



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report**

**From:** 01/08/2022 To 31/07/2023  
**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:**

<b>President/Chair:</b>	Maya SAAD
<b>Secretary:</b>	Julie LEBKIRI
<b>Treasurer:</b>	Sofia BELCADI
<b>Events:</b>	Maya SAAD
<b>Networking:</b>	Tami Chuang
<b>Primary Coordinators:</b>	Iphigenie Fossati-Kotz, Evelyn Raphael

### **OTHER MEMBERS OF THE PA:**

<b>Maternelle Coordinators:</b>	Maya Sioufi, Rasha Bruzzo (until June), Amal Daher, Kawtar Horn-Smith
<b>Other Primary Coordinators:</b>	Kawtar Horn-Smith
<b>Middle School Coordinators:</b>	Gaelle Gilbert, Louise Robinson (until July)
<b>Upper School Coordinator:</b>	Yuko Kimura-Drye
<b>New Families:</b>	Sylvia Nadal
<b>Communication:</b> (from April)	Celine Shiliashki-Martig (until June), Gaelle Gilbert
<b>School Representatives:</b>	Carole Mohnblatt (until July)

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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 eighth year of its existence, the JMPA has organised events and activities dedicated to strengthening the Jeannine Manuel community whilst supporting the School's values. The community is very much centred around parents, pupils and school staff. The focus has been on community building, supporting educational activities, and enhancing the overall school experience for students and parents alike. The following are the key activities and initiatives undertaken:

Community-building exercises included Welcome Week activities, the Staff Appreciation Tea, Family Funday, cultural walks led by Muriel Carre (neighbourhood history tour and a visit to the Design Museum's "The Art of Movement Van Cleef & Arpels" exhibition), and guided tours. Themed coffees for parents, class, and neighbourhood drinks were also organised to foster a sense of community. Additional projects aimed at strengthening school spirit included newsletters, charity tea towels, and tote bags designed with students' artwork.

The JMPA facilitated various festive and recreational activities such as Halloween, Winter Festivities, Chinese New Year, and Spring Festivities with decorations and activities organised across the two buildings: Russell Square and Bedford Square. Sport and community events included the iconic Mini Marathon with 60 pupils participating, the Run Against Hunger, Family Fun Day at Regent's Park, Football Tournament involving parents, staff and students from Year 10 to 13 and Talent Show for primary and upper school students. In January, we organised the Spring Soiree, an event gathering all parents community as well as the teachers to mingle and strengthen the bonds within the community.

This year, we have relaunched the parent network in September to engage the community and provide career insights for upper school students. Webinars and in-person career panels were organized featuring parent speakers and covering industries like finance, law, media, journalism.

Some further activities undertaken by the JMPA included those relating to communication (management of website, weekly newsletter 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 Upper school monthly newsletter has continued with several editions and the PA supported organized placements for Y10 and Y11 students. Graduation ceremonies were held and the PA sponsored the Terminale year end celebrations. All of this is made possible by the willingness of parent volunteers throughout the school year.



Community Action initiatives continued with donation drives for local charities, including food and toiletries for the Camden FoodBank, winter clothing and books for children, and toy drives for KidsOut's Giving Tree appeal.

All of the JMPA's activities/events are made possible by parent funding through the annual JMPA contribution fee of £100 per family and £20 for any additional child. This has been changed this year compared to a contribution of £60 per family in the previous years to account for the growth of the school community that is spread out now over two buildings: Russel Square and Bedford Square.

## **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 31/07/2023, 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 8th year has been a successful and remarkable one for the JMPA, as it has allowed new families to feel warmly welcome, and to be able to create further a sense of community within a growing school parent population. 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. 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 British Red Cross through the sale of the self-portrait tea towels to the school community.

During the 2022-2023 school year, the JMPA did not have the opportunity to help any families in difficult financial circumstances. Having said that, the residential trips resumed and the PA supported selected underprivileged families to send their children to the trips.

This year, the PA team had a few updates as follows. Maya Sioufi and Tim Baines resigned from their roles. Celine Shiliashki-Martig and Louise Robinson stepped down in June. Gaelle Gilbert assumed part of the communication responsibilities. Amal Daher and Kawtar Horn-Smith took over as Maternelle Coordinators.

## **Financial Review**

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At the end of this 2022-2023 school year, the net result was up to £ 12,242 in addition to the cash funds that were held at the bank, which brings the reserve funds up to £50,991. 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.


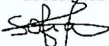
The JMPA intends to hold approximately £9,000 as reserve funds to ensure the PA will be able, at any time, to provide help to families who might require financial support to let their children take part in school trips, per our Financial Aid for Residential Trips policy.

As the JMPA's income is more than £25,000 (precisely £101,419 for the 2022-2023 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)		<div>DocuSigned by:  F7CF9516C56641C...</div>
Full name(s)	Maya Saad	Sofia Belcadi
Position	Preseident	Treasurer
Date	23/05/2024	24-05-2024



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-2022	To	31-Jul-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 £
<b>A1 Receipts</b>					
Members Subscription	41,070	-	-	41,070	22,190
Fundraising Activities	8,479	-	-	8,479	15,095
Charity Events	51,696	-	-	51,696	41,826
Bank interest	174	-	-	174	8
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>101,419</b>	<b>-</b>	<b>-</b>	<b>101,419</b>	<b>79,119</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>101,419</b>	<b>-</b>	<b>-</b>	<b>101,419</b>	<b>79,119</b>
<b>A3 Payments</b>					
Cost of Fundraising Activities	4,528.00	-	-	4,528	1,804
Cost of Charity Events	78,068	-	-	78,068	70,047
Administrative Costs	735	-	-	735	1,918
Donations	5,846.00	-	-	5,846	5,082
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>89,177</b>	<b>-</b>	<b>-</b>	<b>89,177</b>	<b>78,851</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>89,177</b>	<b>-</b>	<b>-</b>	<b>89,177</b>	<b>78,851</b>
<b>Net of receipts/(payments)</b>	<b>12,242</b>	<b>-</b>	<b>-</b>	<b>12,242</b>	<b>268</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>38,749</b>	<b>-</b>	<b>-</b>	<b>38,749</b>	<b>38,481</b>
<b>Cash funds this year end</b>	<b>50,991</b>	<b>-</b>	<b>-</b>	<b>50,991</b>	<b>38,749</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 £
<b>B1 Cash funds</b>		50,991	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>50,991</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				
			-	



		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
<div>DocuSigned by:  F7CF9516C56641C...</div>	Sofia Belcadi	24-05-2024







# 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

31/07/2023

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 31/07/2023.

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:

24/05/2024

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.

