



Emanuel Parents' Association

ANNEX B: Trustees' Report

EPA TRUSTEES' REPORT FOR PERIOD 1 JANUARY TO 31 DECEMBER 2024

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 until July 2024:

Nicola Barnes - Chair

Amita Arya – Secretary

Angie Yang – Treasurer

Harriet Reid – Second Hand Uniform and CRY

Lesley Radford – Marketing and Communications

Elise Hanut – Bar

Harriet Reid, Lesley Radford and Elise Hanut stepped down as Trustees in July 2024.

The following new Trustees were elected at the May 2024 AGM.

Natasha McArthur - Vice Chair

Tammy Hubble - Events Trustee

Laini Vickers - New Parents and Onboarding Trustee

Angela Wunderlin - Marketing and Communications Trustee

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 additional 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 - Feb 2024
- b. Second Hand uniform sales - held in February, June and October 2024
- c. Bingo Mingle – October 2024

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 2024 the EPA organised a range of old and new events and activities. 2024 also saw the strengthening of the EPA events team with Tammy Hubble officially taking on the newly created Events Trustee role and developing 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 February 2024 with a donation from the proceeds of the night to the Primary Ambitions programme run by Emanuel School secured. From raffle sales from Quiz Night 24 we have made a donation of £1,215 to Emanuel's Ascent Science Programme.
- b) **Dacre Day** - 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 goods for sale and stalls provided by both parents and pupils – alongside activities like face painting, school bands, sports activities, food trucks, a VR simulator the day provided a great deal of goodwill, well-being and an impressive display of Emanuel community spirit. The event remains free to attend but to ensure health and safety procedures are adhered to, and to help with future planning, tickets are secured via Eventbrite with 2369 tickets 'sold' and 103 parent volunteers helping make the day the success it was.
- c) **Bingo Mingle** – this was a welcome event for new parents. 130 new Year 6 and 7 parents got to know each other at the fabulous Bingo Mingle in Oct 2024 - the only disappointment being that we couldn't open this up to all parents!
- d) **Pupil treats** - the EPA even managed to make it snow again this year for pupils as they left school for the day in November helping kick start some seasonal celebrations year by providing some very excited young people with some much needed socks filled with sweets to combat the incoming cold weather! Watching new Year 6 pupils dancing in the snow was a truly wonderful sight for both the EPA and the vigilant teachers on safety duty.
- e) Organised three extremely well attended events for the sale of **second-hand school uniform** with proceeds from the **revision book** sales funding much needed sports supplies to Norwood School.
- f) **CRY** funded and facilitated at school in June with the third rollout of the CRY screening programme, with 97 pupils screened and 5 follow-ups referred.
- g) We continued to support our great team of **Class Reps** and encouraged them to organise parent coffee get togethers and year group social events.
- h) Undertook three **Reps and Volunteers meetings**, which were also open to all interested parents.
- i) Conducted three **Trustee meetings**.
- j) Communications with parents – the EPA chair continued to create and maintain the **WhatsApp Communities** to support connections and communications across all Year Groups.
- k) We continued the use of Eventbrite and email to support school communication and involvement of parents in the school and in EPA events.
- l) Continued developing and improving the onboarding process for **new parents** with an early EPA sign up process consisting of a detailed Microsoft form communicated by QR code promoted at all the induction events for new parents ensuring new parents have access to parents in their form classes before the start of term.
- m) The EPA supported the school-led **welcome events** and **pastoral evenings** for parents in the Spring and Autumn Terms with particular emphasis on welcoming and integrating new parents.

- n) We continued to co-fund parent access to **The Wellbeing Hub**, available to all parents, children, and staff of the school.
- o) We also continued to co-fund **Pastoral seminars**, organised by the school.
- p) The Headmaster's meetings with Lower, Middle and Upper School Year Reps continued in early 2024, and were reviewed and restructured in late 2024.
- q) The EPA trialed a Year wide **Teacher Collection** system for Y6-8 in July 2024, to enable a quicker, easier, more consistent way for class reps to collect money for teachers.
- r) The EPA set up and ran a termly '**Find your Kit Friday**' to enable better access to lost property for parents and pupils.
- s) Began an official **review of the EPA**, it's Constitution and ways of working in collaboration with Emanuel school.

