



Emanuel Parents' Association

EPA TRUSTEES' REPORT FOR PERIOD TO 1 JANUARY TO 31 DECEMBER 2023

1. Objectives of the EPA

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.

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.”*

2. Trustees

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

Nicola Barnes - Co-Chair until Nov 2023, Chair since Nov 2023
Cat Wallis – Co-Chair until Nov 2023
Amita Arya – Secretary
Angie Yang – Treasurer
Harriet Reid – Second Hand Uniform and CRY
Lesley Radford – Marketing and Communications
Elise Hanut – Bar

3. Financing the EPA

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.

The EPA generates income from organising the sale of second-hand uniforms and by arranging social events, such as a Quiz Night and other occasional events. The following events feature in the accounts:

- a. Quiz Night - 24 Feb 2023
- b. Second Hand sales - held in February, June and October 2023
- c. Bingo Mingle – October 2023
- d. Jingle Mingle - December 2023

4. Funding allocation

With the income generated the EPA funds EPA led initiatives as well as supports Emanuel school's wider community initiatives in consultation with the school.

- a. The EPA fully funds the CRY programme
- b. Co-funds The Wellbeing Hub (in partnership with the school) to enable parental access to The Wellbeing Hub
- c. Co-funds parent seminars and webinars (in partnership with the school)

5. Activities

In 2023 the EPA organised a range of old and new events and activities. **2023 also saw the creation of a new EPA events team – a group of motivated and resourceful parent volunteers who have taken on a major role in organising events.**

- a. **Quiz Night** - Organised a hugely successful Quiz Night on 24 Feb 2023 with a donation from the proceeds of the night to the Turkish Earthquake appeal secured.

- b. **Dacre Day**

- a. This annual event was the biggest we have organised so far. It was incredibly well attended, by students and parents. There were a range of activities and stalls – face painting, school bands, sports activities, food trucks and a great deal of goodwill, well-being and an impressive display of Emanuel community spirit.

- b. 1850 tickets were sold. People came and went, so approx 1400 people were on site at any point.
- c. **Bingo Mingle** – this was a new welcome event for new parents. 130 new Year 6 and 7 parents got to know each other at the fabulous Bingo Mingle on 6 Oct 2023 - the only disappointment being that we couldn't open this up to all parents!
- d. **Chilled Jingle Mingle**. We kickstarted the festive season with a twinkly and wonderful Jingle Mingle – a school wide event that and turned Emanuel into a winter wonderland. The event started with pre-party sweets and treats for the students as they left school for the day - we even made it snow! Parents attended a friendly social event from 7pm – 10pm. Over 450 tickets were sold and the feedback from parents was heart warming.
- e. Organised 3 extremely well attended events for the sale of **second-hand school uniforms**.
- f. **CRY** funded and facilitated with the school the second rollout of the CRY screening initiative on 14 June 2023, for which uptake was high.
- g. We continued to support our team of **Class Reps** and encouraged them to organise parent coffee get togethers and year group social events.
- h. We organised **3 Reps meetings**, which were also open to all interested parents, and undertook **3 Trustee meetings**.
- i. Communications with parents – the EPA chair undertook a major project of the creation and roll out of **WhatsApp Communities** for all Year Groups. We continued the use of Eventbrite and email to support school communication and involvement of parents in the school and in EPA events.
- j. Streamlined **the onboarding process** for new parents with a new EPA sign up process consisting of a detailed Microsoft form communicated by QR code.
- k. The EPA supported the school-led **welcome events and pastoral evenings** for parents in the Autumn Term with particular emphasis on welcoming and integrating new parents.
- l. We continued to co-fund parent access to **The Wellbeing Hub**, available to all parents, children, and staff of the school.
- m. We also continued to co-fund **Pastoral seminars**, organised by the school.
- n. A new series of **Headmaster's meetings** with Lower, Middle and Upper School Year Reps is currently being led by school and supported by the EPA.

6. Future Funding and Plans

For the period 1st January 2024 – 31st December 2024, with the cooperation and support of the school, the EPA:

