



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report

From: 01/08/2020 To 31/07/2021
Charity name: Jeannine Manuel Parents' Association
Charity registration number: 1165189
Charity's Principal Address: 43-45 Bedford Square, London WC1B 3DN

Structure, Governance and Management

Governing document: Constitution adopted 18 January 2016.

The Charity Jeannine Manuel Parents' Association (JMPA) is an association consisting of all the parents & tutors of any pupil attending the Ecole Jeannine Manuel located at 43-45 Bedford Square, London.

It is managed by a group of trustees and coordinators, all volunteers:

TRUSTEES:

President/Chair:	Rana MASSOUD
School Representative:	Carole MOHNBLATT
Secretary:	Yuko KIMURA-DRYE
Treasurer:	Thomas TROTZIER
Events:	Maya SAAD
Communication:	Celine SHILIASHKI-MARTIG

COORDINATORS:

Coordinator for EYES:	Tami CHUANG
	Rasha BRUZZO
Coordinators for Primary:	Julie LEBKIRI
	Iphigenie FOSSATI
Coordinators for Middle School:	Maya TOHME
	Rana MASSOUD
Coordinators for Upper School:	Celine NGUYEN
	Nicole SEMAAN

Objectives and Activities

Per the constitution of the charity, the objective of the Jeannine Manuel Parents' Association ('JMPA') is to advance the education of pupils at the School, in particular (but not exclusively) by:

1. Participating actively in matters concerning the daily life, safety, development, wellbeing and success of pupils, both scholastic and recreational;
2. Developing effective relationships between the staff, parents and others associated with the School;
3. And assisting the School in activities, outings, school trips and other school events;

During its sixth year of its existence, the JMPA has organised events and activities dedicated to strengthening the Jeannine Manuel community whilst supporting the School's values and abiding by Covid-19 limitations. The community is very much centred around parents, pupils and school staff.

The JMPA had to tailor its community-building exercises given the various Covid-19 lockdowns in the UK during this school year. Our usual events to welcome new families were moved online through the Zoom platform, and were tailored to each age group. We were able to host smaller, informal welcome gatherings for new parents, with pre-registration and limited attendance in order to comply with UK social distancing rules. Our second-hand uniform sale was also executed online through the JMPA website, with a live sale taking place at the end of the school year outdoors.

The JMPA organised various virtual activities (art, baking, yoga and reading workshops, in addition to Halloween activities) for pupils during the October half-term to keep the community going (in the midst of a one-month lockdown), and again from January 2020 during the second lockdown. Additional projects to strengthen the school community included limited coffee mornings and culture walks in the Spring (whilst complying with social distancing rules), charity tea towels designed with pupil's self-portraits, etc.

Some further activities undertaken by the JMPA included those relating to communication (management of website, weekly emails to parents, etc), project management (limited canteen reports, second-hand uniform sales, lost & found support for the School, supporting the DEAR library, managing class lists), supporting in-school events (decorating and helping to manage all festivities), and finally managing the class correspondent effort. This year the JMPA launched its first Russell Square Newsletter in May. All of this is made possible by the willingness of parent volunteers throughout the school year.

The JMPA also launched the Community Action Initiative, organising various donation drives to help local charities. The Community Action team successfully organised and executed a donation to the charity Little Village, a Christmas toy drive, a digital device donation initiative, a book drive, and finally a food bank donation effort. All of these initiatives were for the purpose of helping the local underprivileged community, and were very successful.

During the second lockdown (from January to March 2021), the JMPA continued to support the parent community through its communication platform; especially supporting

the students by offering various online activities throughout the lockdown (online art workshops, baking classes, reading sessions, yoga sessions etc).

All of the JMPA's activities/events are made possible by parent funding through the annual JMPA contribution fee of £60 per family.

