

	Trustees' Annual Report for the period								
	From	Period start date			To	Period end date			
		Day 01	Month 09	Year 2023		Day 31	Month 08		Year 2024
Charity name		ASSOCIATION DES PARENTS D'ELEVES DU LYCEE INTERNATIONAL DE LONDRES							
Other names charity is known by		APLIL							
Registered charity number (if any)		1169641							
Charity's principal address		LYCEE INTERNATIONAL DE LONDRES							
		54 Forty Lane							
		Wembley							
		Postcode					HA9 9LY		

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Salima Arnold	Chair	from 01/09/2023	
2	Amelie Mallet	Communication	from 01/09/2023	
3	Karine Lelieur	Communication	from 01/09/2023	
4	Rosemarie Cathalifaud	Head of Bakery	from 01/09/2023	
5	Fabienne Yilmaz	Treasurer	from 01/09/2023	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution adopted on 13 October 2016

How the charity is constituted
(eg. trust, association, company)

Parents' association formed by the parents of pupils attending the school (no membership fees – automatic enrolment)

Trustee selection methods
(eg. appointed by, elected by)

Trustees are elected every second year by electronic vote.
Trustees are elected by vote by APLIL members.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Annual General Meeting is held at the beginning of the school year (November / December).
All Members of the Committee are Trustees and have control over the Association and different branches (eg. Fundraising branch, Events branch, Unitrade branch...), its property and funds.
The charity is covered by a public liability insurance (Parentkind.org.uk Zurich).
Bank account operates on a dual signatory basis.
All trustees give their time voluntarily and receive no remuneration or any other benefit.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the association is to advance the education of pupils in the School in particular by:

- (1) developing effective relationships between the school Lycée International de Londres, parents of pupils who attend the School and others associated with the School, and
- (2) engaging in activities, including fundraising work with the School, which shall support the School, its pupils or any charity with objects to support or advance the education of the pupils attending the School and
- (3) assisting the School with its links with the local and wider community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

Each project was thoroughly scrutinised in association with the Head of department in order to benefit the students of our school. If a project benefitted one group/age in particular, then the trustees would strive to accommodate other groups/ages through other projects.

Our main services, running throughout the school year, are the Friday Bakery, sales of second-hand dress code clothes (called Unitrade Sales), second hand book sales, conferences for parents about the students' education and well-being.

We organise 3 major events for the community: a parents' night, a Fun Fair Day for the primary, and a Christmas gathering event (called Lillumination).

We also strive to support our School through:

- election and appointment of parent delegates
- coordination - primary and secondary -
- communication with the board and the administrative department of the school.

Our aim is to support and consolidate the community of our School.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A great contribution is made by member volunteers.

We are grateful for the many hours volunteers have spent contributing to the smooth running and success of all of the association's projects and events.