- a. Have made of donation of **£501** of art supplies in support of one of our Partnership Schools, Shaftesbury Park Primary.
- b. Have made a donation of **£7,200** to provide a Grand Motions minibus in support of Primary Ambitions.
- c. From sales at the **Jingle Mingle 23** will make a donation of **£1,068** to our Partnership Schools.
- d. From sales from **Quiz Night 24** have made a donation of **£1,215** to Emanuel's Ascent Programme.
- e. Continue to increase collaboration between the EPA and Emanuel's Community Partnership and Outreach Team
- f. Will continue support of **The Wellbeing Hub's** Parental Access.
- g. Will continue support of the **Parent Seminar/Webinars**.
- h. Provide **CRY** screening in June 2024 so every Emanuel pupil over the coming years are provided with the opportunity to be screened to prevent unforeseen sudden cardiac deaths later in life.
- i. Will provide a **New Parent** Event in October 2024 – to enable new parents to integrate into the Emanuel community and class life.
- j. Support the **welcome events** and pastoral evenings in the Autumn term with particular emphasis on welcoming and integration **new parents**.
- k. Will continue to work with the school to streamline and improve the **onboarding** process for new parents.
- l. Will continue to ensure parents can connect with each other easily by creating and managing **WhatsApp communities** for all year groups.
- m. Will continue to secure **Year and Class reps** to ensure the Emanuel parent community remains connected with each other and the school.
- n. Put the necessary plans and teams in place to ensure future social events like **Quiz Night and Dacre Day** are successfully undertaken.
- o. Will trial a '**Find your kit Fridays**' to enable better access to lost property for parents.
- p. Will trial a Year wide **Teacher Collection** system for Y6-8, to enable a quicker, easier, more consistent way for class reps to collect money for teachers.

6. Accounts

Following guidance from the Charity Commissioners, we have prepared accounts for the period 1 January 2023 – 31 December 2023.

- a. The Trustees and the Treasurer are solely responsible for the preparation of the accounts.
- b. 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 2024. Fiona Wilmot, 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.

7. Required disclosures

- a. 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.
- b. The EPA:
 - i. does not pay its Trustees.
 - ii. does not raise funds from the public.
 - iii. does not work with a commercial business that raises money for charity
 - iv. does not have a trading subsidiary.
 - v. 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.

A. Summary

- a. During 2023, the Trustees have continued to provide a leadership and support role to parents of children attending Emanuel school.
- b. The EPA has organised events to bring the school community together and establish a strong connection between parents and the school.
- c. 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.
- d. We would like to express our gratitude to the many parents who contribute to the efforts of the EPA - as class reps, event volunteers, by participating in events and donating to raffles and other occasions, clearing up after events and in so many many other ways. You really do help make the Emanuel community a truly wonderful place.

April 2024

Nicola Barnes (Chair)
Amita Arya (Secretary)
Angie Yang (Treasurer)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Emanuel School Parents Association

No (if any)

Receipts and payments accounts

CC16a

For the period from	01/01/2023	To	31/12/2023
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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					
Parents subscriptions	-	-	-	29,750	-
Disco	-	-	-	-	1,857
Quiz Night	-	-	-	5,732	6,406
Uniform Sales	-	-	-	26,025	14,909
Dacre Day	-	-	-	2,846	4,049
Bingo Mingle	-	-	-	4,876	-
Revision book sale	-	-	-	130	-
Jingle Mingle	-	-	-	7,012	-
Sub total (Gross income for AR)	-	-	-	76,371	27,222
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	-	76,371	27,222
A3 Payments					
Uniforms sold	-	-	-	11,987	5,905
Dacre Day costs	-	-	-	10,821	6,037
Quiz night costs	-	-	-	2,230	2,208
Disco costs	-	-	-	-	247
Bingo Mingle costs	-	-	-	6,717	-
Jingle Mingle costs	-	-	-	4,503	-
Equipment & Entertainment	-	-	-	867	1,016
Education Seminar Speaker's Fees	-	-	-	2,625	920
Wellbeing Hub contribution	-	-	-	2,200	-
Other direct expenditure	-	-	-	-	75
Finance costs	-	-	-	-	-
Econ - internet costs	-	-	-	180	180
Subscriptions paid	-	-	-	264	232
Other admin	-	-	-	593	341
Donations to CRY	-	-	-	6,000	10,000
Donations to DEC for Ukraine	-	-	-	-	4,000
Donations to Emanuel School	-	-	-	-	-
Sub total	-	-	-	48,987	31,161
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	-	-	48,987	31,161
Net of receipts/(payments)	-	-	-	27,384	3,939
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	49,315	53,254
Cash funds this year end	-	-	-	76,699	49,315

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	Bank account	76,699	-	-
			-	-
			-	-
			-	-
	Total cash funds	76,699	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

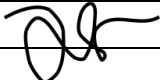
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

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

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

Signature	Print Name	Date of approval
	ANGIE YANG	25/04/2024

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Emanuel Parents' Association

On accounts for the year
ended

31 December 2023

Charity no
(if any)

1152873

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2023**.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:



Date:

25/4/24

Name:

FIONA WILMOT

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

FCA ICAEW

Address:

60 ARCHEL ROAD, LONDON W14 9QP

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.

N/A