



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Trustees' Annual Report

**From:** 01/08/2023 To 31/07/2024  
**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:

<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 & Evelyn Gebran
<b>Maternelle Coordinators:</b>	Kawtar Horn-Smith & Amal Daher
<b>Head of Website:</b>	Gaelle Gilbert
<b>Middle School Coordinators:</b>	Constance de Montessus & Thimanh Lemaire-Sicre
<b>Upper School Coordinator:</b>	Yuko Kimura-Drye
<b>New Families:</b>	Sylvia Nadal
<b>Transversal/Photography:</b>	Nirit Sumeruk Abbou

As an update on the team, Constance and Thimanh have raised her hand to be involved with the PA and joined as co-coordinator for Middle School (replacing Gaelle in this role). Nirit Sumeruk joined the team helping notably on the class photos.

## Objectives and Activities

---

In line with its constitution, the JMPA's purpose is to enhance the educational experience of students at the school by contributing to their academic and recreational life, developing strong relationships between parents, staff, and the wider school community, and supporting school-organised events and activities. During its ninth year, the JMPA

successfully delivered a wide array of events, projects, and initiatives that fostered school spirit and deepened community ties.

The academic year began with a series of community-building events designed to welcome new and returning families. A Welcome Picnic in Regent's Park and a week-long series of coffee mornings at Cordon Bleu provided a warm environment for families to connect. Teacher meetings followed by informal gatherings at Cabana created further opportunities for social cohesion. In October, a parent networking event was organized at Riding House Bloomsbury.

Festive celebrations featured prominently throughout the year. Halloween decorations were installed in early October, allowing students to enjoy them for an extended period. Primary students celebrated by dressing up and receiving treats, while the Winter Festivities in December included school decorations and a visit from Santa. The winter period was marked by a series by cultural tours and musicals including Gallery tour in Mayfair, The Golden age of Dutch painting, The British Museum enlightenment gallery, Elf the musical, The impressionists ahead of their 150th anniversary, Guided tour through younger art galleries.

Chinese New Year was marked across all three school buildings with themed decorations and chocolate coin giveaways. A parent In March, Spring Festivities included Easter bonnet parades and chocolate gifts for pupils from PS to Year 13. The year ended with a Talent Show in June and the PA-sponsored Terminale Year-End Prom.

Sporting events brought energy and collaboration to the community. In April, 60 students participated in the Mini London Marathon, with places secured in coordination with the school and Cedric Jalbaut. The "Run Against Hunger" event in May engaged students from PS to 3e in fundraising runs for Action Against Hunger. A Football Tournament in March invited parents, staff, and students to compete together. The Family Funday, held in June at Regent's Park, was another highlight, thanks to the efforts of Kawtar Horn-Smith, Amal Daher, and a team of dedicated volunteers.

The JMPA also actively supported career development through its revitalised Parents Network. Events included a Google networking evening, in-person and virtual career panels in law, media, journalism, finance, and the arts, with parent speakers engaging with upper school students. Work placements were facilitated for students in 3e and 2e, and parents also served as jurors for these experiences.

In terms of community service, the JMPA organised several charitable drives. A food drive in November supported the Camden Foodbank, while December saw a toy collection for children at Great Ormond Street Hospital. The annual tea towel fundraiser, led by Lynn and Nirit, raised funds.

Throughout the year, the JMPA continued to support the school's daily functioning through second-hand uniform sales, management of class lists, communications via a regular newsletter, and updates to the PA website. Class photos were also taken for school use. Lost and found operations were maintained in partnership with school staff, with updates shared through the JMPA newsletter and unclaimed items donated or recycled. The JMPA also conducted canteen visits in March and May, providing feedback to support healthy school meal services.

The Class Correspondent programme remained an essential element of the JMPA's structure. Recruitment and placement were completed early in the school year, and a

welcome coffee was held in October to brief volunteers on their responsibilities. In June, the PA hosted a thank-you drinks event at Cabana to honour the contributions of correspondents and volunteers. A centralised gift-giving initiative was also organised in June to ensure that all teachers and staff received year-end appreciation.

