



Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
From 01	07	2017	To 30	06	2018

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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

Postcode

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 Prince Allen	President	Appointed June 2018	
2	Laurent Marsan	Vice - President	Appointed June 2018	
3	Vanessa Boulanger Twigg	Treasurer	Appointed June 2018	

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)

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 gathering parents of Ecole Bilingue who pay an annual membership to become member and 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 2018.

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....).

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 benefit 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 60 pupils. They take place between 4pm and 5.10pm just after the end of the school day. The clubs are run at the lowest possible costs. 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: a coach from the Centre for NonViolent Communications; an Alumni conference held with their parents to discuss the alumni's experience across various secondary schools in London.

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 2017 to June 2018: 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 2017 to June 2018: 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 2017: 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.

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 funds of £7,687 this year were allocated to
1/ the purchase of a iPads (£2,500)
2/ the purchase of a tennis table (£699)
3/ the purchase of lockers (£4,487)

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.


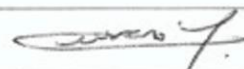
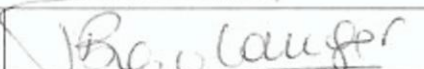
The amount allocated to each family is discussed between the family and the APEB president, with the approval of the APEB Treasurer.

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)			
Full name(s)	Nathalie Prince Allen	Laurent Marsan	Vanessa Boulanger Twigg
Position (eg Secretary, Chair, etc)	President	Vice - President	Treasurer
Date	25.04.19	26.04.2019.	26.04.2019



Section A

Independent Examiner's Report

Report to the trustees/
members of

APEB

On accounts for the year
ended

June 30th 2018

Charity no
(if any)

1152406

Set out on pages

1

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I 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.

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

Signed:

Date:

1st April 2019

Name:

Difa 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 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.

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