

## **Trustees' Annual Report**

**From:** 01/08/2024 To 31/07/2025

**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:**

### **PA TEAM UPDATE**

On the 1st of July 2025, the following have resigned from their trustee positions:

- Maya Saad President of the PA (school leaver)
- Julie Lebkiti resigns from her role as Secretary (remain PA member)
- Lynn Raphael resigns from her trustee role ( remains PA member)

Gaelle Gibert, Thimanh Lemaire (School leaver) , Constance de Montessus are also resigning after years of service

**Appointment of new trustees:**

- Kawtar Horn Smith becomes President
- Amal Daher becomes Secretary
- Frederic Desorby becomes treasurer along with Sofia Belcadi who remains in position shadowing Frederic

As an update on the team, Georgina Duffy and Yaritza Foucaud joined the PA at the start of the year as coordinators for Maternelle and Upper School respectively. Meanwhile, Nirit Sumeruk and Yuko Kimura-Drye stepped down at the end of the previous academic year as their children had graduated. Sylvia Nadal had also resigned during the previous summer, and the New Families role has been absorbed by the wider coordinator team. Iphigenie Fossati and Evelyn Gebran also moved out of the Primary Coordinator role during the year.

In July 2025, a change of trustees took place. Maya Saad, Julie Lebkiti and Sofia Belcadi stepped down from their respective roles as President, Secretary and Treasurer. They have been succeeded by Kawtar Horn-Smith as President, Amal Daher as Secretary and Frederic Desobry as Treasurer.

### **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 tenth 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 on 1 September was followed by a week of Welcome Coffee mornings at Cordon Bleu hosted by the PA from 3 September onwards. Teacher and class meetings throughout September were followed by informal gatherings at Cabana, providing further opportunities for social cohesion. In October, the PA organised a parent networking event at Riding House Bloomsbury.

Festive celebrations featured prominently throughout the year. Halloween decorations were installed in early October by parent volunteers and Primary children dressed up at school on 20 October to receive Halloween treats sponsored and distributed by the PA. The Winter Festivities in December included school decorations on 11 December and a visit from Santa on 21 December. The autumn term was also marked by a rich series of cultural tours and musicals, including a Gallery Tour in Mayfair, The Golden Age of Dutch Painting, the British Museum Enlightenment Gallery, Elf the Musical, an Impressionists tour ahead of the 150th anniversary, and a guided tour through younger art galleries.

Chinese New Year was celebrated across all three school buildings with themed decorations and chocolate coin distributions, and Spring Festivities included Easter bonnet parades and chocolate gifts for pupils from PS to Year 13. The annual Football Tournament brought together parents, staff and students. The Ecole Jeannine Manuel London Charity Dinner Gala took place at Hotel Amano in March, with a preparatory coffee held at the Russell Square primary building so that class correspondents and PA members could be briefed on the Gala and the wider fundraising effort.

Sporting and outdoor events again brought energy and collaboration to the community. The Run Against Hunger engaged students from PS to 3e in fundraising runs for Action Against Hunger, with parents volunteering to count laps; the Royal Parks venue was secured by the PA. The Family Funday, held at Regent's Park towards the end of the summer term, was a major highlight of the year, featuring partnerships with Outspoken Cycles, Ice Cream Dreams, professional face painters, the Bubble Lady, Booteq, and Yahire Furniture, all coordinated by Maya, Yaritza, Amal, Kawtar and a large team of class correspondents and parent volunteers. The Talent Show in June showcased Primary in the morning and Upper School in the afternoon, and the year ended with the PA-sponsored Terminale Year-End Celebration / Prom.

The JMPA also actively supported career development through its Parents Network, with in-person and virtual career panels giving Upper School students exposure to a range of professional sectors with parent speakers. A Parents Soirée was organised in the spring term, bringing together parents across the school. Work placements were facilitated for students in 3e and 2e, with parents serving as jurors.