## **Achievements and Performance Review**

---

The 2023–2024 academic year has been marked by both continuity and innovation, with a wide range of impactful events and renewed community engagement. The JMPA succeeded in integrating new families into the school community while strengthening connections among students, parents, and staff. The breadth of cultural, sporting, academic, and social programming reflected the commitment of JMPA volunteers and their ability to respond creatively to the evolving needs of a growing school.

The PA's support extended beyond the school walls through charitable giving and community action, reinforcing the values of empathy, service, and social responsibility. The Parents Network played a central role in helping students understand diverse career paths and in linking families with similar professional interests. The association also deepened its collaboration with the school administration, providing feedback on canteen services and facilitating initiatives that enhanced the student and parent experience.

This year, the JMPA continued to sponsor special items such as the Terminale hoodies and created content for the yearbook, reinforcing student pride and preserving memories. The dedication of the PA team, class correspondents, and volunteers has made all of this possible.

## **Financial Review**

---

At the end of this 2023-2024 school year, the net result was up to £ 12,116 in addition to the cash funds that were held at the bank, which brings the reserve funds up to £63,107. The spend is slightly lower compared to the previous year given we didn't have a parents evening this year.

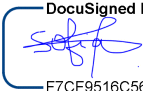

The JMPA intends to hold approximately £9,000 as reserve funds to ensure the PA will be able, at any time, to provide help to families who might require financial support to let their children take part in school trips, per our Financial Aid for Residential Trips policy.

As the JMPA's income is more than £25,000 (precisely £82,470 for the 2023-2024 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><div>DocuSigned by:</div><div>F7CF9516C56641C...</div></div>	
Full name(s)	Sofia Belcadi	Maya Saad
Position		President
Date	22-05-2025	23-05-2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Jeannine Manuel Parents Association

1165189

## Receipts and payments accounts

CC16a

For the period from	1-Aug-2023	To	31-Jul-2024
---------------------	------------	----	-------------

### 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	38,110	-	-	38,110	41,070
Fundraising Activities	8,920	-	-	8,920	8,479
Charity Events	35,278	-	-	35,278	51,696
Bank interest	162	-	-	162	174
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>82,470</b>	<b>-</b>	<b>-</b>	<b>82,470</b>	<b>101,419</b>
<b>A2 Asset and investment sales, (see table).</b>					
		-	-	-	-
		-	-	-	-
<b>Sub total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>82,470</b>	<b>-</b>	<b>-</b>	<b>82,470</b>	<b>101,419</b>
<b>A3 Payments</b>					
Cost of Fundraising Activities	5,966.10	-	-	5,966	4,528
Cost of Charity Events	60,992.18	-	-	60,992	78,068
Administrative Costs	1,891	-	-	1,891	735
Donations	1,504.50	-	-	1,505	5,846
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total</b>	<b>70,354</b>	<b>-</b>	<b>-</b>	<b>70,354</b>	<b>89,177</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>70,354</b>	<b>-</b>	<b>-</b>	<b>70,354</b>	<b>89,177</b>
<b>Net of receipts/(payments)</b>	<b>12,116</b>	<b>-</b>	<b>-</b>	<b>12,116</b>	<b>12,242</b>
<b>A5 Transfers between funds</b>		-	-	-	-
<b>A6 Cash funds last year end</b>	<b>50,991</b>	-	-	<b>50,991</b>	<b>38,749</b>
<b>Cash funds this year end</b>	<b>63,107</b>	<b>-</b>	<b>-</b>	<b>63,107</b>	<b>50,991</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		63,107	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	63,107	-	-
	(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
<div><div><div>Signed by:</div><div></div><div>F7CF9516C56641C...</div></div></div>	Sofia Belcadi	22-05-2025
<div><div><div></div><div></div><div></div></div></div>	Maya Saad	23-05-2025



