Wonderland fair** takes place every year within the school the first Saturday of December. It is organised by APEB with the help of the school's management. The entire school attends this event for a fun and sociable afternoon. Children participate in various activities and games.

Parents can buy food, drinks, and merchandise. The latter include tea towels made by the children, foldable polyester bags, sweatshirts, and swimming caps with the school logo.

APEB is also actively involved in joint discussions with other parents association from French bilingual schools, particularly with regards to the "**Plan Ecole**", a working plan about French education in the UK led by the Cultural Services of the French embassy that involves the Counsellors in the Assembly of French citizens abroad, business leaders, parent associations and trade unions..

Finally, APEB organises **talks on education and schools**. They are open to all APEB members, taking place at school during the evening or online. Past events include: an Alumni conference held with their parents to discuss the alumni's experience across various secondary schools in London, and a presentation on internet safety for children.

Additional details of objectives and activities (Optional information)

APEB can only survive thanks to the contribution of its committees' members who set up and run the various activities for the benefit of the school's pupils. They bring their expertise and knowledge for the benefit of the Association which was able to run smoothly and raise money every year thanks to their help and energy

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

APEB Website

Further developments were made to the APEB website. Among the features added, we introduced a new system which enables parents to tell APEB and the person in charge of supervising ASCs at school about any necessary one-off changes relating to their child, such as changes to who is due to collect their child after the ASCs or an absence. The person in charge of supervising the clubs on the day is then notified of any change.

Background info:

The APEB website (www.apeb.org.uk) was successfully launched in September 2017. It was developed by a parent at no cost for the association. The website enables parents to book and pay after-school clubs for their children online, access information about the association, and its various initiatives and manage their account for the Friday bread and pastries sales.

The website also has an admin section. Admin users can submit invoices for payment. Charity Trustees can edit and delete these invoices, notify when they are paid and reconcile them with the association's accounts. This insures complete traceability and transparency over the association's finances. This also enables to have at any time the current financial position including detailed Income Statement split by fundraising streams and type of expenses.

Feedback has been overwhelmingly positive. The website resulted in improved communication and community engagement, reduced workload for volunteers and enhanced control, traceability and transparency over APEB's operations.

September 2018 to February 2020: APEB set up and ran 9 different afterschool clubs: chess, football, homework club, yoga, science, theatre, coding, fencing, lego robotics, arts. Those clubs were attended up to 70 children. APEB hired professionals to run each club. Each club is one hour long and gives the children the chance to learn, have fun and improve their skills in activities complementing the school's curriculum. Clubs had to be stopped when lockdown was implementing. We proposed several online sessions as a substitute (bozart club, capoeira, yoga...) during the lockdown.

September 2019 to February 2020: Friday bread and pastries sales. APEB has partnered with the same company who provides fresh bread and pastries to many French schools in London. The breads and pastries are sold with a reasonable margin but below the market price. It is a very popular event very much appreciated by all families before the weekend. Unfortunately, due to the pandemic it had to be halted in February 2020.

December 2020: Due to the pandemic, the School Winter Wonderland fair had to be cancelled.

Section E Financial review

Brief statement of the charity's policy on reserves

The association keeps a reserve of minimum £2,000 every year for unexpected expenses and late payments of clubs' providers.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The funds raised during the year are presented to parents during the Annual general assembly. The allocation of the funds is discussed with the Direction of the school to decide together which are the most urgent investments to benefit pupils. The recommended investments are then presented to the APEB committee who vote to approve them. The Association undertook to assume the cost of each child's school trips.

Section F Other optional information

A "solidarity fund" is offered to parents who cannot afford to pay their child's school trip. The amount allocated to each family is discussed between the family and the APEB president, with the approval of the APEB Treasurer. The beneficiaries of this solidarity funds remain anonymous and is only known by the APEB president and treasurer and the school management.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Nathalie Allen Prince	Laurent Marsan
Full name(s)	Nathalie Allen Prince	Laurent Marsan
Position (eg Secretary, Chair, etc)	President	Treasurer
Date	26/05/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
--------------	-------------

Receipts and payments accounts

CC16a

For the period from	Period start date 30/06/2019	To	Period end date 31/07/2020
------------------------	---------------------------------	----	-------------------------------

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					
AFTER SCHOOL ACTIVITIES	41,967	-	-	41,967	56,050
BREAD SALE	4,055	-	-	4,055	4,673
EVENTS	2,976	-	-	2,976	2,528
DIRECT FUNDRAISING	2,335	-	-	2,335	-
OTHER	-	-	-	-	393
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	51,332	-	-	51,332	63,644
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	51,332	-	-	51,332	63,644
A3 Payments					
AFTER SCHOOL ACTIVITIES	37,661	-	-	37,661	43,206
BREAD SALE	2,630	-	-	2,630	3,525
EVENTS	1,229	-	-	1,229	1,881
ADMIN EXPENSES	1,095	-	-	1,095	2,223
SCHOOL DONATION	1,286	-	-	1,286	1,704
INSURANCE	1,120	-	-	1,120	1,135
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	45,021	-	-	45,021	53,674
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	45,021	-	-	45,021	53,674
Net of receipts/(payments)	6,312	-	-	6,312	9,970
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,435	-	-	29,435	19,464
Cash funds this year end	35,746	-	-	35,746	29,435

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CASH AT BANK	35,746	-	-
		-	-	-
		-	-	-
	Total cash funds	35,746	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	LAURENT MARSAN	LAURENT MARSAN	26/05/2021	
	NATHALIE ALLEN PRINCE	NATHALIE ALLEN PRINCE	26/05/2021	

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
APEB

**On accounts for the year
ended**

31st July 2020

**Charity no
(if any)**

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 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.

**Independent
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Dipa Shah

Date:

26/05/2021

Name:

DIPA SHAH

Relevant professional qualification(s) or body (if any):

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

Address:

170 Belsize Road, London, NW6 4BJ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