6. Future Funding and Plans

For the period 1st January 2025 – 31st December 2025, with the cooperation and support of the school, the EPA:

- a) Complete the EPA review and implement the recommendations and amends agreed and voted on by the EPA members, ensuring Charity Commission compliance. Finalise Role Profiles for each role, ensuring an in-depth handover and onboarding process for incoming Trustees is implemented to improve clarity of the responsibilities for a new Trustee. Ensure improved Governance is agreed and implemented with Emanuel school.
- b) Will continue to increase collaboration between the EPA and Emanuel's Community Partnership and Outreach Team.
- c) Will continue support of The Wellbeing Hub's Parental Access.
- d) Will continue support of the Parent Seminar/Webinars.
- e) Put plans in place to provide CRY screening in 2026 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.
- f) Run the ever popular Quiz Night in February and Dacre Day in June 2025.
- g) Donate the £1690 raised in raffle prize money at Quiz Night to support a second year of Science fun for the Community Partnership & Outreach Ascent Programme.
- h) Provide a New Parent Event in October 2025 – to enable new parents to integrate into the Emanuel community and class life.
- i) Support the welcome events and pastoral evenings in the Summer and Autumn terms of 2025 with particular emphasis on welcoming and integration new parents.
- j) Will continue to work with the school to streamline and improve the onboarding process for new parents.
- k) Will continue to ensure parents can connect with each other easily by creating and managing WhatsApp communities for all year groups.
- l) Will continue to secure Year and Class reps to ensure the Emanuel parent community remains connected with each other and the school.

- m) Put the necessary plans and teams in place to ensure future social events like Quiz Night and Dacre Day are successfully undertaken.
- n) Put in place a process with the school for allocating funds to school departments for equipment and resources and reach agreement on specific fund allocation by the EPA by the end of the academic year.

7. Accounts

Following guidance from the Charity Commissioners, we have prepared accounts for the period 1 January 2024 – 31 December 2024.

- 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 2025.

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.

Please see attached appendix C.

8. Required disclosures

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.

The EPA:

- does not pay its Trustees.
- does not raise funds from the public.
- does not work with a commercial business that raises money for charity
- does not have a trading subsidiary.
- 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.

9. Summary

During 2024, the Trustees have continued to provide a leadership and support role to parents of children attending Emanuel school.

The EPA has organised events to bring the school community together and establish a strong connection between parents and the school.

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.

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 other ways. You really do help make the Emanuel community a truly wonderful place.

April 2025

Nicola Barnes (Chair)

Amita Arya (Secretary)

Natasha McArthur (Vice Chair)

Angie Yang (Treasurer)

ANNEX C - Accounts**Emanuel Parents Association****Profit and Loss Account for the year ending 31 December 2024**

	2024	2023
Revenue		
Parents subscriptions ¹	16,725	29,700
Quiz night	6,231	5,352
Disco	-	380
Uniform Sales	32,974	26,025
Dacre Day	5,145	2,846
Bingo Mingle	1,428	4,876
Revision Book Sales	-	130
Jingle Mingle/Christmas		7,012
Donation	80	50
Total Revenue	62,583	76,371
 Direct Cost of Charitable sales		
Uniform Sales	- 14,136	- 11,987
Quiz night	- 3,567	- 2,230
Dacre Day	- 11,494	- 10,821
Bingo Mingle	- 3,893	- 6,717
Jingle Mingle (2023)	- 8,435	- 4,503
Equipment and entertainment at events	- 4,312	
Education Seminar Speaker's Fees		- 2,625
Christmas event	- 1,070	
Other direct expenditures		
Total Cost of sales	- 46,907	- 38,883
 Administrative Expenses		
Subscriptions to PTA		- 264
Well-being hub		- 2,200
AGM and Trustee meetings catering	- 1,341	- 1,224
Volunteer appreciation	- 60	- 112
Contribution to Pastoral events	- 1,023	
Other admin	- 373	- 297
Total Administrative Expenses	- 2,797	- 4,097
 Total Expenses	- 49,703	- 42,980
 Profit (loss)	12,880	33,391
Donation to DEC for Ukraine ²	1,000	
Donation for Partnership Schools art supplies	512	
Donation for Partnership Schools minibus	7,200	
Donation for Partnership Schools Ascent program	1,215	
Donation for Cricket balls to Norwood School	115	
Donation to CRY	6,000	6,000
Total Profit (loss) after donations	- 3,162	27,391

Notes

1- 2023 amount includes Parents subscriptions for 2022 and 2023, as they were both received between Jan 1, 2023 and Dec 31, 2023 and accounts for the Charity Commission are prepared on a cash basis.

2- Donation was intended to be done using 2023 Quiz Night raffles proceeds, but was only completed in 2024

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
THE EMANUEL PARENTS ASSOCIATION

On accounts for the year
ended

31 DECEMBER 2024

Charity no
(if any)

1152873

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 **31/12/2024**.

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 (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:



Date:

5 JUNE 2025

Name:

FIONA WILMOT

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

FCA ICAEW

Address:

60 ARCHEL ROAD

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.