

EPA TRUSTEES' REPORT FOR PERIOD TO 31 DECEMBER 2022

Objectives of the EPA

1. The EPA was reconstituted as a Charitable Incorporated Organisation (CIO) and was registered with the Charity Commission (registered charity number 1152873) on 15 July 2013.
2. The objects of the EPA are: *“to advance education for the public benefit, including the pupils of Emanuel School in Battersea (“the School”) in particular, by:*
 - a. developing supportive relationships between staff, parents and others associated with the School; and*
 - b. engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils attending it.”*

Trustees

3. The following parents have served as Trustees since the last AGM:

Alison Brooks – Chair
Fiona Wilmot - Treasurer
Cat Wallis – Secretary
Nicola Barnes - ECON
Harriet Reid – Second Hand Uniform and CRY
Lesley Radford - Communications
Elise Hanut – Bar

Financing the EPA

4. The main source of funds for the EPA is parent subscriptions which are collected by the school on behalf of the EPA. The subscriptions have remained at £15 per family as voted through at an AGM in 2018. Virtually all parents opt to be members of the EPA and to pay this subscription.
5. The EPA generates income from organising the sale of second-hand uniforms and by arranging social events, such as a Quiz Night, a disco and other occasional events. The following events feature in the accounts:
 - a. The very popular Quiz Night took place on 4th March 2022
 - b. The ‘80s disco took place on 7th October 2022
 - c. Second Hand sales were held in February, June and October 2022 and were well attended.
6. The EPA funded the CRY programme, co-funded The Wellbeing Hub and was also able to make a donation of £4,000 to the DEC fund for the victims of the war in Ukraine.

Activities

7. In 2022 the EPA resumed the majority of their usual activities.

- a. Organised the in-person sale of second-hand school uniforms.
- b. Organised a hugely successful Quiz Night in March 2022 with all proceeds going to the DEC fund for victims of the war in Ukraine.
- c. Organised a well-attended '80s disco for parents in October 2022.
- d. Organised Dacre Day in July 2022 in a new location along the main drive of the school due to the building works taking place on the site of the new 6th form centre. The day was very well-attended with the free bubble tea being particularly popular.
- e. Funded and facilitated with the school the first rollout of the CRY screening initiative over 2 days, 28th and 29th June 2022, for which uptake was high. A total of 164 children were screened across years 11 -13 with 8 pupils being referred to their GP and 2 children for further testing in secondary healthcare. Parent feedback was very supportive of the screening programme and most would like it to return next year.
- f. Maintained contact with class reps via termly, in-person meetings at school, as well as via email and whatsapp to support school communication and involvement of parents in the school.

In future, it is the aspiration of the EPA, with the cooperation of the school to:

- a. Hold new events including a 'Taskmaster Quiz' in September 2023 aimed at integrating new parents in years 6 & 7, a Christmas Fair, and a Casino Night in the Summer Term as well as the regular Quiz Night in February/March and Dacre Day.
 - b. Streamline the onboarding process for new parents with a new sign up sheet consisting of a QR code which will allow the EPA to provide class reps with contact details for the parents in each class within current GDPR guidelines. The EPA will then extend this to the rest of the school to facilitate parent communication across all years and classes.
 - c. Support the welcome events and pastoral evenings for parents in the Autumn Term with particular emphasis on welcoming and integrating new parents.
 - d. Continue to provide every pupil over the coming years with a special heart check to prevent unforeseen sudden cardiac deaths in later life, undertaken in conjunction with CRY.
 - d. Continue to co-fund The Wellbeing Hub, available to all parents, children, and staff of the school.
8. We would like to thank all parents who volunteered their time to assist with planning and organising these activities.

Accounts

9. Following guidance from the Charity Commissioners, we have prepared accounts for the period 1 January 2022 – 31 December 2022.
10. The Trustees and the Treasurer are solely responsible for the preparation of the accounts.
11. There is no requirement for the accounts to be audited or subject to a formal independent review. There is a requirement to submit the approved accounts to the Charity Commission by 31 October 2023. Antje Palmer, a qualified accountant and former Treasurer of the EPA provided a second examination and confirmed that the accounts gave a fair representation of the transactions during the year by the EPA. The Trustees have reviewed and approved the accounts.
12. The EPA made a net surplus for the period of £10,060 before donations to fund the CRY initiative of £10,000 and DEC for Ukraine of £4,000 and had accumulated funds of £49,315 as at 31 December 2022.

Required disclosures

13. The charity Annual Return must also include information on whether the charity:
 - a. pays its trustees
 - b. raises funds from the public
 - c. works with a commercial business that raises money for the charity
 - d. has a trading subsidiary (a company whose profits go to the charity)
 - e. has policies for risk management, investment, safeguarding vulnerable beneficiaries, managing conflicts of interest, managing volunteers, and handling complaints.
14. The EPA:
 - a. does not pay its Trustees.
 - b. does not raise funds from the public.
 - c. does not work with a commercial business that raises money for charity
 - d. does not have a trading subsidiary.
 - e. has in place policies for data protection and other risks to which we are exposed, but does not manage investments, or work with vulnerable beneficiaries.

Summary

15. During 2022, the Trustees have endeavoured to support the school as it continued to emerge from the pandemic. The EPA has organised events to bring the school community together and re-establish a connection between parents and the school.
16. We continually seek to broaden the base of parents who participate in the EPA. Please contact any Trustee to find out how you can support the school community.

10 May 2023

Alison Brooks (Chairman)
Cat Wallis (Secretary)

Fiona Wilmot (Treasurer)

Annex C – Accounts

Emanuel Parents Association Profit and Loss Account for the year ending 31 December 2022

	2022		2021	
	£	£	£	£
Revenue				
Parents subscriptions *	-		12,720	
Quiz Night	6,406		-	
Disco	1,857		-	
Uniform Sales	14,910		16,863	
Dacre Day	4,049		-	
		27,222		29,583
Total Revenue				
Direct Cost of Charitable sales				
Uniforms sold	(5,905)		(6,414)	
Disco costs	(247)		-	
Quiz night costs	(2,208)		-	
Dacre Day Costs	(6,037)		-	
Equipment and entertainment at events	(1,016)		(450)	
Education Seminar Speaker's Fees	(920)		(870)	
Other direct expenditure	(75)		-	
Total Cost of sales		(16,408)		(7,734)
Administrative Expenses				
Econ	(180)		-	
Subscriptions to PTA	(232)		(227)	
Other admin	(341)		(150)	
Total Administration		(753)		(377)
Total Expenses		(17,161)		(8,111)
Profit (loss)		10,060		21,472
Donation to DEC for Ukraine		(4,000)		-
Donation to CRY		<u>(10,000)</u>		<u>(5,000)</u>
Total Profit/(loss) after donations		<u>(3,939)</u>		<u>16,472</u>

*Please note Parents subscriptions for the academic year 22/23 of £13,035 were received after the year end and so will be included in the accounts for the year ended 31 December 2023 as the accounts for the Charity Commission are prepared on a cash basis.