



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report

From: 01/08/2021 To 31/07/2022  
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

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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:	Sofia BELCADI
Events:	Maya SAAD
Communication:	Celine MARTIG

### COORDINATORS:

Coordinator for EYFS:	Tami CHUANG Rasha BRUZZO
Coordinators for Primary:	Julie LEBKIRI Iphigenie FOSSATI
Coordinators for Middle School:	Maya TOHME Gaelle Gilbert
Coordinators for Upper School:	Claire Levasseur Yuko Kimura -Drye

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## Objectives and Activities

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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 seventh 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 the remaining Covid-19 limitations. The community is very much centred around parents, pupils and school staff.

Community-building exercises resumed and included Welcome Week activities, the Staff Appreciation Tea, Family Funday, cultural walks and guided tours (Mayfair Gallery, Soho Gallery, National gallery etc...), conferences, themed coffees for parents, amongst others. Additional projects to strengthen the school community included charity towels designed with pupil's self-portraits, newsletters written by volunteers and sent to the entire parent community, class & neighbourhood drinks, etc.

The JMPA organised various activities for pupils to rebuild the community post-pandemic (cinema outings, Halloween festivities, musicals, Chinese New Year in February, Spring Festivities...) throughout the year. Additional projects to strengthen the school community included coffee mornings and culture walks in the Spring (Rotherhithe, Smithfield & Clerkenwell, Hampstead etc...), charity tea towels designed with pupil's self-portraits, etc. In the context of the Ukraine war, the PA has launched in collaboration with the school project Peace which led to the design of a book based on students texts and artwork with proceeds to go to the British Red Cross to aid Ukraine. End of May, we resumed the Spring Soiree, an event gathering all parents community as well as the teachers to mingle and strengthen the bonds between them.

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, managing class lists), supporting in-school events (decorating and helping to manage all festivities), and finally managing the class correspondent effort. The PA has also supported the work experience program of the school by collecting work experience offers from parents, and is maintaining a shared database of the offers. The Upper school monthly newsletter has continued with several editions and new sections such as the Spotlight interviews. Run Against Hunger has taken place end of May with all proceeds going to Action Against Hunger. Graduation ceremonies were held in physical presence post-pandemic. All of this is made possible by the willingness of parent volunteers throughout the school year.

The JMPA continued the Community Action initiative, organising various donation drives to help local charities. The Community Action team successfully organised and executed a donation of IT equipment to the charity Little lives UK and DoorStep, toys to KidsOut Giving Tree and finally a food bank donation effort to Trussel Group. All of these initiatives were for the purpose of helping the local underprivileged community, and were very successful.



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**

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The trustees of the JMPA would like to present their annual Report and Accounts for the year ended 31/07/2022, 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 7th 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.

The JMPA was also able to make a donation to the charity Magic Breakfast through the sale of the self-portrait tea towels to the school community.

During the 2021-2022 school year, the JMPA did not have the opportunity to help any families in difficult financial circumstances. The residential trips resumed but mainly in the UK and despite reminding the parents community of the availability of this financial aid, no candidates presented themselves.

This year, the PA team had a few updates as follows. Gaëlle Gilbert joined Maya Tohme as co-coordinator for Middle School. Sofia Belcadi has been confirmed as Trustee/Treasurer. Yuko joins Claire as co-coordinator for Upper School.

For next year, the PA team will be renewed with the end of Rana, Yuko and Carole's statutory terms. All the remaining Trustees stepped down and stood for re-election if interested. The PA will count from now on seven trustee roles as indicated in the Trustee change report.

## **Financial Review**

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At the end of this 2021-2022 school year, the net result was up to £ 268 in addition to the cash funds that were held at the bank, which brings the reserve funds up to £38,749. The higher spend compared to the previous year is due to the school becoming bigger with the number of families substantially increasing and the resuming of community building activities post-pandemic.

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.

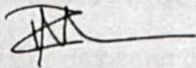
As the JMPA's income is more than £25,000 (precisely £79,119 for the 2021-2022 school year), external scrutiny is required. To comply with this Charity Commission requirement,



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 MASROUD	
Position	CHAIR	
Date	24.05.23	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Jeannine Manuel Parents Association

1165189

## Receipts and payments accounts

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For the period from	1-Aug-2021	To	31-Jul-2022
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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 £
<b>A1 Receipts</b>					
Members Subscription	22,190	-	-	22,190	21,120
Fundraising Activities	15,095	-	-	15,095	4,386
Charity Events	41,826	-	-	41,826	28,106
Bank interest	8	-	-	8	3
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>79,119</b>	<b>-</b>	<b>-</b>	<b>79,119</b>	<b>53,615</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>79,119</b>	<b>-</b>	<b>-</b>	<b>79,119</b>	<b>53,615</b>
<b>A3 Payments</b>					
Cost of Fundraising Activities	1,804	-	-	1,804	1,231
Cost of Charity Events	70,047	-	-	70,047	39,598
Administrative Costs	1,918	-	-	1,918	1,466
Donations	5,082	-	-	5,082	1,682
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>78,851</b>	<b>-</b>	<b>-</b>	<b>78,851</b>	<b>43,978</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>78,851</b>	<b>-</b>	<b>-</b>	<b>78,851</b>	<b>43,978</b>
<b>Net of receipts/(payments)</b>	<b>268</b>	<b>-</b>	<b>-</b>	<b>268</b>	<b>9,637</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>38,481</b>	<b>-</b>	<b>-</b>	<b>38,481</b>	<b>28,844</b>
<b>Cash funds this year end</b>	<b>38,749</b>	<b>-</b>	<b>-</b>	<b>38,749</b>	<b>38,481</b>



## 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		38,749	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>38,749</b>	<b>-</b>	<b>-</b>

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

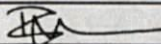
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	RANA MASOUD	24.5.23



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Jeannine Manuel Parents' Association

On accounts for the year  
ended

31/07/2022

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 31/07/2022.

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:

25/5/2023

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.