



Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	07	2018		30	06	2019

Section A Reference and administration details

Charity name

APEB

Other names charity is known by

Association des Parents d'Eleves de l'Ecole Bilingue

Registered charity number (if any)

1152406

Charity's principal address

APEB
Ecole Bilingue
St Davids Welsh Church
St Mary's terrace

London

Postcode

W2 1SJ

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	Nathalie Allen Prince	President		
2	Laurent Marsan	Vice - President		
3	Vanessa Boulanger Twigg	Treasurer		

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 22nd June 2011
How the charity is constituted (eg. trust, association, company)	Parent's association comprising parents of Ecole Bilingue who benefit from the services and activities organised by the Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected for 2 years (and re-elected) by the majority of parents during the Annual general assembly held in June every year.

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 was held in June 2019.
The members of the executive committee have control over the Association and its funds.
Bank account operates on a signature basis by the trustees.
The association is a member of PTA (Parents Teachers Association) and its liability is covered by the insurance contracted with PTA.
All teachers employed by APEB for after-school clubs must provide a CRB/DBS check and a public liability insurance.
All members of the APEB committees are volunteers and receive no remuneration or any other benefit. Any parent can apply to become a member of a committee if it has less than 5 members.
Parents must pay a reasonable fee at the beginning of each year to become member of APEB. Membership is compulsory for applying to the After school clubs, receiving invitations to events organised by APEB, and receiving information and summaries of meetings where APEB is represented (Plan Ecole meetings....).

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 promote the education of students in the School by:

- allowing parents to discuss together all topics that involve the interests of their children at School
- developing effective relationships between school management, staff, parents and others associated with the School by ensuring parent's views are represented
- informing parents of any educational issues regarding the school as well as secondary schools in the French and English system in London
- fundraising to provide goods and services to support the School and the education of the pupils
- organizing social and educational events for parents and pupils to build and maintain the school 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)

The aim of the association's activities is to bring benefits to as many children as possible in the school. We make sure that each class can benefit from the APEB investment.

Our main activities running throughout the school years are the after school clubs, the weekly bread and pastries sales, the annual Winter Wonderland fair.

The after school clubs enable children to engage in sports and arts activities thus advancing their education and complementing the school's curriculum. Clubs are attended every week by up to 70 pupils. They take place between 4pm and 5.10pm just after the end of the school day. The clubs are run at the low cost. After school club fees cover the costs of hiring the premises (for football only) and the teachers' fees. All the children attending a club need to be covered by an insurance policy provided by CGEA.

The weekly bread and pastries sales are an important fund raising event. It is also a service very much appreciated by the families. They take place on Friday at the end of the day in the school yard where parents and children gather to enjoy the end of the week and enjoy their Friday treat.

The Winter Wonderland fair takes place every year within the school the first Saturday of December. It is organised by APEB with the help of the school's management. The entire school attends this event for a fun and sociable afternoon. Children participate in various activities and games. Parents can buy food, drinks and merchandise. The latter include tea towels made by the children, foldable polyester bags, sweatshirts, and swimming caps with the school logo.

Finally, APEB organises talks on education and schools. They are free and open to all APEB members, taking place at school during the evening. Example of such talks include: an Alumni conference held with their parents to discuss the alumni's experience across various secondary schools in London, and a presentation on internet safety for children.

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.

APEB can only survive thanks to the contribution of its committees' members who set up and run the various activities for the benefit of the school's pupils. They bring their expertise and knowledge for the benefit of the Association which was able to run smoothly and raise money every year thanks to their help and energy.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

APEB Website

The APEB website (www.apeb.org.uk) was successfully launched in September 2017. It was developed by a parent at no cost for the association. The website enables parents to book and pay after-school clubs for their children online, access information about the association, and its various initiatives and manage their account for the Friday bread and pastries sales.

The website also has an admin section. Admin users can submit invoices for payment. Charity Trustees can edit and delete these invoices, notify when they are paid and reconcile them with the association's accounts. This insures complete traceability and transparency over the association's finances. This also enables to have at any time the current financial position including detailed Income Statement split by fundraising streams and type of expenses.

Feedback has been overwhelmingly positive. The website resulted in improved communication and community engagement, reduced workload for volunteers and enhanced control, traceability and transparency over APEB's operations.