Achievements and Performance Review

The trustees of the JMPA would like to present their annual Report and Accounts for the year ended 31/07/2021, and confirm that they comply with the requirements of the Charities Act of 1993, as amended by the Charities Act of 2006, the Trust Deed and the Charities Statement of Recommended Practices (SORP) of 2005.

This sixth year has been a successful and remarkable one for the JMPA, as it has allowed new families (representing close to 100 new pupils in total for this school year) to feel warmly welcome, and to be able to integrate in the school and community life. This has been done in addition to the on-going process of entertaining and supporting the growing school spirit shared by parents, school staff and children. Although activities were tailored to comply with Covid-19 regulations, strong and close relationships have been developed amongst them, thanks to the countless efforts made by all the volunteers to ensure positive collaboration for the benefit of all.

Our expenditures were again limited this year due to the Covid-19 pandemic and the two lockdowns experienced in the UK during this period. We were unable to host our usual Welcome Week or Family Funday activities, historically our two largest expenditures (pre-Covid-19).

The JMPA was also able to make a donation to the charity, Save the Children for its Covid-19 India Appeal through the sale of the self-portrait tea towels to the school community.

During the 2020-2021 school year, the JMPA did not have the opportunity to help any families in difficult financial circumstances as all residential trips organised by the school were cancelled due to the Covid-19 pandemic.

Financial Review


At the end of this 2020-2021 school year, the net result was up to £9,637 in addition to the cash funds that were held at the bank, which brings the reserve funds up to £38,481.

The JMPA intends to hold approximately £9,000 as reserve funds to ensure the PA will be able, at any time, to provide help to families who might require financial support to let their children take part in school trips, per our Financial Aid for Residential Trips policy.

As the JMPA's income is more than £25,000 (precisely £53,615 for the 2020-2021 school year), external scrutiny is required. To comply with this Charity Commission requirement, the JMPA will continue to use Mr Simon Knee, as an Independent Examiner, to review the JMPA's Annual Accounts and Returns.

Declarations

The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	RANA MASOUD	
Position	CHAIR / PRESIDENT	
Date	4.4.22	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Jeannine Manuel Parents Association

1165189

Receipts and payments accounts

CC16a

For the period from	1-Aug-2020	To	31-Jul-2021
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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					
Members Subscription	21,120	-	-	21,120	19,260
Fundraising Activities	4,388	-	-	4,388	5,226
Charity Events	28,166	-	-	28,166	38,153
Bank Interest	3	-	-	3	20
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	53,615	-	-	53,615	62,665
A2 Asset and Investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	53,615	-	-	53,615	62,665
A3 Payments					
Cost of Fundraising Activities	1,231	-	-	1,231	2,083
Cost of Charity Events	39,599	-	-	39,599	47,099
Administrative Costs	1,468	-	-	1,468	1,307
Donations	1,682	-	-	1,682	2,515
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	43,978	-	-	43,978	53,004
A4 Asset and Investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	43,978	-	-	43,978	53,004
Net of receipts/(payments)	9,637	-	-	9,637	9,661
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,844	-	-	28,844	19,103
Cash funds this year end	38,481	-	-	38,481	28,844

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
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B1 Cash funds

	to nearest £	to nearest £	to nearest £
	38,481	.	.
	.	.	.
	.	.	.
Total cash funds	38,481	.	.

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	.	.	.
	.	.	.
	.	.	.
	.	.	.
	.	.	.
	.	.	.

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 asset belongs	Cost (optional)	Current value (optional)
		.	.
		.	.
		.	.
		.	.
		.	.
		.	.
		.	.

B5 Liabilities

Details	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
	RANA MASSOUD	4-4-22



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Jeannine Manuel Parents' Association

On accounts for the year
ended

31/07/2021

Charity no
(if any)

1165189

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 31/07/2021.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

04/04/2022

Name:

Simon Knee

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

FCA

Address:

10 Bath Road

Old Town

Swindon, Wiltshire, SN1 4BA

Section B

Disclosure

Only complete if the examiner needs to highlight 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.**