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report**

**From:** 01/08/2023 To 31/07/2024  
**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:**

<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 & Evelyn Gebran
<b>Maternelle Coordinators:</b>	Kawtar Horn-Smith & Amal Daher
<b>Head of Website:</b>	Gaelle Gilbert
<b>Middle School Coordinators:</b>	Constance de Montessus & Thimanh Lemaire-Sicre
<b>Upper School Coordinator:</b>	Yuko Kimura-Drye
<b>New Families:</b>	Sylvia Nadal
<b>Transversal/Photography:</b>	Nirit Sumeruk Abbou

As an update on the team, Constance and Thimanh have raised her hand to be involved with the PA and joined as co-coordinator for Middle School (replacing Gaelle in this role). Nirit Sumeruk joined the team helping notably on the class photos.

## **Objectives and Activities**

---

In line with its constitution, the JMPA's purpose is to enhance the educational experience of students at the school by contributing to their academic and recreational life, developing strong relationships between parents, staff, and the wider school community, and supporting school-organised events and activities. During its ninth year, the JMPA

successfully delivered a wide array of events, projects, and initiatives that fostered school spirit and deepened community ties.

The academic year began with a series of community-building events designed to welcome new and returning families. A Welcome Picnic in Regent's Park and a week-long series of coffee mornings at Cordon Bleu provided a warm environment for families to connect. Teacher meetings followed by informal gatherings at Cabana created further opportunities for social cohesion. In October, a parent networking event was organized at Riding House Bloomsbury.

Festive celebrations featured prominently throughout the year. Halloween decorations were installed in early October, allowing students to enjoy them for an extended period. Primary students celebrated by dressing up and receiving treats, while the Winter Festivities in December included school decorations and a visit from Santa. The winter period was marked by a series of cultural tours and musicals including Gallery tour in Mayfair, The Golden age of Dutch painting, The British Museum enlightenment gallery, Elf the musical, The impressionists ahead of their 150th anniversary, Guided tour through younger art galleries.

Chinese New Year was marked across all three school buildings with themed decorations and chocolate coin giveaways. A parent In March, Spring Festivities included Easter bonnet parades and chocolate gifts for pupils from PS to Year 13. The year ended with a Talent Show in June and the PA-sponsored Terminale Year-End Prom.

Sporting events brought energy and collaboration to the community. In April, 60 students participated in the Mini London Marathon, with places secured in coordination with the school and Cedric Jalbaut. The "Run Against Hunger" event in May engaged students from PS to 3e in fundraising runs for Action Against Hunger. A Football Tournament in March invited parents, staff, and students to compete together. The Family Funday, held in June at Regent's Park, was another highlight, thanks to the efforts of Kawtar Horn-Smith, Amal Daher, and a team of dedicated volunteers.

The JMPA also actively supported career development through its revitalised Parents Network. Events included a Google networking evening, in-person and virtual career panels in law, media, journalism, finance, and the arts, with parent speakers engaging with upper school students. Work placements were facilitated for students in 3e and 2e, and parents also served as jurors for these experiences.

In terms of community service, the JMPA organised several charitable drives. A food drive in November supported the Camden Foodbank, while December saw a toy collection for children at Great Ormond Street Hospital. The annual tea towel fundraiser, led by Lynn and Nirit, raised funds.

Throughout the year, the JMPA continued to support the school's daily functioning through second-hand uniform sales, management of class lists, communications via a regular newsletter, and updates to the PA website. Class photos were also taken for school use. Lost and found operations were maintained in partnership with school staff, with updates shared through the JMPA newsletter and unclaimed items donated or recycled. The JMPA also conducted canteen visits in March and May, providing feedback to support healthy school meal services.

The Class Correspondent programme remained an essential element of the JMPA's structure. Recruitment and placement were completed early in the school year, and a

welcome coffee was held in October to brief volunteers on their responsibilities. In June, the PA hosted a thank-you drinks event at Cabana to honour the contributions of correspondents and volunteers. A centralised gift-giving initiative was also organised in June to ensure that all teachers and staff received year-end appreciation.