Air Pollution Initiative

Parents identified air pollution as one of their major concerns in the online survey conducted the previous year. APEB created and published a fact-sheet including information and practical tips about air pollution. It also launched a car-sharing scheme online where parents could register their interest to share car for school rides. The scheme also allowed parents to see how close they were living from other parents (data anonymised) to invite them to share their school rides.

September 2018 to June 2019: APEB set up and ran 9 different after-school clubs: chess, football, homework club, yoga, science, theatre, coding, fencing, lego robotics, arts. Those clubs were attended up to 70 children. APEB hired professionals to run each club. Each club is one hour long and gives the children the chance to learn, have fun and improve their skills in activities complementing the school's curriculum.

September 2018 to June 2019: Friday bread and pastries sales. APEB has partnered with the same company who provides fresh bread and pastries to many French schools in London. The breads and pastries are sold with a reasonable margin but below the market price. It is a very popular event very much appreciated by all families before the week end.

December 2019: School Winter Wonderland fair: attended by 90% of families. It is a fun event where children can enjoy games and activities whilst parents can socialise with other parents. A marquee is rented by APEB and set up in the school courtyard. In addition to money raised by the various games and activities, APEB sells food, drinks and merchandised goods, including tea towels with drawings made by all the pupils of the school. This is one of the main fundraising events.

Section E

Financial review

Brief statement of the charity's policy on reserves

The association keeps a reserve of minimum £2,000 every year for unexpected expenses and late payments of clubs' providers.

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.

The funds raised during the year are presented to parents during the Annual general assembly. The allocation of the funds is discussed with the Direction of the school to decide together which are the most urgent investments to benefit pupils. The recommended investments are then presented to the APEB committee who vote to approve them.

The Association undertook to assume the cost of each child's school trip to the theatre in December 2019.

Section F

Other optional information

A "solidarity fund" is offered to parents who cannot afford to pay their child's school trip.

The solidarity fund is made of 10% of the money raised per year by the Association.

It can be split between different beneficiaries.

The amount allocated to each family is discussed between the family and the APEB president, with the approval of the APEB Treasurer.

The beneficiaries of this solidarity funds remain anonymous and is only known by the APEB president and treasurer and the school management.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Nathalie Allen Prince	Laurent Marsan	Vanessa Boulanger Twigg
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Full name(s)	Nathalie Allen Prince	Laurent Marsan	Vanessa Boulanger Twigg
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Position (eg Secretary, Chair, etc)	President	Vice - President	Treasurer
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Date			
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CHARITY COMMISSION
FOR ENGLAND AND WALES

1152406

Receipts and payments accounts

CC16a

For the period
from

01/07/2018

To

30/06/2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowme nt funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
AFTER SCHOOL ACTIVITIES	56,050	-	-	56,050	43,737
BREAD SALE	4,673	-	-	4,673	4,294
EVENTS	2,528	-	-	2,528	2,940
OTHER	393	-	-	393	1,283
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
AR)	63,644	-	-	63,644	52,254
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	63,644	-	-	63,644	52,254
A3 Payments					
AFTER SCHOOL ACTIVITIES	43,206	-	-	43,206	30,977
BREAD SALE	3,525	-	-	3,525	3,112
EVENTS	1,881	-	-	1,881	910
ADMIN EXPENSES	2,223	-	-	2,223	1,548
INSURANCE	1,135	-	-	1,135	-
SCHOOL DONATION	1,704	-	-	1,704	7,686
OTHER	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	53,674	-	-	53,674	44,234
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	53,674	-	-	53,674	44,234
Net of receipts/(payments)	9,970	-	-	9,970	8,020
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,464	-	-	19,464	11,444
Cash funds this year end	29,435	-	-	29,435	19,464

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestrict ed funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CASH AT BANK	29,435	-	-
		-	-	-
		-	-	-
	Total cash funds	29,435	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestrict ed funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	VANESSA BOULANGER TWIGG	VANESSA BOULANGER TWIGG	27th April 2020	
	NATHALIE ALLEN PRINCE	NATHALIE ALLEN PRINCE	27th April 2020	

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
APEB

On accounts for the year
ended

30th June 2019

Charity no
(if any)

1152406

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 / 06 / 2019.

Responsibilities and basis
of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's
statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:



Date: 29th April 2019

Name: DIPA SHAH, Nee JAINTILAL

Relevant professional
qualification(s) or body (if
any):

ACMA

Address: 170 BELSIZE ROAD
LONDON NW6 4BJ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.