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

Summary of the main achievements of the charity during the year

<p>September 2023- Parents' coffee</p> <p>A welcome coffee was offered at school for new parents. This allowed us to exchange and create links within our community and with the school in a friendly environment.</p> <p>This event does not generate cost nor raise money, as the school very generously welcomes the parents at school and offers coffee and pastries.</p> <p>September 2023 – Welcome picnic</p> <p>APLIL set up a welcome picnic to new families – no cost</p> <p>September 2023 – June 2024 – Friday Bakery</p> <p>Every Friday at pickup time, parents and staff get a chance to purchase bread, croissants, and other French bakery specialties.</p> <p>It is a weekly social event everyone looks forward to in the school. As it is an outdoor service, APLIL was able to offer this service all year long.</p> <p>Bakery sales generated a profit of £1706: income of £5,423 / expenses of £3,717.</p> <p>September 2023 – June 2024 – second-hand uniform Unitrade Sales</p> <p>Usually, once a month, parents can purchase second-hand dress code from items donated to APLIL. As for the bakery sales, Unitrade was organised outside in the parking lot because of pandemic restrictions. Many families were very happy to be able to purchase from APLIL, all the more as there were severe delays with the provider due to the pandemic.</p> <p>Unitrade sales generated a profit of £3700: income of £3,757 / expenses of £57.</p> <p>December 2023 – Event at Christmas time, Lilluminations</p> <p>The end of calendar year is a festively busy time at school and APLIL provided for a happy family event and some lovely decoration within the school. Three Wishing trees were installed and decorated by APLIL Board members.</p> <p>An end of calendar year event, called "Lilluminations", providing hot chocolate and nut free crêpes, a little market, lighting of the school's facade and managing a book stall were organized on the 3rd of December 2021 by trustees and volunteers.</p> <p>This year was a particular success, the community was happy to be able to gather again at school outside on the parking lot.</p> <p>The Lillumination event generated a deficit of £287: income of £125 / expenses of £412.</p> <p>2024 – Parents' night</p> <p>A themed party is organised for parents in the school gymnasium which is decorated for the occasion by volunteering parents.</p> <p>Usually in March, the parents' night took place this year on the 20th of May due to the pandemic. This year's theme was the Platinum Jubilee.</p> <p>The parents pay an entrance fee to cover the costs of the evening including catered food, decorations and dinner drinks.</p> <p>During this event, APLIL raised funds through a raffle for a night at the Savoy Hotel. It generated an income of £1,980.</p> <p>The parents' night event generated a profit for APLIL of £2,815: income of £8,159 / expenses of £5,344.</p> <p>June 2024 - Annual School Fun Day</p> <p>The Fun Fair Day or "Kermesse" is a huge festive event for the younger students from primary and their families: stalls, games, goodies, food are offered to the community. The event was organised outside, in the primary school yard, the parking lot and outside the canteen on Saturday, 25th of June 2022. Family and staff from the school gather for a big day of fun and lovely moments.</p> <p>The Fun Fair Day event generated a profit of £4973: income of £5,246 / expenses of £273.</p> <p>July 2024 – Staff BBQ</p> <p>APLIL organised a BBQ with APLIL volunteers and LIL staff to thank everyone for their contributions and support throughout the year.</p> <p>It costed £1656.</p> <p>Other events and services</p> <p>APLIL organises other minor events, such as pub nights or a volunteer drink at the end of the school year.</p> <p>APLIL also invites parents to join for conferences on topics regarding the education, the children's well-being and potential threats they may face (drug awareness, digital coaching, bullying awareness, etc.). All these conferences are free for the parents and the speakers come as volunteers and are not paid.</p> <p>Grants</p> <p>APLIL did not organise a special raffle to donate to FSF, French Scholarship Foundation from September 2023 to September 2024.</p> <p>2023-2024 – Investment programme</p> <p>No investment from September 2023 to September 2024</p> <p>During the financial year all the activities listed above generated a total of £22,710.</p> <p>The total direct costs of running those activities were £12,946. These are mainly the cost of the events (£6,028), the services (£6,254 in particular the bakery and SumUp) and others (£664 such as administrative expenses, bank fees).</p> <p>Given this outcome, two end of year donations were decided:</p> <ul style="list-style-type: none"> - £1,000 to FSF, French Scholarship Foundation In previous years, APLIL used to grant the FSF (French Scholarship Foundation) 10% of the surplus for the year (before School grant). - £9,185 to the Lycée International de Londres to finance the refurbishment of the library. <p>On September the 26th 2024, when we reviewed all the transactions and reconciled them, the balance in the bank account was</p>	
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21,599.43.

The reserves are held in order to meet any unforeseen expenditure that may occur as well as being able to set up activities in the following year before funds can be raised.

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Brief statement of the charity's policy on reserves

For the coming years, we aim to hold at least £4,000 at the end of the financial year and no more than £10,000.

The reserves are held in order to meet any unforeseen expenditure that may occur as well as being able to set up activities in the following year before funds can be raised.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Funds were mainly raised through Events (Parents night, Fun Fair Day, Lillumination) and through services to the community (Bakery sales, Unitrade Sales).

The funds that are not used to run the activities are granted to the School as restricted funds for the purchase of equipment and the financing of projects benefitting the students (see above detail).

There was a consultation with school staff and Head of School on the best use of the funds granted and APLIL agreed on the above contribution.

We aim to keep the cost of the activities to parents affordable and for the surplus generated to be spent during the school year within the limit of our reserves policy stated above.

We try to keep running costs down by relying on volunteers wherever and whenever possible.

Section F Other optional information**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees – Date: 26/09/2024

Signature(s)



Full name(s)

Salima Arnold
Position: Chair

Fabienne Yilmaz
Position: Treasurer