In terms of community service, the JMPA organised several charitable initiatives. A food drive in November supported the Camden Foodbank, and a toy drive in December collected gifts for children at Great Ormond Street Hospital. The annual tea towel fundraiser was launched again before the autumn break, with proceeds donated to the Magic Breakfast charity.

Throughout the year, the JMPA continued to support the school's daily functioning through second-hand uniform sales (notably on 15 September and 7 December, with further sales during the summer term), management of class lists, communications via a regular newsletter, and updates to

the PA website. 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 Class Correspondent programme remained an essential element of the JMPA's structure. Recruitment was launched on 7 September and placement was completed without the need for an election; a welcome coffee was held on 6 October to brief volunteers on their responsibilities, and a Friends of the PA drinks event was held in the summer term to thank correspondents and volunteers. A centralised gift-giving initiative was again organised at the end of the year so that all teachers and staff received year-end appreciation.

### **Achievements and Performance Review**

The 2024-2025 academic year has been marked by both continuity and renewal, with a refreshed coordinator team taking on key roles while maintaining the strong programme of events that has come to define the JMPA. The integration of new families into the school community continued to be a priority, supported by the welcome programme in September and the work of the new coordinators across all year groups.

The breadth of cultural, sporting, academic, social and charitable programming reflected the commitment of JMPA volunteers and their ability to respond creatively to the evolving needs of a growing school. The Family Funday and the Charity Dinner Gala were two particular highlights, both requiring substantial logistical effort, while the cultural tours and the Parents Network career panels continued to offer high-quality enrichment to students and parents alike.

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 association also deepened its collaboration with the school administration, including continued financial aid for residential trips (including support for the China trip and other school trips), facilitating the participation of pupils whose families would otherwise have struggled to cover costs.

The JMPA continued to sponsor special items such as the Terminale hoodies and contributed to the year-end Graduation Party, 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 the 2024-2025 school year, the net result was up to £19,900, in addition to the cash funds that were held at the bank, which brings the reserve funds up to £83,007.

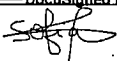
The JMPA intends to hold approximately £9,000 as reserve funds to ensure the PA will be able, at any time, to provide help to families who might require financial support to let their children take part in school trips, per our Financial Aid for Residential Trips policy.

As the JMPA's income is more than £25,000 (precisely £90,528 for the 2024-2025 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: </div>	
Full name(s)	F7CF9516C56641C... Sofia Belcadi	
Position	Treasurer	
Date	20-05-2026	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Jeannine Manuel Parents Association

1165189

## Receipts and payments accounts

CC16a

For the period from	1-Aug-2024	To	31-Jul-2025
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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	48,290	-	-	48,290	38,110
Fundraising Activities	6,891	-	-	6,891	8,920
Charity Events	35,191	-	-	35,191	35,278
Bank interest	156	-	-	156	162
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>90,528</b>	<b>-</b>	<b>-</b>	<b>90,528</b>	<b>82,470</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>90,528</b>	<b>-</b>	<b>-</b>	<b>90,528</b>	<b>82,470</b>
<b>A3 Payments</b>					
Cost of Fundraising Activities	5,433.00	-	-	5,433	5,966
Cost of Charity Events	56,975.00	-	-	56,975	60,992
Administrative Costs	3,482	-	-	3,482	1,891
Donations	4,738.00	-	-	4,738	1,505
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>70,628</b>	<b>-</b>	<b>-</b>	<b>70,628</b>	<b>70,354</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>70,628</b>	<b>-</b>	<b>-</b>	<b>70,628</b>	<b>70,354</b>
<b>Net of receipts/(payments)</b>	<b>19,900</b>	<b>-</b>	<b>-</b>	<b>19,900</b>	<b>12,116</b>
<b>A5 Transfers between funds</b>		-	-	-	-

A6 Cash funds last year end	63,107	-	-	63,107	50,991
Cash funds this year end	83,007	-	-	83,007	63,107

## 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		83,007	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>83,007</b>	<b>-</b>	<b>-</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 £
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

**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
	Sofia Belcadi	20/5/26







# 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

31/07/2025

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 31/07/2025.

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:

22/5/26

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.**