

# Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	09	2019	To	31	08	2020

## Section A Reference and administration details

Charity name **ECOLE TRICOLORE**

Other names charity is known by

Registered charity number (if any) **1161456**

Charity's principal address **15 Stone Road**

**BROMLEY**

**Kent**

Postcode **BR2 9AX**

### 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	Isabelle de Maximy	President		
2	Carla Couthino	Trustee		
3	Stephanie Perthué-Giles	Trustee		
4	Cedric Neulat	Trustee		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

### 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)**

Pierre-Julien Rivière (Headteacher), Cécile Neulat (Head of Administration), Sezer Demiraslan (Treasurer)

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	ASSOCIATION
Trustee selection methods (eg. appointed by, elected by)	Elected at Members' General Meeting.

**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.

The organisation of Ecole Tricolore remains unchanged.

The Headteacher is responsible for the overall leadership and management of the school.

The Head is responsible for the formulation of the strategic and school development plans, curriculum or organisational change as well as recruitment working closely with the Head of Administration and the Treasurer.

The Head of Administration, previously called Secretary, is responsible for the general communication with members of the charity, the staff and any person/entities working along with the charity, the implementation of any regulations/procedures deemed necessary for the school to operate safely and effectively as well as the overview of the accounts of the charity.

The Treasurer is responsible for the accounts of the charity.

Ecole Tricolore has renewed its membership with the Association "Parapluie FLAM" (Registered Charity n°1155089) which provides support and establish cooperation between the many entities like Ecole Tricolore established in the UK.

## Section C Objectives and activities

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

The Charity's objects are to advance education of children in the French language and culture in such ways as the Trustees shall think fit.

The children will learn how to speak, read and write in French in small groups taking into account their ability in the language.



**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 main activity provided by Ecole Tricolore is to provide French lessons to children.

Ecole Tricolore provides French lessons in two different structures both located in the Borough of Bromley:

- A Saturday school based in West Wickham: lessons of three hours for children aged between 3 and 15 years old;
- A Wednesday after-school Club based in Bromley: lesson of one hour and a half for children aged between 4 and 11 years old.

Both structures are offering French lessons during school terms (10 sessions per term over 3 terms).

As stated in the Charity's governing document, Ecole Tricolore is primarily aimed at children having a French background: most of the children have at least one French-speaker parent, some of them have also spent a significant time in a French speaking country so that they can understand and even speak French.

However, Ecole Tricolore has also designed lessons for groups of children whose French is poor or non-existent but who are ready to face the challenge to learn the language and have the support of at least one parent.

In accordance with the guidance issued by the Charity Commission on public benefit, the Trustees of Ecole Tricolore ensure that no pupil will be disadvantaged by their ability to speak the language, their background or their ability to pay the fees. Families in difficult circumstances can be granted fee reductions or favourable methods of payments (instalments).

**Additional details of objectives and activities (Optional information)**

All Trustees give their time voluntarily and receive no remuneration or other benefit.

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

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

**Summary of the main achievements of the charity during the year**

Ecole Tricolore has welcome 157 students from the age of 3 to 15 years old.

There is a total of 13 classes at the Saturday school as well as an after-school club welcoming a small group of children every Wednesday during term times.

Our website remains our main source of advertisement.

Parents are also a good source of advertisement, spreading the word about Ecole Tricolore to the local francophone communities.

Francophonie is celebrated all year round at Ecole Tricolore through class activities, special celebrations and work topics.

The educational team of Ecole Tricolore is encouraged to diversify their teaching using different kind of educational supports (books, games, videos/films), to review the topics and to provide a relaxing and fun environment to the children.

To that extent, the educational and administrative team of Ecole Tricolore is also encouraged to attend the regular workshops/training offered by "Parapluie FLAM" every term.

We promote every year the "DELF" exam (an official diploma awarded by the French Ministry of Education to certify the French language competency of candidates from outside France) working in partnership with the London French Institute which every year allocated places to the young students on Flam Schools like Ecole Tricolore so they can sit the exam on a Saturday. We support and offer an additional training to our students who wish to take this exam.

This year again some staff members had the opportunity to attend two days of first aid training, one day specific to "paediatric first aid". It is important that all staff members can benefit from a first aid training and we encourage it every year.

All the team is also encouraged to attend a safeguarding training delivered online to keep updated with any change of the law in that respect.



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## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cashes reserves are still retained on a separate bank account as a contingency, particularly in the event that we might to find new premises.

### Details of any funds materially in deficit

None

### 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 main sources of funds of Ecole Tricolore are the tuitions fees paid by the families and the school supplies contribution paid for each child every new school year.

These funds go towards the remuneration of the staff, the rental costs of the premises, the purchase of any school supplies and management fees (insurance, telephone, internet, training sessions, seminars etc.).

Although the charity has leverage due to its savings (part of grants received so far from the French Embassy), the objective is to control all costs and ensure the long-term balance of the charity's accounts.

## Section F

## Other optional information

## Section G

## Declaration

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

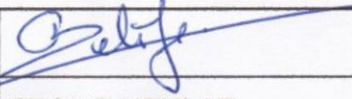
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
CECILE NEULAT	
Head of Administration	

29/06/2021





CHARITY COMMISSION  
FOR ENGLAND AND WALES

ECOLE TRICOLERE

1161456

Receipts and payments accounts

CC16a

For the period from 01/09/2019 To 31/08/2020

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>					
Registration Fees	39,292	-	-	39,292	65,944
Fundraising	194	-	-	194	635
Other (DELF exam fee refund)	50	-	-	50	66
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>39,536</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>66,644</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>39,536</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>66,644</b>
<b>A3 Payments</b>					
Rent	5,370	-	-	5,370	4,035
Staff Remuneration	34,718	-	-	34,718	48,625
School ressources (from Amazon)	796	-	-	796	966
Other expenses (admin,ressources,DELF)	100	-	-	100	280
Staff Training (FLAM training sessions)	156	-	-	156	499
Website	170	-	-	170	142
Telephone	225	-	-	225	185
DBS checks	423				336
Staff expenses (educational, training)	408				420
Insurance	183				35
<b>Sub total</b>	<b>42,548</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,522</b>
<b>A4 Asset and investment purchases, (see table)</b>					
		-	-	-	-
Storage cupboard	-	-	-	-	324
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>324</b>
<b>Total payments</b>	<b>42,548</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,846</b>
<b>Net of receipts/(payments)</b>	<b>- 3,012</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,798</b>
<b>A5 Transfers between funds</b>		-	-	-	-
<b>A6 Cash funds last year end</b>	<b>26,327</b>	-	-	<b>26,327</b>	<b>15,683</b>
<b>Cash funds this year end</b>	<b>23,315</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,481</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 £
<b>B1 Cash funds</b>	Cash funds in bank deposit account	23,315	-	-
	Cash funds in Base Rate Reward Account	34,213	-	-
			-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	57,528	-	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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 Cedric NEULAT	Date of approval 29/06/21
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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

ECOLE TRICOLERE

On accounts for the year  
ended

01/09/2019 to 31/08/2020

Charity no  
(if any)

1161456

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2020**.

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 (other than that disclosed below \*) 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.

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

Signed:

Date:

29/06/2021

Name:

BRIAN H

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

Senior Accountant

Address:

12 MONTAGUE TERRACE

DURHAM ROAD

BROMLEY BR2 0SZ

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.