## **Achievements and Performance Review**

---

The 2023–2024 academic year has been marked by both continuity and innovation, with a wide range of impactful events and renewed community engagement. The JMPA succeeded in integrating new families into the school community while strengthening connections among students, parents, and staff. The breadth of cultural, sporting, academic, and social programming reflected the commitment of JMPA volunteers and their ability to respond creatively to the evolving needs of a growing school.

The PA's support extended beyond the school walls through charitable giving and community action, reinforcing the values of empathy, service, and social responsibility. The Parents Network played a central role in helping students understand diverse career paths and in linking families with similar professional interests. The association also deepened its collaboration with the school administration, providing feedback on canteen services and facilitating initiatives that enhanced the student and parent experience.

This year, the JMPA continued to sponsor special items such as the Terminale hoodies and created content for the yearbook, reinforcing student pride and preserving memories. The dedication of the PA team, class correspondents, and volunteers has made all of this possible.

## **Financial Review**

---

At the end of this 2023-2024 school year, the net result was up to £ 12,116 in addition to the cash funds that were held at the bank, which brings the reserve funds up to £63,107. The spend is slightly lower compared to the previous year given we didn't have a parents evening this year.

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.

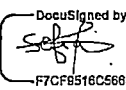

As the JMPA's income is more than £25,000 (precisely £82,470 for the 2023-2024 school year), external scrutiny is required. To comply with this Charity Commission requirement, the JMPA will continue to use Mr Simon Knee, as an Independent Examiner, to review the JMPA's Annual Accounts and Returns.

## **Declarations**

---

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

DocuSign Envelope ID: A180D50B-E8D0-45E0-9A1C-29BA70D81A83

Signature(s)	<div>DocuSigned by:  F7CF8516C56641C...</div>	
Full name(s)	Sofia Belcadi	Maya Saad
Position		President
Date	22-05-2025	23-05-2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Jeannine Manuel Parents Association

1165189

## Receipts and payments accounts

CC16a

For the period from	1-Aug-2023	To	31-Jul-2024
------------------------	------------	----	-------------

### 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	38,110	-	-	38,110	41,070
Fundraising Activities	8,920	-	-	8,920	8,479
Charity Events	35,278	-	-	35,278	51,696
Bank interest	162	-	-	162	174
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>82,470</b>	<b>-</b>	<b>-</b>	<b>82,470</b>	<b>101,419</b>
<b>A2 Asset and investment sales, (see table).</b>					
		-	-	-	-
		-	-	-	-
<b>Sub total</b>		-	-	-	-
<b>Total receipts</b>	<b>82,470</b>	<b>-</b>	<b>-</b>	<b>82,470</b>	<b>101,419</b>
<b>A3 Payments</b>					
Cost of Fundraising Activities	5,968.10	-	-	5,968	4,528
Cost of Charity Events	60,992.18	-	-	60,992	78,068
Administrative Costs	1,891	-	-	1,891	735
Donations	1,504.50	-	-	1,505	5,846
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total</b>	<b>70,354</b>	<b>-</b>	<b>-</b>	<b>70,354</b>	<b>89,177</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>		-	-	-	-
<b>Total payments</b>	<b>70,354</b>	<b>-</b>	<b>-</b>	<b>70,354</b>	<b>89,177</b>
<b>Net of receipts/(payments)</b>	<b>12,116</b>	<b>-</b>	<b>-</b>	<b>12,116</b>	<b>12,242</b>
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	50,991	-	-	50,991	38,749
Cash funds this year end	63,107	-	-	63,107	50,991

## 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>		63,107	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>63,107</b>		

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

OK

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

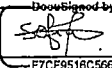

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<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:  F7CF9518C56641C...</div>	Sofia Belcadi	22-05-2025
	Maya Saad	23-05-2025



# 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

31/07/2024

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 31/07/2024.

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:

23/05/2025

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.